

Happy
RETIREMENT
to
ALLAN CAYER

KITIGAN ZIBI ANISHINABEG



Congratulations on your retirement and thank you for your **19 years** of dedicated service to Kitigan Zibi Anishinabeg as **Forestry and Awazibi Field Supervisor** and many more years of service in other capacities for the KZA.

Your hard work, leadership, and commitment to our community have been truly appreciated and will leave a lasting legacy.

Wishing you good health, happiness, and many rewarding years ahead as you enjoy this well-earned new chapter.

With sincere appreciation,

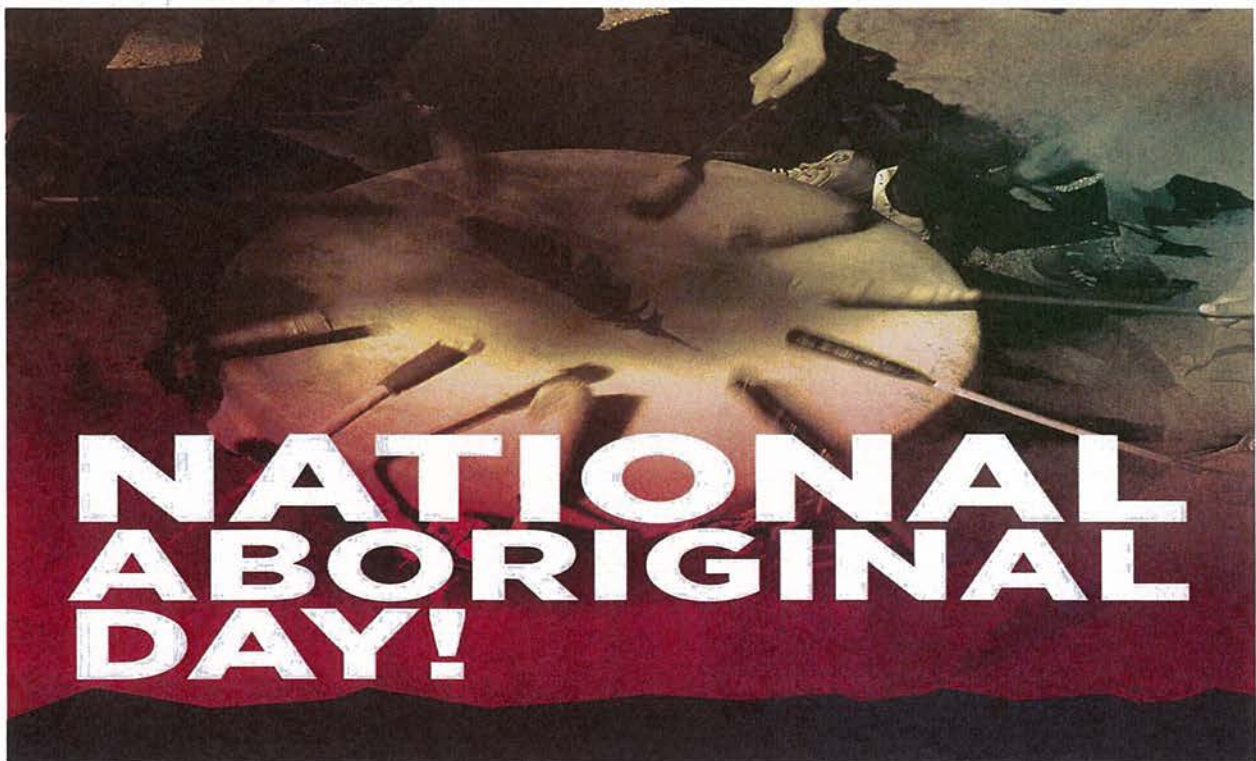
**Kitigan Zibi Anishinabeg
Community Services**



**KZA Community Services Administration
Office would like to inform the
community that our offices will be closed**

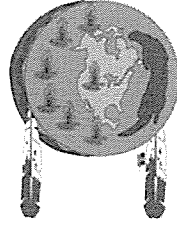
Monday June 22, 2026

for National Aboriginal Day.



Wishing everyone a safe long weekend.

***KZA Community Services Administration
Office***



**NOTICE of
KITIGAN ZIBI ANISHINABEG
ELECTION 2026 and Nomination Meeting.**

The 2026 election will be held at:

**KZA COMMUNITY HALL
311 Fafard St., Maniwaki, QC**

On August 15th from 9 am until 8 pm.

The Nomination Meeting will be held in person on July 4th from 9 am until noon at the KZA Community Hall at 311 Fafard Street.

You can nominate one chief and six councillors for the KZA Band Council in person or by filling out the attached forms and returning them before the nomination date.

You are receiving this Mail-In Nomination Package because you have provided the Electoral Officer or Lands and Estates Officer with your mailing address.

All necessary forms are enclosed:

If you have any questions, do not hesitate to contact the Electoral Officer

Sincerely,

T. Dewache, Electoral Officer
Kitigan Zibi Anishinabeg
1 Paganakomin Mikan
Maniwaki, Quebec
J9E 3C9
(819) 449-5170 ext. 1007
Tina.Dewache@kza.qc.ca

CKWE 103.9



Presents

SUPER MONSTER BINGO

THURSDAY June 25th at 7:00 PM

\$7150 in prizes!

Cost: **\$30** for a 5 strip pad (15 Faces)

\$2 for extra Jackpot Cards (1 Strip 3 Faces)

Outlets to purchase cards:

KZ Freshmart
Wabano's Gas
KZ Gaz
Star Tobacco
Smileys
CKWE

Hawks Trading Post
Spearhead Store
Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

Game 1 – Regular Bingo \$200

Game 2 – Regular Bingo \$200

Game 3 – Regular Bingo \$200

Game 4 – Regular Bingo \$200

Game 5 – Regular Bingo \$200

Game 6 – Regular Bingo \$200

Game 7 – Regular Bingo \$200

Jackpot Game – Letter X \$750

Continuing for

Full Card \$5000

Outlets to purchase cards:

KZ Freshmart
Wabano's Gas
KZ Gaz
Star Tobacco
Smileys
CKWE

Hawks Trading Post
Spearhead Store
Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

The inside or outside corners **WILL COUNT** for a Regular Bingo

For more information, contact CKWE at 819-449-5097

Ayàngwàmìg pimibidjigeyeg!

Be careful when driving!

The Land, Water and Animals Advisory Committee would like to remind everyone that the turtles are out and laying their eggs along roadsides.

We ask everyone to watch out for the turtles, especially the Wood Turtle. The Wood Turtle is listed as Endangered Species. Some steps when encountering a wood turtle:

- Allow it to continue in the direction it is heading
- If you feel the turtle is in danger, pick it up gently and release it in the direction it was heading
- Take a photo and report your sightings to



Natural Resource and Wildlife Office

The Snapping Turtle is also a protected species.

We encourage community members when approaching the turtles, especially the Snapping Turtles to be cautious, and as the wood turtle, allow it to continue heading in it's direction unless in danger, release in the direction it was heading and handle with delicacy.

We also encourage community members to be cautious of your surroundings when stopping on the side of the road to rescue turtles.

Mìgwech/Thank you

Pontoon Ride for KZ Seniors'



Come and join the Land, Water and Animals Advisory Committee for Pontoon Rides and Picnic on 31-Mile Lake.

When: Friday, July 3, 2026

Leave Kitigan Zibi 11:00 am. Transportation will be available.

We will meet up at the Community Hall for 10:50 am.

We will board the pontoons at docking area in Ste. Therese.

To sign up for a pontoon ride, leave your name with the Land, Water and Animals Advisory Committee Coordinator, Mariette Buckshot at 819-449-5170.

A sign-up sheet will be posted at Endong for those interested.



For further information, feel free to contact LWAAC Coordinator at 819-449-5170 or LWAAC.Coordinator@kza.qc.ca

Pre-RFPQ Release Notice Vegetation Management Services

Issued: June 15, 2026
Contact: Kathy Cherian
Email: Kathy.cherian@HydroOne.com

Hydro One Networks Inc. and its affiliates (“Hydro One”) are planning to undertake a competitive procurement process and anticipating to release a Request for Pre-Qualification (“RFPQ”) between **June 22 to July 6, 2026** for the provision of Vegetation Management Services, which primarily includes providing services for Hydro One’s Forestry (Distribution & Transmission Lines) divisions throughout various regions in the Province of Ontario.

Hydro One distributes electricity throughout the province of Ontario along its 120,000 km of distribution voltage circuits and 30,000 km of transmission voltage circuits. Vegetation management work is accomplished using a combination of in-house crews and contracted workers directed by the Forestry Work Management department and audited through a Quality Control team.

Hydro One’s intent coming out of this competitive procurement process is to establish contract(s) with one (1) or more pre-qualified vendors for Vegetation Management Services, on an as and when required basis throughout a multi-year contract term. Any award of business through the RFPQ will not be exclusive, and Hydro One makes no guarantee of the value or volume of work or services that may be given to any supplier pursuant to the RFPQ or any subsequent agreement.

Detailed scope and technical requirements will be released as part of the RFPQ.

Registering as a Bidder/Proponent:

The RFPQ will be hosted on SAP Ariba for which your company may or may not be already registered. All current and new suppliers are required to register and join the Ariba Hydro One Network to participate in future Hydro One Sourcing events and to be able to bid on future contracts.

If not registered and you wish to be included in this RFPQ opportunity, to receive an invitation to register on Ariba and link to Hydro One’s Ariba profile, please send an email to Kathy.cherian@HydroOne.com providing the following information:

- Full Legal Company Name (the legal name as it appears on company’s Certificate of Incorporation, Articles of Amendment or Master Business License etc).
- Complete Address (Street Name/Number, City, Province/State, Country, Postal Code/Zip)
- First/Last Name & Email for the initial administrator
- Phone#

Upon receipt of the email, an invite will be sent out to the company contact to complete the full registration in Ariba.

Additional information on how to participate in Hydro One sourcing events using the Ariba Network, SAP Ariba browser compatibility requirements, user guides on Supplier Registration

and DocuSign for eSignatures are available at the following link:
<https://www.hydroone.com/about/suppliers>.

All interested and eligible parties are encouraged to register on Ariba prior to the anticipated RFPQ release and are invited to participate in this upcoming competitive procurement process.

The purpose of this bulletin is to provide early notice of an upcoming opportunity but does not commit Hydro One to issue any procurement invitation, nor does it restrict Hydro One to any particular procurement approach. This notice is not intended to be a call for tenders or proposals and is not intended to create any contractual or other legal obligation owed to any potential supplier by Hydro One.

Information provided in this bulletin is intended to be general reference only, may change, and is not intended to be relied upon by any potential supplier. Hydro One makes no representations or warranties, express or implied, as to the accuracy or completeness of any such information. Interested parties should refer to the final procurement documents, if and when posted on Ariba, for full details of the opportunity.



JOB OPPORTUNITY

Open until filled

May 6, 2026

| | |
|-----------------------|---|
| POSITION: | Community Health Nurse |
| LOCATION: | Kitigan Zibi Health and Social Services |
| WORK SCHEDULE: | 35 hours a week |
| TERM: | Indeterminate – Full Time (6-month probationary period) |
| SALARY: | Level 7 (range based on experience) |
| DUE DATE: | Open until filled |

Under the supervision of the Nurse Team Leader, the Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-315-0667 ext. 1601

Location: Human Resources Department – 315 Fafard Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center or as designated by Director
8 Kikinamage Mikan, Maniwaki Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7
in accordance with the KZA *Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
Date of Job Description : August 2024

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offer a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

With the functional support, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmieres du Quebec* (Nurses Code of Ethics), 17 reserved activities for nurses.

Service Responsibilities:

Under the direction, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. planning and delivering community health programs, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. delivering an immunization program in accordance to the Protocol Immunization Quebec and the KZHSS Immunization Policy and Procedures. Also, ensuring to maintain a communicable disease-reporting program in collaboration with Nurse Team Leader;

- c. delivering the following community health programs in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health, and Community Health Services);
- d. delivering community health services in group or individual settings such as the community health facility, the community hall, the community schools, home visits and/or other designated community sites;
- e. developing and maintaining positive relationships with the individuals, families, the KZHSS staff and the leaders of the community and clarifying KZHSS Service policies and professional requirements when required;
- f. supporting the KZHSS in the development of safe efficient health facilities/operations; and,
- g. meeting with or communicating via telephone with physicians, other nurses, nurse practitioners, optometrists, dentists, other health staff, and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.

Jointly, with the Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:

- h. developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually; and,
- i. participating in the ongoing quality assurance process.

Community Health Programs

A) Preconception Health Services :

- a. establishing liaison between the program and school staff;
- b. providing service to all child bearing adults;
- c. providing an annual standardized preconception health curriculum to KZES as per KZHSS Community Health Service Policy and Procedures; and,
- d. with a prescriber's license, offer smoking cessation program to all child bearing adults. Offering Contraception to those who are eligible.

B) Prenatal Health Services

- a. providing extra support to pre-natal individuals considered "at risk" (as identified by the Prenatal Screening Form) and ensuring regular exams by their physician and/or Midwife are received;
- b. providing monthly prenatal screening and assessment clinics;
- c. conducting an in-depth family assessment on any "at risk" prenatal clients, their support and family; collaborating with other teams within KZHSS for support;
- d. providing a standardized prenatal class to all child bearing individuals of any age who are pregnant;
- e. provision of the Nutrition Voucher Incentive Program to those who are eligible; and,
- f. contraception, Smoking Cessation program with prescriber's license.
- g.

C) Maternal and Newborn Health Services

- a. receiving a referral from CISSSO/Ontario/ other health facilities on all birthing persons and their newborns post discharge;
- b. working in collaboration with local midwife for postnatal follow-ups;
- c. providing post-natal information and consultations to parents;
- d. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- e. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- f. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, nutrition, breast/chest feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- g. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- h. conducting follow up assessments using the ABCDaire Screening Tool and making referrals as necessary;
- i. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program; and,
- j. contraception, Smoking Cessation program with prescriber's license.

D) Infant and Pre-School Health Services

- a. participating in pre-school health screening clinics using approved Developmental Screening Tools (ABCDaire);
- b. conducting necessary screening for preschoolers (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all preschoolers are adequately immunized;
- d. providing health education and information to parents regarding their child's health status; where appropriate;
- e. conducting follow up and referring internally to other service providers within KZHSS, and/or external service providers as needed; and,
- f. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program.

E) School Health Services

- a. Establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. Conducting necessary screening for students (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- c. Monitoring the immunization status of all students attending the on-site community school; providing immunizations in school for eligible classes following the PIQ guidelines.
- d. Providing health education and information to the parents regarding their child's health status;
- e. Obtaining health history, making referrals internally to visiting health professionals (family doctor, GMF nurse, therapist) and external when necessary with consent of parent.
- f. Providing health teachings such as: nutrition, chronic conditions, sex education, etc.
- g. Contraception, Smoking Cessation program with prescriber's license.

F) Community Health Services

- a. provide health screening clinics to assist in identifying chronic diseases; provides teachings on preventing chronic health conditions;
- b. provide health education for chronic disease management to individuals or groups;
- c. assessing physical and social needs of chronically ill adults; following up, monitoring and making necessary referrals when required;
- d. coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards;
- e. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and KZHSS protocol to implement regular Tuberculin Skin Testing; liaising with physicians and completing recommended follow up;
- f. provides urgent and non-urgent essential primary health care services (e.g. minor procedures such as prescribed injections, suture removal with prescription, minor wound care);
- g. advocates for client needs and facilitates access to other health services by establishing linkages with appropriate service providers; referrals to appropriate care beyond the scope of nursing practice, assistance with obtaining health records from other service providers;
- h. treatment centre referrals in collaboration with NNADAP program;
- i. referring to foot care services when applicable;
- j. assisting with community health education displays monthly;
- k. assisting with community health promotion and prevention activities; and,
- l. monitors immunization storage, maintenance and ensures proper precautions and protocols are followed to avoid vaccine cold chain break (e.g. records fridge temperature twice daily).
- m. Assists with the bloodwork clinic

Other Responsibilities

Under the direction of the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. reporting to the Nurse Team Leader on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse Team Leader;
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community health meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers;
- i. reporting on material learned at training seminars attended;
- j. meeting and planning as a team player with KZHSS team members; and,

- k. providing guidance, field experience and supervision of student from nursing faculties when required.

Organizational Responsibilities

As a representative of KZHSS, the Employee is responsible for:

- a. reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Policies, Standards and Procedures;
- c. proposing changes within KZHSS that would improve the quality of service to Anishinabe children, families and community;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabe children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabe culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records; and,
- h. participating in annual Performance appraisals.

ACCOUNTABILITY

The Community Health Nurse is accountable:

- a. for following the Medical Directives set out by KZHSS and CISSSO collaboration;
- b. for following all policies, standards and procedures set out by KZHSS & KZA; and,
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education

To the professional governing bodies (Ordres des infirmieres et infirmiers du Quebec).

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q -*Protocole d'immunisation du Quebec*) and database reporting systems; (e.g. SI-PMI - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province

of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmières du Québec (e.g. Nurses Code of Ethics).

CONTACTS

- Maintains positive relationships with clients in providing community health nursing program and service delivery through family-centered practice.
- Maintains effective working relationships with local health providers and community agencies to make referrals.
- Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan).
- Networks with external/internal partners to provide evidence-based services and activities for community mobilization; collaborates with the Public Health Protection, First Nations and Inuit Health Branch (FNIHB), Public Health Agency of Canada (PHAC), le Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO) and other regional health care agencies in delivery of usual and emergency programs (e.g. pandemic response planning, mass immunizations, Communicable Disease Control and Management).
- Advocates for clients and coordinates referral to appropriate provincial secondary and tertiary levels of care such healthcare providers /institutions and therapeutic services (e.g. psychologist), and internal/external health, social, and education programs.
- Liaises and networks with local service providers. (e.g. Maniwaki Hospital/CLSC, institutions, educational facilities, government agencies, health care agencies/facilities)

MANAGERIAL/SUPERVISORY

| | |
|-----------------------------|---|
| Human Resources: | <ul style="list-style-type: none"> ▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students) |
| Financial Resources: | <ul style="list-style-type: none"> ▪ Not applicable in this position. |
| Material Resources: | <ul style="list-style-type: none"> ▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information. |

ENVIRONMENTAL FACTORS

| | |
|---|---|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle. |

| | |
|---------------------------------|--|
| | <ul style="list-style-type: none"> ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces. |
| INCUMBENT QUALIFICATIONS | |
| Education and Experience | <ul style="list-style-type: none"> ▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <p><i>or at a minimum:</i></p> <ul style="list-style-type: none"> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi. |
| Abilities: | <ul style="list-style-type: none"> ▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. <p>Skills/Abilities</p> <ol style="list-style-type: none"> a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. <p>NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.</p> |

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| <p>Personal Suitability:</p> | <ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required. |
| <p>Certification/Licenses to maintain for duration of employment:</p> | <ul style="list-style-type: none"> ▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d'infirmières ou d'infirmiers du Québec</i>; <ul style="list-style-type: none"> ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice. ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license. |
| <p>Assets:</p> | <ul style="list-style-type: none"> ▪ Ability to communicate in French ▪ Ability to communicate in Algonquin. |



JOB OPPORTUNITY

2nd Posting

June 18, 2026

| | |
|-----------------------|---|
| POSITION: | Community Health Nurse (Maternal and Child Health) |
| LOCATION: | Kitigan Zibi Health and Social Services |
| WORK SCHEDULE: | 35 hours a week |
| TERM: | Indeterminate – Full Time (6-month probationary period) |
| SALARY: | Level 7 (range based on experience) |
| DUE DATE: | July 3, 2026 |

Under the supervision of the Nurse Team Leader, the Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department no later than **July 3, 2026, by 11:00 A.M.**

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-315-0667 ext. 1601

Location: Human Resources Department – 315 Fafard Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse (Maternal and Child Health) Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse (Maternal and Child Health)

Category : Professional

Sector : Kitigan Zibi Health & Social Services

Location : Kitigan Zibi Health Center
8 Kikinamage Mikan, Maniwaki Quebec

Terms : Full Time–Indeterminate

Hours : 35 hours per week

Salary : KZA Salary Scale Level 7
in accordance with the *KZA Human Resource Policy*

Immediate Supervisor : Nurse Team Leader

Date of Job Description : February 2026

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

With the functional support, guidance and supervision provided by the Nurse in Charge, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmieres du Quebec* (Nurses Code of Ethics), 17 reserved activities for nurses.

Service Responsibilities:

Under the direction, guidance and supervision provided by the Nurse in Charge, the Community Health Nurse is responsible for:

- a. planning and delivering community health programs, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. delivering an immunization program in accordance to the Protocol Immunization Quebec and the KZHSS Immunization Policy and Procedures. Also, ensuring to

maintain a communicable disease-reporting program in collaboration with Nurse in Charge;

- c. delivering the following community health programs in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health, and Community Health Services);
- d. delivering community health services in group or individual settings such as the community health facility, the community hall, the community schools, home visits and/or other designated community sites;
- e. developing and maintaining positive relationships with the individuals, families, the KZHSS staff and the leaders of the community and clarifying KZHSS Service policies and professional requirements when required;
- f. supporting the KZHSS in the development of safe efficient health facilities/operations; and,
- g. meeting with or communicating via telephone with physicians, other nurses, nurse practitioners, optometrists, dentists, other health staff, and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.

Jointly, with the Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:

- h. developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually; and,
- i. participating in the ongoing quality assurance process.

Community Health Programs

A) Preconception Health Services :

- a. establishing liaison between the program and school staff;
- b. providing service to all child bearing adults;
- c. providing an annual standardized preconception health curriculum to KZES as per KZHSS Community Health Service Policy and Procedures; and,
- d. with a prescriber's license, offer smoking cessation program to all child bearing adults. Offering Contraception to those who are eligible.

B) Prenatal Health Services

- a. providing extra support to pre-natal individuals considered "at risk" (as identified by the Prenatal Screening Form) and ensuring regular exams by their physician and/or Midwife are received;
- b. providing monthly prenatal screening and assessment clinics;
- c. conducting an in-depth family assessment on any "at risk" prenatal clients, their support and family; collaborating with other teams within KZHSS for support;
- d. providing a standardized prenatal class to all child bearing individuals of any age who are pregnant;
- e. provision of the Nutrition Voucher Incentive Program to those who are eligible; and,
- f. contraception, Smoking Cessation program with prescriber's license.

C) Maternal and Newborn Health Services

- a. receiving a referral from CISSSO/Ontario/ other health facilities on all birthing persons and their newborns post discharge;
- b. working in collaboration with local midwife for postnatal follow-ups;
- c. providing post-natal information and consultations to parents;
- d. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- e. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- f. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, nutrition, breast/chest feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- g. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- h. conducting follow up assessments using the ABCDaire Screening Tool and making referrals as necessary;
- i. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program; and,
- j. contraception, Smoking Cessation program with prescriber's license.

D) Infant and Pre-School Health Services

- a. participating in pre-school health screening clinics using approved Developmental Screening Tools (ABCDaire);
- b. conducting necessary screening for preschoolers (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all preschoolers are adequately immunized;
- d. providing health education and information to parents regarding their child's health status; where appropriate;
- e. conducting follow up and referring internally to other service providers within KZHSS, and/or external service providers as needed; and,
- f. provision of the ABCdaire Growth & Development and Nutrition Voucher Incentive Program.

E) School Health Services

- a. Establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. Conducting necessary screening for students (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- c. Monitoring the immunization status of all students attending the on-site community school; providing immunizations in school for eligible classes following the PIQ guidelines.
- d. Providing health education and information to the parents regarding their child's health status;
- e. Obtaining health history, making referrals internally to visiting health professionals (family doctor, GMF nurse, therapist) and external when necessary with consent of parent.
- f. Providing health teachings such as: nutrition, chronic conditions, sex education, etc.
- g. Contraception, Smoking Cessation program with prescriber's license.

F) Community Health Services

- a. provide health screening clinics to assist in identifying chronic diseases; provides teachings on preventing chronic health conditions;
- b. provide health education for chronic disease management to individuals or groups;
- c. assessing physical and social needs of chronically ill adults; following up, monitoring and making necessary referrals when required;
- d. coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards;
- e. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and KZHSS protocol to implement regular Tuberculin Skin Testing; liaising with physicians and completing recommended follow up;
- f. provides urgent and non-urgent essential primary health care services (e.g. minor procedures such as prescribed injections, suture removal with prescription, minor wound care);
- g. advocates for client needs and facilitates access to other health services by establishing linkages with appropriate service providers; referrals to appropriate care beyond the scope of nursing practice, assistance with obtaining health records from other service providers;
- h. treatment centre referrals in collaboration with NNADAP program;
- i. referring to foot care services when applicable;
- j. assisting with community health education displays monthly;
- k. assisting with community health promotion and prevention activities; and,
- l. monitors immunization storage, maintenance and ensures proper precautions and protocols are followed to avoid vaccine cold chain break (e.g. records fridge temperature twice daily).

Other Responsibilities

Under the direction of the Nurse in Charge, the Community Health Nurse is responsible for:

- a. reporting to the Nurse in Charge on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse in Charge;
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community health meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers;
- i. reporting on material learned at training seminars attended;
- j. meeting and planning as a team player with KZHSS team members; and,
- k. providing guidance, field experience and supervision of student from nursing faculties when required.

Organizational Responsibilities

As a representative of KZHSS, the Employee is responsible for:

- a. reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Policies, Standards and Procedures;
- c. proposing changes within KZHSS that would improve the quality of service to Anishinabe children, families and community;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabe children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabe culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records; and,
- h. participating in annual Performance appraisals.

ACCOUNTABILITY

The Community Health Nurse is accountable:

- a. for following the Medical Directives set out by KZHSS and CISSSO collaboration;
- b. for following all policies, standards and procedures set out by KZHSS & KZA; and,
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education

To the professional governing bodies (Ordres des infirmieres et infirmiers du Quebec).

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q - *Protocole d'immunisation du Quebec*) and database reporting systems; (e.g. SI-PMI - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmieres du Quebec (e.g. Nurses Code of Ethics).

CONTACTS

- Maintains positive relationships with clients in providing community health nursing program and service delivery through family-centered practice.
- Maintains effective working relationships with local health providers and community agencies to make referrals.
- Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan).
- Networks with external/internal partners to provide evidence-based services and activities for community mobilization; collaborates with the Public Health Protection, First Nations and Inuit Health Branch (FNIHB), Public Health Agency of Canada (PHAC), le Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO) and other regional health care agencies in delivery of usual and emergency programs (e.g. pandemic response planning, mass immunizations, Communicable Disease Control and Management).
- Advocates for clients and coordinates referral to appropriate provincial secondary and tertiary levels of care such healthcare providers /institutions and therapeutic services (e.g. psychologist), and internal/external health, social, and education programs.
- Liaises and networks with local service providers. (e.g. Maniwaki Hospital/CLSC, institutions, educational facilities, government agencies, health care agencies/facilities)

MANAGERIAL/SUPERVISORY

| | |
|-----------------------------|---|
| Human Resources: | <ul style="list-style-type: none"> ▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students) |
| Financial Resources: | <ul style="list-style-type: none"> ▪ Not applicable in this position. |
| Material Resources: | <ul style="list-style-type: none"> ▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information. |

ENVIRONMENTAL FACTORS

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|---|---|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces. |

| INCUMBENT QUALIFICATIONS | |
|---------------------------------|---|
| Education and Experience | <ul style="list-style-type: none"> ▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <p style="margin-left: 20px;"><i>or at a minimum:</i></p> <ul style="list-style-type: none"> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi. |
| Abilities: | <ul style="list-style-type: none"> ▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. <p>Skills/Abilities</p> <ol style="list-style-type: none"> a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. <p>NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.</p> |

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| <p>Personal Suitability:</p> | <ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required. |
| <p>Certification/Licenses to maintain for duration of employment:</p> | <ul style="list-style-type: none"> ▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d’infirmières ou d’infirmiers du Québec</i>; <ul style="list-style-type: none"> ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse’s professional practice. ▪ Valid driver’s license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber’s license. |
| <p>Assets:</p> | <ul style="list-style-type: none"> ▪ Ability to communicate in French ▪ Ability to communicate in Algonquin. |



JOB OPPORTUNITY

1st Posting

June 5, 2026

| | |
|-----------------------|---|
| POSITION: | Crisis Response Coordinator |
| LOCATION: | Kitigan Zibi Health and Social Services |
| WORK SCHEDULE: | 35 hours a week |
| TERM: | Contract (one year with potential for extension based on funding) |
| SALARY: | Level 7 (range based on experience) |
| DUE DATE: | June 19, 2026 |

The Crisis Response Coordinator is responsible for developing, implementing, and coordinating a culturally grounded, community-based crisis response network within Kitigan Zibi Anishinabeg. This role focuses on strengthening community readiness, enhancing coordinated responses to mental health, substance use, and grief-related crises, and supporting prevention through land-based and culturally informed approaches. The coordinator works across programs, sectors, and partnerships to ensure timely, compassionate, and effective responses rooted in Anishinabe values, while supporting both formal service providers and informal community helpers.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your degrees and/or diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **June 19, 2026 at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-315-0667 ext. 1601

Location: Human Resources Department - 315 Fafard Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Crisis Response Coordinator

Job Description

GENERAL INFORMATION

Job Title : Crisis Response Coordinator
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamage Mikan)
Terms : Contract (one year with potential for extension based on funding)
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: April 2026

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

The Crisis Response Coordinator is responsible for developing, implementing, and coordinating a culturally grounded, community-based crisis response network within Kitigan Zibi Anishinabeg. This role focuses on strengthening community readiness, enhancing coordinated responses to mental health, substance use, and grief-related crises, and supporting prevention through land-based and culturally informed approaches. The Coordinator works across programs, sectors, and partnerships to ensure timely, compassionate, and effective responses rooted in Anishinabe values, while supporting both formal service providers and informal community helpers.

KEY DUTIES

Crisis Response Coordination

- Coordinate timely, culturally safe responses to mental health, substance use, and crisis situations.
- Mobilize appropriate supports, including internal staff, Elders, and external partners.
- Support follow-up and continuity of care after crisis situations.

Network Development & Oversight

- Establish and maintain a community-based Crisis Response Network, including staff, Elders, and natural helpers.
- Develop and manage an on-call rotation model to ensure consistent coverage.
- Create and maintain clear protocols, roles, and communication processes.

Training & Capacity Building

- Coordinate training in crisis intervention, trauma-informed care, harm reduction, and safety.
- Support skill development among staff and community helpers.
- Promote self-care and wellness practices within the response network.

Partnerships & Collaboration

- Build and maintain working relationships with internal sectors and external service providers.
- Support coordination and information sharing across partners.
- Assist in developing formal or informal service agreements where appropriate.

Outreach & Cultural Supports

- Coordinate mobile outreach and after-hours response, including use of vehicles and supplies.
- Support integration of cultural approaches, including access to Elders, ceremony, and land-based healing.
- Contribute to prevention and wellness activities that strengthen community readiness.

Administration & Reporting

- Maintain accurate records of activities and services.
- Monitor progress and support reporting requirements.
- Contribute to development of protocols and tools to support program sustainability.

KNOWLEDGE AND SKILLS

- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY

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|-----------------------------|---|
| Human Resources: | Contractual personnel |
| Financial Resources: | Follow KZA Finance Procedures for purchasing. |
| Material Resources: | Responsible to monitor and maintain inventory of materials. |

ENVIRONMENTAL FACTORS

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| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required. ▪ Responds to high-stress, emotionally demanding situations involving crisis, trauma, and grief. ▪ Maintains professionalism, sound judgment, and composure in urgent or unpredictable circumstances. ▪ On-call and after-hours response as required. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Indoor and outdoor work in varying weather conditions, including community-based and land-based settings. ▪ Exposure to emotionally sensitive or potentially distressing situations. ▪ Regular travel within the community for outreach, crisis response, and events. ▪ May require extended or irregular hours. ▪ May be required to use a KZHSS vehicle. |

| INCUMBENT QUALIFICATIONS | |
|---|--|
| Education and Experience | <ul style="list-style-type: none"> ▪ Diploma, certificate, or training in social services, mental health, addictions, or a related field; or equivalent combination of education and experience. ▪ Demonstrated experience in crisis intervention, mental health, addictions, or community-based support services. ▪ Experience working with First Nations communities and/or knowledge of Indigenous approaches to wellness is considered an asset. ▪ Experience coordinating programs, teams, or community-based initiatives is considered an asset. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge of crisis intervention principles, trauma-informed care, and mental health and addictions supports. ▪ Understanding of harm reduction approaches, including overdose/drug poisoning response and naloxone use. ▪ Understanding of confidentiality, professional ethics, and safe service delivery practices. ▪ Strong problem-solving and troubleshooting skills. ▪ Knowledge and awareness and the KZA culture and community. |
| Abilities: | <ul style="list-style-type: none"> ▪ Ability to work independently and as part of a team. ▪ Strong interpersonal and relationship-building skills. ▪ Ability to exercise sound judgment, discretion, and maintain confidentiality. ▪ Ability to follow direction while also demonstrating initiative and leadership when required. ▪ Ability to manage multiple responsibilities with attention to detail and organization. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols. |



JOB OPPORTUNITY

1st Posting

June 5, 2026

| | |
|-----------------------|---|
| POSITION: | Crisis Response Support Worker (2) |
| LOCATION: | Kitigan Zibi Health and Social Services |
| WORK SCHEDULE: | 35 hours a week |
| TERM: | 26 weeks |
| SALARY: | \$24.97/hour |
| DUE DATE: | June 19, 2026 |

The Crisis Response Support Worker provides front-line, culturally safe support to individuals and families experiencing mental health, substance use, grief, or crisis-related situations. Working under the direction of the Crisis Response Coordinator, this role assists with immediate response, outreach, and follow-up support, while contributing to prevention and wellness activities grounded in Anishinabe values. The Support Worker plays a key role in building trust with community members, supporting access to services, and contributing to a coordinated, compassionate response to crisis situations.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **June 19, 2026, at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-315-0667 ext. 1601

Location: Human Resources Department - 315 Fafard Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Crisis Response Support Worker (2) Job Description

GENERAL INFORMATION

Job Title : Crisis Response Support Worker
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamage Mikan)
Terms : Contract (26-weeks)
Hours : 35 hours per week
Salary : 24.97/hour
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: April 2026

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

The Crisis Response Support Worker provides front-line, culturally safe support to individuals and families experiencing mental health, substance use, grief, or crisis-related situations. Working under the direction of the Crisis Response Coordinator, this role assists with immediate response, outreach, and follow-up support, while contributing to prevention and wellness activities grounded in Anishinabe values. The Support Worker plays a key role in building trust with community members, supporting access to services, and contributing to a coordinated, compassionate response to crisis situations.

KEY DUTIES

Crisis Response Support

- Provide front-line support during crisis situations, including mental health, substance use, and grief-related events.
- Assist in mobilizing appropriate supports, including staff, Elders, and external services.
- Support individuals and families in a calm, respectful, and non-judgmental manner.
- Participate in follow-up and ongoing support as directed.

Outreach & Community Support

- Conduct outreach and wellness checks within the community.
- Support mobile and after-hours response as required.
- Assist in connecting individuals to appropriate services and supports.
- Build relationships with community members to promote trust and engagement.

Cultural & Wellness Support

- Support access to cultural practices, including connection to Elders, ceremony, and land-based activities.
- Assist with delivery of prevention and wellness programming.
- Encourage culturally grounded approaches to healing and recovery.

Team Collaboration

- Work collaboratively with the Crisis Response Coordinator and network members.
- Follow established protocols and direction during crisis response situations.
- Participate in team meetings, debriefings, and training activities.

Administration & Documentation

- Maintain accurate and timely documentation of services and interactions.
- Follow confidentiality and information-sharing protocols.
- Assist with basic reporting and tracking of activities.

KNOWLEDGE AND SKILLS

- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY

| | |
|-----------------------------|----------------|
| Human Resources: | Not applicable |
| Financial Resources: | Not applicable |
| Material Resources: | Not applicable |

ENVIRONMENTAL FACTORS

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|---|--|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required. ▪ Responds to emotionally demanding situations involving crisis, trauma, and grief. ▪ Maintains professionalism and composure in urgent or unpredictable circumstances. ▪ On-call and after-hours response as required. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Indoor and outdoor work in varying weather conditions, including community-based and land-based settings. ▪ Exposure to emotionally sensitive or potentially distressing situations. ▪ Regular travel within the community for outreach, crisis response, and events. ▪ May require extended or irregular hours. ▪ May be required to use a KZHSS vehicle. |

INCUMBENT QUALIFICATIONS

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|---------------------------------|--|
| Education and Experience | <ul style="list-style-type: none"> ▪ High school diploma or equivalent. ▪ Experience supporting individuals or families in community-based or helping roles. |
|---------------------------------|--|

INCUMBENT COMPETENCIES

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| Knowledge: | <ul style="list-style-type: none"> ▪ Basic knowledge of crisis response, trauma-informed care, and mental health and addictions supports. |
|-------------------|--|

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|---|--|
| | <ul style="list-style-type: none"> ▪ Awareness of harm reduction approaches, including overdose/drug poisoning response. ▪ Understanding of confidentiality, professional ethics, and safe service delivery practices. ▪ Knowledge and awareness of KZA culture and community. |
| Abilities: | <ul style="list-style-type: none"> ▪ Ability to work independently and as part of a team. ▪ Strong interpersonal and relationship-building skills. ▪ Ability to exercise sound judgment and maintain confidentiality. ▪ Ability to follow direction and respond appropriately in crisis situations. ▪ Ability to manage multiple responsibilities with attention to detail and organization. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Demonstrates empathy and respect. ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism in all interactions. ▪ Builds and maintains positive relationships within the community. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols. |



JOB OPPORTUNITY **1st Posting**

June 18, 2026

| | |
|-----------------------|---|
| POSITION: | Community Food Systems Coordinator |
| LOCATION: | Kitigan Zibi Health and Social Services |
| WORK SCHEDULE: | 35 hours a week |
| TERM: | Contract (one year with potential for extension based on funding) |
| SALARY: | Level 7 (range based on experience) |
| DUE DATE: | July 3, 2026 |

The Community Food Systems Coordinator plans, coordinates, and delivers community food initiatives that improve access to nutritious, culturally meaningful, and affordable food for Kitigan Zibi Anishinabeg community members. The coordinator oversees the day-to-day operation of the Community Food Pantry and supports broader food system initiatives, including food procurement, gardening, greenhouse production, food preservation, harvesting opportunities, community education, and food skills development. Working collaboratively with community, volunteers, Elders, Knowledge Keepers, and external partners, the coordinator strengthens community food security, promotes wellness, and is responsible for the effective management of food facilities, volunteer engagement, inventory systems, and community food distribution activities.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **July 3, 2026, at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601
Location: Human Resources Department - 315 Fafard Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Food Systems Coordinator

Job Description

GENERAL INFORMATION

Job Title : Community Food Systems Coordinator
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : 10 Kikinamage Mikan
Terms : Contract (one year with potential for extension based on funding)
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: May 2026

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

The Community Food Systems Coordinator plans, coordinates, and delivers community food initiatives that improve access to nutritious, culturally meaningful, and affordable food for Kitigan Zibi Anishinabeg community members. The Coordinator oversees the day-to-day operation of the Community Food Pantry and supports broader food system initiatives, including food procurement, gardening, greenhouse production, food preservation, harvesting opportunities, community education, and food skills development. Working collaboratively with community, volunteers, Elders, Knowledge Keepers, and external partners, the Coordinator strengthens community food security, promotes wellness, and is responsible for the effective management of food facilities, volunteer engagement, inventory systems, and community food distribution activities.

KEY DUTIES

Community Food Systems Coordination

- Oversees the day-to-day operation of the Community Food Pantry, ensuring safe, equitable, and dignified access to food and related resources.
- Coordinates food procurement, inventory management, storage, distribution, and food safety practices in accordance with organizational policies and applicable standards.
- Develops, implements, and maintains operational procedures, records, and systems to support effective food program delivery.

Food Production and Community Food Initiatives

- Plans, coordinates, and supports community food initiatives, including gardening, greenhouse production, food preservation, harvesting opportunities, workshops, and other activities that promote food security and wellness.
- Works collaboratively with Elders, Knowledge Keepers, community members, volunteers, departments, and external partners to support community participation and food-related learning opportunities.
- Supports the development and maintenance of community food production projects and coordinates the safe handling, preparation, preservation, and distribution of food products.

Community Engagement and Partnerships

- Recruits, trains, and coordinates volunteers and community participants involved in food-related initiatives and activities.
- Establishes and maintains collaborative relationships with community departments, service providers, businesses, and other partners to strengthen community food initiatives.
- Represents KZHSS at community events, meetings, and initiatives related to food security, wellness, and community development.

Administration and Reporting

- Maintains accurate program records, statistics, inventories, and reports in accordance with organizational and funding requirements.
- Assists with program planning, procurement, budget monitoring, and resource management.
- Ensures compliance with KZHSS policies, occupational health and safety requirements, food safety standards, and applicable legislation.

KNOWLEDGE AND SKILLS

- Demonstrates knowledge of food security, food sovereignty, food safety, and community food systems.
- Knowledge and awareness of Anishinàbe culture, values, traditions, and community dynamics.
- Strong organizational, communication, and relationship-building skills.
- Ability to coordinate volunteers, partnerships, and community initiatives.
- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY

| | |
|-----------------------------|--|
| Human Resources: | <ul style="list-style-type: none"> ▪ Functional guidance and scheduling coordination of volunteers, project participants. ▪ No direct supervisory authority over other employees. |
| Financial Resources: | Follow KZA Finance Procedures for purchasing. |
| Material Resources: | <ul style="list-style-type: none"> ▪ Responsible to monitor and maintain food bank equipment, harvesting equipment, greenhouse supplies, gardening tools, and food-grade packaging materials. ▪ May require use of KZHSS vehicles for community outreach and transport of harvested foods. |

| ENVIRONMENTAL FACTORS | |
|---|--|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required. ▪ Manages a moderate level of operational ability and multi-tasks regularly. ▪ Work involves physical activity including lifting, outdoor harvesting, gardening, and transporting equipment and food items. ▪ The role requires emotional sensitivity when working with community members experiencing food insecurity. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Works in an office setting with regular community outreach, including food bank operations, outdoor harvesting, garden maintenance, and partner meetings. ▪ Seasonal and weather-dependent work is expected during spring, summer, and fall. ▪ Some evening and weekend work may be required for community events or time-sensitive harvesting activities. ▪ Travel within the community and to regional partners and harvesting sites. ▪ Required to attend professional workshops, staff meetings, and workplace safety training within KZA. |

| INCUMBENT QUALIFICATIONS | |
|---------------------------------|--|
| Education and Experience | <ul style="list-style-type: none"> ▪ Post-secondary diploma or degree in a relevant field such as environmental studies, horticulture, agriculture, Indigenous studies, or a related discipline. ▪ Equivalencies in lived experience, land-based knowledge, community-based work, and traditional knowledge will be considered. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and awareness of food security and food sovereignty challenges in First Nation community contexts. ▪ Familiarity with traditional Anishinàbe food systems, land-based practices, and culturally relevant plant and animal species. ▪ Understanding of Indigenous health issues and community wellness approaches. ▪ Knowledge and awareness and the KZA culture and community. |
| Abilities: | <ul style="list-style-type: none"> ▪ Ability to communicate orally and in writing in English. ▪ Ability to work with standard computer software conducive to the office environment. ▪ Strong organization and project coordination skills, with ability to manage multiple priorities simultaneously. ▪ Physical ability to participate in outdoor activities including gardening, harvesting, and transporting equipment. ▪ Able to work with a high degree of autonomy while maintaining accountability to the KZHSS Director. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Genuine passion for land-based healing, traditional food practices, and culturally grounded community development. ▪ Discretion and diplomacy when working with community members experiencing food insecurity. ▪ Reliability and commitment to respectful, stigma-free service delivery. |

| | |
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| | <ul style="list-style-type: none">▪ Ability to establish and maintain effective working relationships with multiple partners, volunteers, and organizations.▪ Builds and maintains positive working relationships within a team setting. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none">▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age).▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment.▪ Medical certificate of good health, if required.▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire.▪ Adheres to all workplace health and safety policies, procedures, and protocols. |



CURRICULUM AND VIDEO RESOURCE DEVELOPMENT

Project Overview:

Kitigan Zibi Health and Social Services (KZHSS) is seeking proposals from qualified individuals to develop a curriculum and accompanying resources addressing topics related to addictions, grief, and crisis support. The target audience is meant for community members who do not have a formal educational background in addictions or social work, but who are recognized as “natural helpers”, those who step up during times of crisis within the community. The goal of these resources is to support them, as they support others.

The project will involve developing engaging video-capsules, a user-friendly Workbook/Journal, and Curriculum Guide. These resources will reflect the values, knowledge, and lived experiences of Kitigan Zibi Anishinàbeg, will be strengths-based, and centered on traditional ways of knowing alongside evidence-based approaches.

Background:

KZHSS is committed to improving the health, safety, and well-being of its members through culturally grounded, community-led health initiatives. In alignment with the goals of the federal *Emergency Treatment Fund*, KZHSS is actively working to strengthen community crisis-response capacity, particularly as it relates to addictions, overdose, and the broader social challenges that affect community members and those who care for them.

Currently, capacity for crisis-response is limited. KZHSS is exploring innovative ways to develop a network of individuals, professionals and paraprofessionals alike, and partnerships with external resources that can be mobilized during critical situations in the community that evoke emotional responses and collective grief. As part of this larger initiative, KZHSS will concentrate on providing support systems and mentorship to “natural helpers” within the community.

Scope of Work:

The selected individual(s) will be responsible for developing and delivering three (3) types of resources:

1. **Video Capsules** (6-10 videos)

A series of short video capsules centred on storytelling and lived experience. Videos should be engaging, culturally grounded, and accessible to a general community audience.

Content will include interviews with willing community members, past and present, who are:

- working with persons struggling with addictions (e.g. NNADAP workers, Treatment Centre workers, Social Workers);
- Cultural Resource persons (e.g. Elders and Knowledge Keepers);
- Persons open to sharing their experience with addictions, or helping family members.
- Any other relevant professionals or paraprofessional contributions, if possible.

Topics may include, but are not limited to: grief and loss, healthy boundaries, self-care, compassion fatigue, community and collective healing.

2. Community Member Journal

A practical, accessible workbook designed for community members with no formal training in addictions or social work. The workbook will include:

- Content aligned with the video capsules
- QR codes linking directly to the accompanying video capsules
- Helpful tips and self-reflection questions
- A quick-reference guide to community and regional resources

All written materials must align with evidence-based principles, but should be written in plain and simple language, and free of clinical jargon.

3. Curriculum Guide

A structured curriculum to accompany the workbook and video capsules, suitable for use in group or workshop settings. The curriculum will support facilitators to deliver the content in a meaningful and culturally safe way.

Proposal Requirements:

Interested individuals are invited to submit proposals addressing the following:

- Overview of **qualifications and/or relevant experience** in curriculum development, and/or resource creation (e.g. videos, tools).
- **Proposed** approach: description of how the work will be carried out and how community input will be integrated throughout the process.
- **Timeline/Workplan**: A proposed schedule outlining key milestones and deliverables.
- **Budget proposal** detailing the cost estimates for conducting the evaluation, including any anticipated expenses (e.g. communications, travel, etc.), compensation and/or honorarium.

Submission Instructions:

Proposals must be submitted electronically no later than **June 26, 2026 at 12:00pm** to Victoria Tenasco, Director of Health and Social Services at victoria.tenasco@kza.qc.ca. Please include "Curriculum & Video Resource Development RFP" in the subject line. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience
- Clarity and feasibility of the proposed methodology and approach.
- Alignment with the project objectives and scope of work.
- Ability to deliver high-quality, actionable recommendations.
- Cost-effectiveness and value for money.

Contact Information:

For inquiries or to submit proposals, please contact:

Victoria Tenasco, Director
Kitigan Zibi Health and Social Services
8 Kikinamage Mikan
Maniwaki, QC J9E 3B1
Email: victoria.tenasco@kza.qc.ca
Phone: 819-449-5593

Disclaimer:

This Request for Proposal (RFP) does not ensure a contract award. KZHSS reserves the right to reject any or all proposals received in response to this request. The proposer is accountable for all costs associated with preparing and submitting proposals.



Coffee & Crafts



Wednesday Mornings
Starting June 3rd - June 24th

9am - 12 pm

Youth Centre or
Òde Wídòkàzowin Activity Room
148 Paganakomin Mikan

We invite all parents to join us for coffee, simple crafts, and great conversation. Whether you're feeling creative or just want to relax and socialize, our doors are open.

For more information please call Kristy Odjick
819-449-2323 ext. 2814



ÒDE WÌDÒKÀZOWIN
DÀDÀ KIJIGAD



FATHER'S DAY BBQ LUNCH



RAIN OR SHINE



FRIDAY

JUNE 19, 2026

12 PM TO 1:30 PM

AT THE

YOUTH CENTRE

OUTSIDE



EVENT WILL MOVE INSIDE YOUTH CENTRE IF IT RAINS

DOOR PRIZES AND GIFT CARDS
TO BE WON FOR DADS





ÒDE WÌDÒKÀZOWIN

Summer SOFTBALL



EVERY
WEDNESDAY
STARTING
JUNE 24,
2026

AT THE FIELD BEHIND
ÒDE WÌDÒKÀZOWIN



6:00PM TO 8:00PM

////// **AGES 16 AND UP** ////

FOR MORE DETAILS, PLEASE CALL KANE OR COLTEN AT

819-449-2323



WE WELCOME ALL TO A KZHSS

SUMMER COMMUNITY FEAST

***** PLEASE BE ADVISED OF DATE CHANGE *****

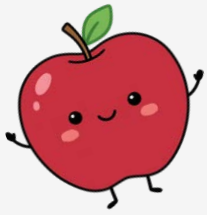
SATURDAY, JULY 18, 2026 | 5PM TO 7PM

COMMUNITY HALL

To honour the change in seasons and the abundance of the berry harvest, bringing us together as one community to share, connect, and support one another.

FAMILY WELLNESS

FOR PARENTS WITH YOUNG CHILDREN - 0 TO 12 YRS. OLD



DIABETES PREVENTION BINGO



WITH NUTRITIONIST MARIE-EVE GAGNE

WEDNESDAY - JUNE 24, 2026

4:00 TO 7:00 PM

ÒDE WÌDÒKÀZOWIN ACTIVITY ROOM

SUPPER AND BEVERAGES PROVIDED.

PRIZES FOR PARENTS AND CHILDREN

FRUITS, VEGETABLES, GIFT CARDS, AND TEAS

TO SIGN UP, PLEASE CALL KAREN AT ÒDE WÌDÒKÀZOWIN:

819-449-2323 EXT. 2808



Medicine Walks

Friday Mornings

9am-12 pm

Starting June 5th to June 26th

Meet at the Ode parking lot at 9:00am

Walk 1 - June 5th: Garlic Picking & Benefits

Walk 2 - June 12th: Labrador & Mint Leaf

Walk 3 - June 19th: Moose Sticks & Golden Thread

Walk 4 - June 26th: Chaga & Yellow Birch

We welcome all parents to come learn about traditional ecological knowledge and herbal remedies for common illnesses. Please dress appropriately for the weather.

**For any questions, please call
Kristy Odjick - Inclusive Care Wellness Worker
819-449-2323 ext. 2814**





Bounce Party

**BOUNCY HOUSE ACTIVITY
FOR CHILDREN WITH SPECIAL NEEDS
AND THEIR FAMILIES**

SUNDAY MORNINGS

STARTING JUNE 7TH-JUNE 21ST

10AM-12PM

AT ÒDE WÌDÒKÀZOWIN

148 PAGANAKOMIN MIKAN

SANDWICHES AND DRINKS WILL BE PROVIDED

**FOR MORE INFORMATION PLEASE CONTACT
KRISTY ODJICK - INCLUSIVE CARE WELLNESS WORKER**

819-449-2323 EXT. 2814



Footcare Program

Update in Progress

Service review and reassessment




Our Footcare Program is currently undergoing an update, which is a service review and reassessment.

We understand the importance of foot care for our clients' health, mobility, and comfort. This review aims to ensure safe, compliant, and optimized services in line with best practices.

Changes will be made to improve the program in a way that respects the needs and realities of the community.

Thank you for your understanding and cooperation.



**For more information, please call KZHSS:
819-449-5593**





HIGHSCHOOL CAMP

REGISTRATION



Camp Dates: 6 weeks from June 29 until August 6th. From 10 am until 5 pm. No camp on Fridays. Return forms to Ode Widokazowin by June 25th. If you need accommodations contact Annie Commando at 819 449 2323 ext 2807

Camper Information

Full Name: _____

Date of Birth: _____

Pronouns: _____

Allergies: _____

Parent/ Guardian Information

Name: _____ Phone Number: _____

Emergency Contact:

Name: _____ Phone: _____

Name: _____ Phone: _____

- I give permission for my child to attend and participate in the High School Summer Camp from June 29 until August 6th, 2026.
- I authorize my child to participate in local travel organized by the camp, including camp trips and supervised excursions.
- I grant permission for camp staff to photograph and/or video my child during camp activities. These images may be used for camp documentation, community flyers, and promotional materials.
- I understand that while reasonable precautions will be taken, the camp staff are not liable for accidents or injuries that may occur during regular camp activities.
- I have read and understood the information above and grant permission for my child to participate.

Signature: _____ Date: _____



JOB OPPORTUNITY – 3rd Posting

June 18th, 2026

POSITION: Kitigan Zibi Education Sector School Nurse
LOCATION: Kitigan Zibi School
WORK SCHEDULE: 35 hours a week. Monday to Friday
TERM: Indeterminate. Full time Standard probationary period
SALARY: KZA Salary Scale Level 7 \$65, 678.87 - \$82, 098.59
DUE DATE: July 3rd, 2026

Under the supervision of the Director of Education, the Education Sector Nurse strengthens and facilitates the educational process by improving and protecting the health status of children and staff by identifying and assisting in the removal or modification of health-related barriers to the learning and teaching process for individual students at the various schools and education sector programs.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Building by **Friday July 3rd, 2026, at 11:00 A.M. (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: **819-315-0667 ext. 1601**
Location: **Human Resources Building** (315 Fafard Street, Maniwaki, QC J9E 3B4)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI EDUCATION SECTOR

School Nurse Job Description

| GENERAL INFORMATION | |
|---|--|
| Job Title Category Sector Location Terms Hours Salary Immediate supervisor Date of job description | Nurse Nursing / Healthcare Kitigan Zibi Education Sector (KZES) Kitigan Zibi School (Kikinamadinan) Indeterminate. Standard probationary period 35 hours per week. Monday-Friday As per the KZA salary scale Director of Education April 2026 |
| JOB SUMMARY | |
| <p>Under the supervision of the Director of Education, the Education Sector Nurse strengthens and facilitates the educational process by improving and protecting the health status of children and staff by identifying and assisting in the removal or modification of health-related barriers to the learning and teaching process for individual students at the various schools and education sector programs.</p> | |
| RESPONSIBILITIES | KEY DUTIES |
| Responsible for promoting and protecting the optimal health status of students | <ul style="list-style-type: none"> • Provides health assessments and identifies deviant health findings. • Obtains a health and developmental history. • Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc. • Observes the child for development and health patterns in making nursing assessments and nursing diagnoses. • Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting and follow-up of contagious disease. • Ensures all students are up to date with their immunizations. • Reports all notifiable diseases to the Direction de santé publique in accordance with Quebec public health legislation and protocols. • Communicates effectively with staff and parents/ guardians regarding the health and safety of their child. • Ensures all student health files are up to date with all pertinent information. |

| | |
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| <p>Responsible for developing and implementing a health plan</p> | <ul style="list-style-type: none"> • Interprets the health status of pupils to parents and school personnel. • Initiates referrals to parents, school personnel and community health resources for intervention and follow-up. • Provides ongoing health counselling with pupils, parents, school personnel and health agencies. • Recommends and helps to implement modification of education sector programs to meet health related support needs. • Utilises existing health resources to provide appropriate care of students (KZHSS, hospital, CLSC, Paediatrician's office, etc.). • Develops procedures and provides for crisis intervention for acute illness and injury. • Plans and implements education sector management protocols for the child with special needs. • Administers prescribed medication to students following policy. • Ensures that all classroom and facilities within KZES are equipped with First Aid kits and keep fully stocked. • Maintains the nursing clinic/office in an appropriate manner and stocked with necessary medical supplies and equipment. |
| <p>Responsible to provide health education for students</p> | <ul style="list-style-type: none"> • Participates in health education by teaching students to assume greater responsibility for their own health • Provides direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health. • Counsels with students concerning chronic health conditions, mental health issues, diabetes, pregnancy, sexually transmitted diseases and substance abuse, to facilitate responsible decision-making practices. • Serves as a resource person to the classroom teacher and administrator in health instruction. • Orders all materials required for health teaching for all classes. • Provides separate health education classes for Special Education students, to facilitate learning. • Organizes guest speakers to speak with students about health-related issues. |
| <p>Responsible for participating in research in health-related areas</p> | <ul style="list-style-type: none"> • Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices. • Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students. |

| | |
|---|--|
| Responsible to participate actively with the Odekan (Headstart) Program, the Wazoson (Daycare) Program, KZ and Pakinawatik schools | <ul style="list-style-type: none"> • Assists in the formation of health policies, goals and objectives for the KZ and Pakinawatik schools, Odekan and Wazoson. • Is present at the KZ school daily. Visits the Pakinawatik School, Odekan and Wazoson on a regular basis for health promotion activities and health screening. • Remains available as an "on-call basis" for first-aid, nursing assessments and intervention for Pakinawatik School, Odekan and Wazoson. • Teaches and promotes health for the Odekan program. |
| Responsible for abiding by the Code of Ethics and nursing legalities. | <ul style="list-style-type: none"> • Works in accordance with the Code of Ethics (KZA), the Code of Ethics of Nurses (Ordre des Infirmières et Infirmiers du Québec) and Standards of Nursing Practice in Québec. |
| Responsible for performing other related duties as assigned or as requested by the designated supervisor | <ul style="list-style-type: none"> • Participates in staff meetings and committees as mandated • Prepares monthly report of activities to be submitted to the Director of Education. • Acts as a resource person in promoting health careers. • Ensures excellent communication is maintained. |

| ACCOUNTABILITY | |
|-----------------------|--|
| | <ul style="list-style-type: none"> • Accountable to maintain a professional approach • Accountable to the Director of Education while collaborating with the Principal, Vice-Principal and Wazoson and Odekan program coordinators • Maintains confidentiality with regards to student medical files • Accountable for performing efficient nursing practices for students and the children. |

| QUALIFICATIONS REQUIRED | |
|--|---|
| Education and Experience | <ul style="list-style-type: none"> • Graduate of a Canadian College in the field of nursing (College Diploma) and; • Must possess a valid nursing license and must be able to register with L'ordre des infirmières et infirmiers du Québec. • Experience or focused training in public/ community health. |
| Skills and Knowledge | <ul style="list-style-type: none"> • Able to speak, read and write in English • Willing and able to abide to the professional Code of Ethics • Good knowledge of Algonquin values and traditions. |
| Conditions of employment require the candidate to | <ul style="list-style-type: none"> • No criminal conviction related to the field of work and maintain throughout employment. |

| | |
|--|---|
| <p>maintain these licences/certifications throughout employment</p> | <ul style="list-style-type: none"> • Must provide medical certificate of good health if required for the position. • Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification. • Must follow all safety precautions and protocols. • Legally able to work in Canada. |
| <p>Assets</p> | <ul style="list-style-type: none"> • Ability to communicate in Algonquin and/or French an asset. |



Anishinàbemowin Celebration Day

Friday
JULY 24, 2026

WAZOSON WALKING PATH

12 pm to 5pm

BBQ SERVED THROUGHOUT
THE DAY 12PM TO 5 PM



Prizes

OUTDOOR FUN, GAMES,
ANISHINÀBEMOWIN SINGING
AND MANY MORE EXCITING
ACTIVITIES...!!!

ALL children must be accompanied &
supervised by an adult or family
member 18 or older.

BRING YOUR OWN LAWN CHAIR!





Summer Work



Available at

Daycare



Ages
4-12

We are currently looking for three people to work with the school age group at Wazoson Daycare Centre for 7-8 weeks



If you are interested please please fill out Wazoson Daycare Centre application form on next page, attach all requiring documents and you can email your application to Susan Beaudoin at Sue.Beaudooin@kza.qc



Wazon Daycare Centre Application Form

Please complete all sections of this application form as accurately as possible. Attach your resume and any supporting documents if requested. Information collected will be used for recruitment purposes only.

1. Personal Information

| | |
|--|--|
| Full Name | |
| Mailing Address | |
| City / Province / Postal Code | |
| Phone Number | |
| Email Address | |
| Resume | |
| Police Verification Check (mandatory) | |

2. Declaration and Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading statement may result in my application being declined or, if hired, termination of employment. I authorize the employer to verify the information provided and to contact references for employment-related purposes.

Applicant Signature: _____

Date: _____

HOLY ROSARY CHURCH

JUNE 21 /26

11: 00 AM



WELCOME

**MASS FOR: Karen Buckshot 11th anniversary
from Peggy & Susie.**

All souls in Purgatory from a parishioner.

Family & friends from Claire.

Ida Lacourciere from family & friends.



NARCOTICS ANONYMOUS

WE DO RECOVER

Just for Today

ONE DAY AT A TIME. ONE CHOICE AT A TIME.

WEEKLY MEETINGS

WEDNESDAY

6-8PM



KZ MULTIPURPOSE BUILDING

COME AS YOU ARE.
ALL ARE WELCOME.



HOPE



FREEDOM



FRIENDSHIP



RECOVERY