



**KITIGAN ZIBI**  
— ANISHINABEG —

**KZA COMMUNITY SERVICES SECTOR**

# OFFICE CLOSURE NOTICE

Please be advised that the Kitigan Zibi Anishinabeg Community Services Sector will be **CLOSED** on:



**WEDNESDAY, JULY 1, 2026**



in observance of

*Canada Day*

Regular office hours will resume on:

**THURSDAY, JULY 2, 2026**



We encourage community members to plan accordingly for any services, appointments, payments, or inquiries that may be required before the holiday closure.

*Wishing Everyone a Safe and Happy Canada Day!*

**KITIGAN ZIBI ANISHINABEG**  
COMMUNITY SERVICES SECTOR

CELEBRATING COMMUNITY • RESPECT • SERVICE





## **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

# **Income Security Cheques for July 2026 to be released on Monday June 29, 2026.**

### **PICK-UP HOURS**

**8:30 A.M.TO 4:30 P.M.**

**Income Security cheques will be release for  
1 DAY on Monday June 29, 2026.**

**Recipients will continue to receive direct bank deposits, {unless you received a letter indicating you must update} If you receive a paper cheque you have five (5) business days to pick up your cheque.**

**All persons who received a letter must make an appointment to update their file and sign a new application as per Income Security Program Requirements.**

**Please note that Income Security cheques (Welfare) require you to be living in KZ not just be from KZ.**



**If you need more information, please contact  
Debra Meness at 819-449-5170 Ext. 1404.**

**KZA RECYCLE/GARBAGE SCHEDULE  
JULY 2026 – OCTOBER 2026**



 **COLLECTION DAY**

**GARBAGE PICKUP**



**JULY 2026**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13		15	16	17	18
19	20	21	22	23	24	25
26	27		29	30	31	



**AUGUST 2026**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10		12	13	14	15
16	17	18	19	20	21	22
23	24		26	27	28	29
30	31					

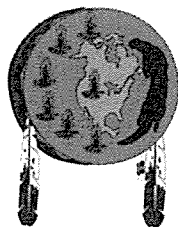
**SEPTEMBER 2026**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7		9	10	11	12
13	14	15	16	17	18	19
20	21		23	24	25	26
27	28	29	30			

**OCTOBER 2026**

S	M	T	W	T	F	S
				1	2	3
4	5		7	8	9	10
11	12	13	14	15	16	17
18	19		21	22	23	24
25	26	27	28	29	30	31

**To avoid your garbage bin from getting too full ...  
PLEASE RECYCLE**



**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 15<sup>th</sup> from 9 am until 8 pm.**

**The Nomination Meeting will be held in person on July 4<sup>th</sup> 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](mailto:Tina.Dewache@kza.qc.ca)



## KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

June 26, 2026

### **JOB OPPORTUNITY 1<sup>st</sup> Posting**

<b>Position:</b>	Impact Assessment Coordinator
<b>Location:</b>	Natural Wildlife Resources Office
<b>Work Schedule:</b>	35 hours per week
<b>Term:</b>	one year term contract ( <b>Mat Leave replacement</b> )
<b>Salary:</b>	Level 6 Range based on experience
<b>Deadline:</b>	<b>July 10, 2026</b>

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The Impact Assessment Coordinator, under the supervision of the Consultation Coordinator and in collaboration with key internal departments, manages consultation, environmental, and impact assessment files affecting Kitigan Zibi Anishinabeg. The role acts as the primary liaison with government and industry proponents to assess impacts on KZA rights and interests, provides or secures technical expertise, and prepares recommendations for Chief and Council. It also supports community engagement, proposal development, project administration, reporting, and capacity-building initiatives to strengthen KZA's participation in consultation and assessment processes.

Individuals interested in applying for this position are invited to submit the following documents using one of the available submission methods:

- a) A current cover letter and updated résumé;
- b) A list of three (3) references, including contact information;
- c) Copies of relevant education credentials, diplomas, certificates, training records, and/or transcripts;
- d) Any additional documentation or information that demonstrates you meet the required qualifications and competencies outlined in the Job Description; and
- e) A valid driver's licence.

### **METHODS OF SUBMISSION**

Myra Dumont, Human Resources Advisor

Human Resources Department

315 Fafard Street, Maniwaki, Quebec, J9E 3B4

**Email:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [HR.advisor@kza.qc.ca](mailto:HR.advisor@kza.qc.ca)

**Fax:** [819-315-0667](tel:819-315-0667)

**DEADLINE TO APPLY: July 10, 2026, at 11:00 a.m.**

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate.

The selection process is intended to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members.



**Kitigan Zibi Administration  
Impact Assessment Coordinator  
JOB DESCRIPTION**

<b>GENERAL INFORMATION</b>	
<b>Job Title</b>	Impact Assessment Coordinator
<b>Category</b>	Professional
<b>Sector</b>	Administration
<b>Location</b>	Natural Resource Wildlife Office
<b>Terms</b>	Term Contract of one year ( <b>Maternity Leave Replacement</b> )
<b>Hours</b>	Regular Hours (35 Hours)
<b>Immediate supervisor</b>	Consultation Coordinator
<b>Salary</b>	Level 6 as per KZA salary scale (Range based on experience)
<b>Date of job description</b>	June 2026
<b>JOB SUMMARY</b>	
<p>The Impact Assessment Coordinator, under the supervision of the Consultation Coordinator and in collaboration with key internal departments, manages consultation, environmental, and impact assessment files affecting Kitigan Zibi Anishinabeg. The role acts as the primary liaison with government and industry proponents to assess impacts on KZA rights and interests, provides or secures technical expertise, and prepares recommendations for Chief and Council. It also supports community engagement, proposal development, project administration, reporting, and capacity-building initiatives to strengthen KZA’s participation in consultation and assessment processes.</p>	

<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
Responsible Impact Assessment Consultation	<ul style="list-style-type: none"> <li>• Maintain current knowledge of emerging issues, developments, and activities occurring within the Kitigan Zibi Anishinabeg traditional territory that may affect community rights, interests, lands, and resources.</li> <li>• Monitor and identify projects that trigger Impact Assessment processes, and provide Chief and Council with timely information, analysis, and briefing notes outlining potential impacts, opportunities, and considerations for Kitigan Zibi Anishinabeg.</li> </ul>
Responsible Provincial Environmental Assessment Consultation	<ul style="list-style-type: none"> <li>• Work collaboratively with the Natural Resources and Wildlife Office on environmental matters related to consultation, impact assessment, and environmental assessment processes.</li> <li>• Work collaboratively with the Cultural and Education Centre to address socio-cultural considerations related to consultation, impact assessment, and environmental assessment processes.</li> </ul>
Responsible for	<ul style="list-style-type: none"> <li>• Collaborate closely with the Economic Development Officer to</li> </ul>

<b>Provincial and Federal Consultation</b>	<p>identify, assess, and address socio-economic interests and potential impacts arising from proposed projects and consultation activities.</p> <ul style="list-style-type: none"> <li>• Plan, coordinate, and facilitate community engagement and information-sharing activities to ensure community members are informed and have opportunities to provide input on consultation, impact assessment, and environmental assessment matters.</li> <li>• Organize, coordinate, and participate in meetings, consultations, and correspondence with proponents, government agencies, community members, and other stakeholders.</li> <li>• Research, develop, and submit funding proposals to support consultation activities, capacity-building initiatives, and impact assessment processes.</li> <li>• Prepare and submit reports associated with funding agreements, contracts, and project activities in a timely manner and in accordance with reporting requirements.</li> <li>• Maintain accurate and comprehensive records of consultation activities, project files, correspondence, and operational matters, and provide regular updates and reports to the Community Services Director.</li> <li>• Ensure all projects comply with contribution agreement terms and conditions, including deliverables, reporting obligations, and fiscal and budgetary requirements, and ensure all project commitments are completed and documented in a timely manner.</li> </ul>
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<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>• Accountable for the overall operations and budgets pertinent to impact assessment consultations</li> <li>• Accountable for any special projects mandated by KZA Chief and Band Council.</li> </ul>	

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>• Foster and maintain effective working relationships with co-workers, clients, community members, and external partners to support the achievement of organizational and community objectives.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Provide leadership in the planning, implementation, coordination, and oversight of projects and initiatives.</li> <li>• Demonstrate sound judgment and maintain a high degree of confidentiality when handling sensitive information,</li> </ul>

	discussions, and records.
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to work effectively within a team environment and coordinate the efforts of multidisciplinary professionals, technical experts, and stakeholders to achieve project objectives.</li> </ul>
<b>External communications</b>	<ul style="list-style-type: none"> <li>• Communicate and engage with community members to provide information, gather input, and promote awareness of consultation, impact assessment, and environmental assessment activities.</li> <li>• Establish and maintain effective working relationships with federal, provincial, municipal, industry, and other external partners to support consultation processes and advance the interests of Kitigan Zibi Anishinabeg.</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Lead and negotiate contracts, agreements, and project arrangements, ensuring outcomes align with the priorities, rights, and interests of Kitigan Zibi Anishinabeg.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Participate in ongoing training and professional development to support continuous learning and improvement.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Manage multiple tasks simultaneously while monitoring and responding to various internal and external deadlines in a timely manner.</li> </ul>
<b>Mental and physical effort</b>	<ul style="list-style-type: none"> <li>• Work effectively in high-pressure and stressful situations requiring sound judgment and attention to detail.</li> <li>• Travel to various job sites, conferences, and meetings as required.</li> <li>• Work extended periods at a computer and perform tasks requiring sustained concentration.</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Operate in a dynamic environment with multiple ongoing programs throughout the year.</li> <li>• Be flexible and open to a hybrid work arrangement, including both in-office and remote work.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of Kitigan Zibi Anishinabeg culture, community values, and protocols, and apply cultural awareness in all aspects of work.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and experience</b>	<ul style="list-style-type: none"> <li>• University or college degree in project management, administration, natural resources, or a related field.</li> <li>• A minimum of two years of relevant work experience.</li> <li>• Experience managing multiple projects while ensuring adherence to budgetary, financial, and reporting requirements.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Contribute to budget development, financial planning, and presentation of financial information as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare, draft, and support the development of proposals, reports, and related documentation.</li> <li>• Demonstrate strong project management, communication, and organizational skills to support the effective coordination and delivery of initiatives.</li> <li>• Knowledge of Indigenous consultation processes and frameworks, including impact and environmental assessment processes, is required.</li> <li>• Proficient in standard office computer applications, including Microsoft Office Suite, email, and scheduling and project management tools.</li> <li>• Demonstrate strong oral, reading, and written communication skills in English, required for this position.</li> <li>• Oral, reading, and written communication skills in French are considered an asset but are not required.</li> </ul>
<b>Conditions of employment</b>	<ul style="list-style-type: none"> <li>• Undergo and complete required background checks, including a police records check, in accordance with organizational and position requirements.</li> <li>• Must not have any criminal convictions that would be relevant to or impact the responsibilities of the position.</li> <li>• Possess and maintain a valid driver's licence.</li> <li>• Must be legally eligible to work in Canada.</li> </ul>

# 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](mailto:LWAAC.Coordinator@kza.qc.ca)

KZA & AOPFN JOINT COMMUNITY MEETING

# ALEXANDRA BRIDGE REPLACEMENT



**JULY 7, 2026**

**10AM-3PM**

**MADAHOKI FARM**

4420 WEST HUNT CLUB RD.  
NEPEAN, ONTARIO

**Mini Bus will depart from Cultural Centre at 8am and  
return by 5pm - Please call Melodie Hurtubise at 819-  
449-5170 ext. 1801 to reserve your spot!**

Lunch will be served

Honorarium will be provided

Travel will be reimbursed for those using their own vehicles

**OPEN TO ALL COMMUNITY  
MEMBERS**

## **Agenda**

- Update on Project
- Follow-up on Commitments to Community Members from previous meetings
- Plans for Site Visit

KZA & AOPFN WILL BE MEETING WITH  
PUBLIC SERVICES AND  
PROCUREMENT CANADA AND THE  
NATIONAL CAPITAL COMMISSION TO  
DISCUSS **THE ALEXANDRA BRIDGE  
REPLACEMENT PROJECT**

**For more info please contact Melodie Hurtubise at the Natural  
Resource and Wildlife office - [melodie.hurtubise@kza.qc.ca](mailto:melodie.hurtubise@kza.qc.ca)**

KZA & AOPFN JOINT COMMUNITY **SITE VISIT**

# **ALEXANDRA BRIDGE REPLACEMENT SITE VISIT**



**JULY 16, 2026**  
**10AM-3PM**

**BEST WESTERN GATINEAU**  
131 RUE LAURIER  
GATINEAU, QC

**Mini Bus will depart from Cultural Centre at 8am and  
return by 5pm - Please call Melodie Hurtubise at 819-  
449-5170 ext. 1801 to reserve your spot!**

Lunch will be served  
Honarium will be provided  
Travel will be reimbursed for those using their own vehicles

**OPEN TO ALL COMMUNITY  
MEMBERS**



- Agenda**
- Opening and Updates
  - Brief Presentation
  - Site Visit
  - Lunch
  - Discussion

**KZA & AOPFN WILL BE MEETING WITH  
PUBLIC SERVICES AND  
PROCUREMENT CANADA AND THE  
NATIONAL CAPITAL COMMISSION TO  
DISCUSS THE ALEXANDRA BRIDGE  
REPLACEMENT PROJECT**

**For more info please contact Melodie Hurtubise at the Natural  
Resource and Wildlife office - [melodie.hurtubise@kza.qc.ca](mailto:melodie.hurtubise@kza.qc.ca)**



**THE ALGONQUIN ANISHINABEG NATION  
LA NATION ALGONQUINE ANISHINABEG**

*Abitibiwinni - Kebaowek - Kitcisakik  
Kitigan Zibi – Lac Simon – Long Point -Apitipi Anicinapek*

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**\*JOB OPPORTUNITY \* OPPORTUNITE D' EMPLOI\***

**Indigenous Youth Housing Internship Program/ Stagiaire en Habitation pour Les Jeunes Autochtones**

<b>Open to:</b>	Youth between 15 to 30 years old living in Abitibiwinni, Kitigan Zibi, Kitcisakik, Lac Simon, Kebaowek, Long Point or/ ou Apitipi Anicinapek
<b>Ouvert à:</b>	Jeunes agés de 15 à 30 ans resident à Abitibiwinni, Kitigan Zibi, Kitcisakik, Lac Simon, Kebaowek, Long Point or/ ou Apitipi Anicinapek
<b>Place of work: Emplacement:</b>	Kitigan Zibi (Maniwaki, Quebec) and/ or possibly teleworking Kitigan Zibi (Maniwaki, Québec), avec possibilité de télétravail
<b>Duration: Durée:</b>	Term Contract of 26 weeks. Contrat a Terme de 26 semaines
<b>Start date: Date de début:</b>	July 2026 July 2026
<b>Salary: Salaire:</b>	\$ 21.50 / hour \$ 21.50/ heure

**Work Schedule:** 35 hours a week (hours may vary occasionally to accommodate community visits, training sessions, meetings, and special projects.)

**Horaire de Travail:** 35 heures par semaine (heures peuvent varier occasionnellement selon les visites communautaires, sessions de formations, réunions et les projets spéciaux)

**Summary:**

Under the supervision of the Housing Circuit Rider and in accordance with the policies orientations and priorities adopted by the Algonquin Anishinabeg Nation Tribal Council (AANTC), the Indigenous Youth Housing Intern will focus on housing- related projects which could include: housing administration or management, housing maintenance, construction, renovation or working with tenants.

**Sommaire:**

Sous la supervision de la Formatrice Itinérante en Habitation et conformément aux orientations, politiques et priorités adoptées par le Conseil Tribal de la Nation Algonquine Anishinabeg (CTNAA), Le Jeunes Stagiaire Autochtones en Habitation se concentrera sur les projets liés en habitation ce qui pourrait inclure: bureau de l'administration, construction résidentielle, entretien général et rénovations ou liaison avec led locataires.

**Requirements:**

- First Nations Youth between the ages of 15 to 30 (inclusive).
- Not currently employed
- Not receiving Employment Insurance Benefits or agree to discontinue the benefits before the start of the internship
- Ability to travel when required

- Must not possess any criminal convictions in an area related to the job. Police verification will be required if considered for the position.

**Asset:**

- Possess a valid Quebec driver's license and access to a legally registered and insured vehicle.

**Exigences:**

- Jeune Autochtone âgé entre 15 et 30 ans (inclusif)
- Pas actuellement employé
- Ne reçois pas de Prestations d'Assurance Emploi ou interrompre les avantages avant le début du stage
- Capacité à voyager si nécessaire
- Ne pas avoir de condamnations criminelles dans un domaine lié au poste. Une vérification policière sera requise si vous êtes considéré pour le poste.

**Atout:**

- Posséder un permis de conduire valide du Québec et avoir accès à un véhicule légalement immatriculé et assuré.

**All interested individuals must submit a cover letter, resume, names of two recent references and supporting documents via email by July 2, 2026 at 12:00 pm**

**Toute personnes interesser doivent soumettre une letter couverture, curriculum vitae et deux références récente. Tout documents doivent être soumis par courriel avant le 2 juillet, 2026 à 12:00 pm**

**E-mail/ courriel: [HR@ aantc-ctnaa.net](mailto:HR@ aantc-ctnaa.net)  
Attention: Celine Brazeau, HR Advisor**

**Please submit all required documentation since incomplete applications will not be considered.  
S'assurer que toute la documentation requise soit soumise a ce que les applications incomplete seront  
refuser.**



**THE ALGONQUIN ANISHINABEG NATION**

**LA NATION ALGONQUINE ANISHINABEG**

*Abitibiwinni - Kebaowek – Kitcisakik*

*Kitigan Zibi – Lac Simon – Long Point – Apitipi Anicinapek*

**Indigenous Youth Housing Internship Program- Job Description**

**GENERAL INFORMATION**

<b>Job Title</b>	Indigenous Youth Internship Program
<b>Salary</b>	\$ 21.50/ hour
<b>Sector</b>	AANTC Housing Dept.
<b>Work Schedule</b>	35 hours per week. Hours may vary occasionally to accommodate community visits, training sessions, meetings, and special projects.
<b>Terms</b>	Term Contract 26 weeks
<b>Reports to</b>	Housing Circuit Rider

**JOB SUMMARY**

Under the supervision of the Housing Circuit Rider and in accordance with the policies orientations and priorities adopted by the Algonquin Anishinabeg Nation Tribal Council (AANTC), the Indigenous Youth Housing Intern will focus on housing- related projects which could include: housing administration or management, housing maintenance, construction, renovation or working with tenants.

**RESPONSIBILITIES**

**KEY DUTIES**

	<ul style="list-style-type: none"> <li>• Assist with housing inspections and assessments.</li> <li>• Support housing-related data collection and reporting.</li> <li>• Assist with housing maintenance planning activities.</li> <li>• Support tenant communication and outreach activities.</li> <li>• Participate in community housing projects and initiatives.</li> <li>• Assist with file management and record keeping.</li> <li>• Prepare reports, spreadsheets, presentations, and housing documentation.</li> <li>• Participate in meetings, workshops, and training sessions.</li> <li>• Support community visits and housing-related events.</li> <li>• Provide administrative support related to housing programs and services.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Promotes an organizational culture that reflects the organization's values.</li> <li>• Contributes to the development and maintenance of cooperative and stimulating work environment.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Encourages team work and facilitates communications amongst employees and between the different sectors of activity</li> </ul>



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**Indigenous Youth Housing Internship Program- Job Description**

<p><b>Learning, Mentorship and Training Opportunities</b></p>	<ul style="list-style-type: none"> <li>• Housing administration and management.</li> <li>• Housing maintenance and inspections.</li> <li>• Asset management.</li> <li>• Project coordination.</li> <li>• Tenant relations.</li> <li>• Housing policies and procedures.</li> <li>• Funding proposal development.</li> <li>• Community engagement and outreach.</li> <li>• Housing management workshops.</li> <li>• Basic Home Maintenance training.</li> <li>• Home inspection training.</li> <li>• Workplace health and safety training.</li> <li>• Professional development sessions.</li> </ul>
<p><b>ENVIRONMENTAL FACTORS</b></p>	
<p><b>Working Condition</b></p>	<ul style="list-style-type: none"> <li>• Combination of office, community, and field-based work.</li> <li>• Occasional travel to member communities may be required.</li> <li>• Opportunities for remote work may be available depending on operational needs.</li> <li>• Ongoing mentorship from the Housing Circuit Rider and other housing professionals.</li> </ul>
<p><b>INCUMBENT COMPETENCIES</b></p>	
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of Algonquin culture, communities, and traditions.</li> </ul>
<p><b>Personal Suitability</b></p>	<ul style="list-style-type: none"> <li>• Be a First Nations youth between the ages of 15 and 30 (inclusive).</li> <li>• Be legally entitled to work in Canada.</li> <li>• Not currently be receiving Employment Insurance (EI) benefits, or agree to discontinue benefits prior to the start of the internship.</li> <li>• Demonstrate an interest in housing, construction, administration, community development, project management, or related fields.</li> <li>• Possess strong communication, interpersonal, and organizational skills.</li> <li>• Have basic computer skills and experience using Microsoft Outlook, Teams, Zoom, Excel, Word, internet research, and online file management systems.</li> <li>• Maintain confidentiality and handle sensitive information appropriately.</li> <li>• Have no criminal convictions related to the duties of the position.</li> </ul>



**THE ALGONQUIN ANISHINABEG NATION**

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*Abitibiwinni - Kebaowek – Kitcisakik*

*Kitigan Zibi – Lac Simon – Long Point – Apitipi Anicinapek*

**Indigenous Youth Housing Internship Program- Job Description**

<b>Assets</b>	<ul style="list-style-type: none"><li>• Previous experience in housing, administration, customer service, maintenance, construction, or community-based programs.</li><li>• Possession of a valid Quebec driver's license.</li><li>• Access to a legally registered and insured vehicle</li></ul>
<b>Career Development Opportunity</b>	<ul style="list-style-type: none"><li>• The Indigenous Youth Housing Internship Program is designed to provide Indigenous youth with meaningful work experience and exposure to career opportunities in housing administration, housing management, maintenance, construction, and community development.</li><li>• The successful candidate will gain valuable hands-on experience while working alongside experienced housing professionals and supporting housing initiatives within Algonquin communities.</li></ul>

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## **JOB OPPORTUNITY – 3<sup>rd</sup> Posting**

June 18<sup>th</sup>, 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 3<sup>rd</sup>, 2026**

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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 3<sup>rd</sup>, 2026, at 11:00 A.M. (EST)**.

### **Contact information:**

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto: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

<b>GENERAL INFORMATION</b>	
<b>Job Title</b> <b>Category</b> <b>Sector</b> <b>Location</b> <b>Terms</b> <b>Hours</b> <b>Salary</b> <b>Immediate supervisor</b> <b>Date of job description</b>	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
<b>JOB SUMMARY</b>	
<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>	
<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
<b>Responsible for promoting and protecting the optimal health status of students</b>	<ul style="list-style-type: none"> <li>• Provides health assessments and identifies deviant health findings.</li> <li>• Obtains a health and developmental history.</li> <li>• Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc.</li> <li>• Observes the child for development and health patterns in making nursing assessments and nursing diagnoses.</li> <li>• Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting and follow-up of contagious disease.</li> <li>• Ensures all students are up to date with their immunizations.</li> <li>• Reports all notifiable diseases to the Direction de santé publique in accordance with Quebec public health legislation and protocols.</li> <li>• Communicates effectively with staff and parents/ guardians regarding the health and safety of their child.</li> <li>• Ensures all student health files are up to date with all pertinent information.</li> </ul>

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

<b>Responsible to participate actively with the Odekan (Headstart) Program, the Wazoson (Daycare) Program, KZ and Pakinawatik schools</b>	<ul style="list-style-type: none"> <li>• Assists in the formation of health policies, goals and objectives for the KZ and Pakinawatik schools, Odekan and Wazoson.</li> <li>• 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.</li> <li>• Remains available as an "on-call basis" for first-aid, nursing assessments and intervention for Pakinawatik School, Odekan and Wazoson.</li> <li>• Teaches and promotes health for the Odekan program.</li> </ul>
<b>Responsible for abiding by the Code of Ethics and nursing legalities.</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Responsible for performing other related duties as assigned or as requested by the designated supervisor</b>	<ul style="list-style-type: none"> <li>• Participates in staff meetings and committees as mandated</li> <li>• Prepares monthly report of activities to be submitted to the Director of Education.</li> <li>• Acts as a resource person in promoting health careers.</li> <li>• Ensures excellent communication is maintained.</li> </ul>

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

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

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



# 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.Beaudoin@kza.qc](mailto:Sue.Beaudoin@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: \_\_\_\_\_



# 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!





# Odekan Headstart

- Odekan Headstart will be CLOSED for the summer
- Regular programming will begin back in August/September 2026
- Open House for new registrations will be in August 2026

Miigwech to all the families who participated in our activities and draws throughout the year. We hope you have a safe, happy, and enjoyable summer! We also wish our Sagabigoni group all the best as they begin their first year of Kindergarten. Have a wonderful summer, everyone!

**Ms. Katrina, Ms. Laurie, Ms. Kerri-Ann**



## JOB OPPORTUNITY

Open until filled

May 6, 2026

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

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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](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto: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**

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

#### **ENVIRONMENTAL FACTORS**

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

	<ul style="list-style-type: none"> <li>▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.</li> </ul>
<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Nursing from a recognized public post-secondary University</li> </ul> <p><i>or at a minimum:</i></p> <ul style="list-style-type: none"> <li>▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience.</li> <li>▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration.</li> <li>▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Computer literacy skills conducive to the office environment.</li> </ul> <p><b>Skills/Abilities</b></p> <ol style="list-style-type: none"> <li>a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;</li> <li>b. ability to apply ethics of nursing practice in decision making;</li> <li>c. willingness to adapt to the changing demands of the position;</li> <li>d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;</li> <li>e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;</li> <li>f. problem-solving and leadership skills;</li> <li>g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS;</li> <li>h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and,</li> <li>i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.</li> </ol> <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>

<p><b>Personal Suitability:</b></p>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Willingness to receive updated training.</li> <li>▪ Ability to work outside of work hours if required.</li> </ul>
<p><b>Certification/Licenses to maintain for duration of employment:</b></p>	<ul style="list-style-type: none"> <li>▪ 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"> <li>○ 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.</li> </ul> </li> <li>▪ 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.</li> <li>▪ 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;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> <li>▪ Prescribers license or ability to obtain prescriber's license.</li> </ul>
<p><b>Assets:</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>



## JOB OPPORTUNITY

2<sup>nd</sup> Posting

June 18, 2026

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

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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](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto: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

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

### ENVIRONMENTAL FACTORS

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

INCUMBENT QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree in Nursing from a recognized public post-secondary University</li> </ul> <p style="margin-left: 20px;"><i>or at a minimum:</i></p> <ul style="list-style-type: none"> <li>▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience.</li> <li>▪ Current registration with l’Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration.</li> <li>▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.</li> </ul>
INCUMBENT COMPETENCIES	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Computer literacy skills conducive to the office environment.</li> </ul> <p><b>Skills/Abilities</b></p> <ol style="list-style-type: none"> <li>a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;</li> <li>b. ability to apply ethics of nursing practice in decision making;</li> <li>c. willingness to adapt to the changing demands of the position;</li> <li>d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;</li> <li>e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;</li> <li>f. problem-solving and leadership skills;</li> <li>g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS;</li> <li>h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and,</li> <li>i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.</li> </ol> <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>

<p><b>Personal Suitability:</b></p>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Willingness to receive updated training.</li> <li>▪ Ability to work outside of work hours if required.</li> </ul>
<p><b>Certification/Licenses to maintain for duration of employment:</b></p>	<ul style="list-style-type: none"> <li>▪ 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"> <li>○ 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.</li> </ul> </li> <li>▪ 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.</li> <li>▪ 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;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> <li>▪ Prescribers license or ability to obtain prescriber’s license.</li> </ul>
<p><b>Assets:</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>



## **JOB OPPORTUNITY** **1<sup>st</sup> Posting**

June 18, 2026

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

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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](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto: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**

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

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

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

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



WE WELCOME ALL TO A KZHSS

# SUMMER COMMUNITY FEAST

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.*



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**



# 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

# Algonquin College

YOUR FUTURE OUR MISSION OTTAWA CAMPUS

## Join a Great Team!

A welcoming workplace awaits



### Your Skills Matter

Valuing diverse perspectives



### Explore New Opportunities

Careers, training, and growth



### Building Relationships

Working together with community



### Join a Great Team!

A welcoming workplace awaits



### Career Opportunities

- Explore employment opportunities in administration, student services, skilled trades, technology, health sciences, and education.
- Visit the Algonquin College Careers website for current job post.



### Supporting Indigenous Learners

- Access Indigenous student services, cultural programming, and dedicated support resources.
- Learn in an environment that respects Indigenous cultures, knowledge, and traditions.



### Community Connections

- Connect through community outreach, events, and partnership initiatives.
- Explore opportunities that support education, skills development, and career pathways.



### IDEA Commitment

*Inclusion, Diversity, Equity & Accessibility*

Learn more about our

IDEA initiatives at [Inclusion & Diversity](#)



### Ready to Explore Opportunities?

Visit our Careers site today:

<https://www.algonquincollege.com/careers/>

Email: [Talent@algonquincollege.com](mailto:Talent@algonquincollege.com)

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2026

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