

KITIGAN ZIBI ANISHINABEG

Kwey All KZA Members (Voters):

Please note that the KZA General Election 2026 nomination meeting for Chief and Council will be held **Saturday, July 4 at the KZA Hall located at 311 Fafard Street in Kitigan Zibi Anishinabeg, Maniwaki, Quebec, Canada from 9 am until noon.**

Please note that all KZA members, ages 18 years and over on the day of nomination may nominate and/or run as candidates, please note that residence on reserve is not required. All candidates' nominations must also be seconded by mail or in person by the close of the above set nomination meeting.

Further to, the **KZA 2026 General Election will be held on August 15th from 9 am until 8 pm at the same location.** You will be receiving ballots after July 11th, 2026 if you have provided your address to the Lands and Estates Manager, Nick Ottawa or his Assistant, Angel Odjick, in the past. If not and you require ballots, please let me know.

If you have any questions, please do not hesitate to contact me.

Meegwetch,

Tina
Tina Dewache
Electoral Officer
Kitigan Zibi Anishinabeg
Tina.Dewache@kza.qc.ca
819-449-5170 ext 1007



Kitigan Zibi Anishinabeg

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

July 2, 2026

JOB OPPORTUNITY **TO BE FILLED IMMEDIATELY**

POSITION: Traffic Control Persons (Flagpersons)- (4 positions)
LOCATION: KZA Infrastructure Projects 2026
WORK SCHEDULE: 35 hours a week. Irregular work hours to be expected
TERM: Contract – 12 weeks, possibility of extension (45 hours/week)
SALARY: \$23.00 per hour
DEADLINE TO APPLY: **July 10, 2026**

Position Summary

Under the supervision of the Site Supervisor/Project Foreman, the Traffic Control Person (Flag person) is responsible for directing and controlling vehicular traffic through and around active construction zones to ensure the safety of workers, motorists, pedestrians, and the general public. This position supports water and sewer infrastructure projects located alongside major roads and highways and requires strict adherence to all traffic control plans, safety regulations, and company policies. Flagpersons will be working under the supervision of the different Water & Sewer Contractors.

If you are interested in applying for the position, and are able to demonstrate that you meet the essential qualifications please forward your:

- Cover letter with Resume, including 3 current work related references
- Any other documentation and information that will support that you meet the essential qualification

to the attention of **Janet Brascoupe, Employment/Training Officer**, at the Kitigan Zibi Anishinabeg Administration Office, 1 Paganakomin Mikan, Maniwaki, Quebec, by **Friday, July 10, 2026**.

Contact information:

Email: janet.brascoupe@kza.qc.ca
Phone: 819-449-5170/Fax: 819-449-5673

***** Note:** There will be no interviews conducted for this position. Candidate selection will be based on each applicant's demonstrated work performance, employment history, and record of attendance, with particular consideration given to low absenteeism during previous employment with Kitigan Zibi Anishinabeg.

This job requires a dependable, safety-conscious individual who is capable of maintaining constant attention while working long hours outdoors in demanding weather conditions. The ability to protect the safety of fellow workers and the travelling public is the primary responsibility of this position.



Kitigan Zibi Administration **Traffic Control Person (Flag person)** **JOB DESCRIPTION**

GENERAL INFORMATION	
Job Title	Traffic Control Person (Flag person)
Category	Technical
Sector	KZA Infrastructure Projects 2026
Locations	Various locations
Terms	Contract – 12 weeks, possibility of extension
Hours	7:00 a.m. – 6:00 p.m. (occasional overtime, evening, weekend, or emergency work may be required)
Salary	\$23.00/hour (average 45 hours per week)
Immediate supervisor	Site Supervisor/Project Foreman of contracting companies
Date of job description	July, 2026
JOB SUMMARY	
Under the supervision of the Site Supervisor/Project Foreman, the Traffic Control Person (Flagperson) is responsible for directing and controlling vehicular traffic through and around active construction zones to ensure the safety of workers, motorists, pedestrians, and the general public. This position supports water and sewer infrastructure projects located alongside major roads and highways and requires strict adherence to all traffic control plans, safety regulations, and company policies.	

RESPONSIBILITIES	KEY DUTIES
	- Direct traffic safely through construction work zones using approved stop/slow paddles, flags, and hand signals. - Maintain safe and efficient traffic flow in accordance with provincial traffic control standards. - Communicate effectively with fellow flagpersons, equipment operators, supervisors, and emergency personnel using radios or other communication devices. - Monitor traffic conditions and adjust traffic control activities as directed. - Protect workers, motorists, pedestrians, and visitors from potential hazards within the work zone. - Remain alert at all times to changing traffic conditions and potential safety hazards. - Assist with the setup, inspection, maintenance, and removal of traffic control signs, cones, barricades, and other traffic control devices. - Immediately report unsafe conditions, accidents, or near misses to the Site Supervisor. - Follow all company safety policies, procedures, and applicable occupational health and safety legislation. - Perform additional duties related to traffic control and site

	safety as assigned.
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WORKING CONDITIONS	
	This position requires working outdoors in all weather conditions, including but not limited to: • Heavy rain • High winds • Extreme summer heat and humidity • Cold temperatures • Dusty and muddy conditions • High traffic environments adjacent to major highways Employees must be capable of: • Standing in the same location for extended periods of time. • Remaining attentive and focused throughout the workday. • Working in noisy environments with heavy construction equipment and moving traffic. • Performing duties safely under physically demanding environmental conditions.
Physical Requirements	The successful candidate must be able to: • Stand continuously for prolonged periods (up to 10.5 hours per day with scheduled breaks). • Walk on uneven terrain, gravel, mud, and roadside shoulders. • Lift and carry traffic control equipment weighing up to approximately 25 kg (55 lbs). • Bend, twist, crouch, and reach as required. • Maintain constant visual awareness of moving traffic and construction activities. • Possess sufficient hearing and communication abilities to respond quickly to hazards and instructions.

QUALIFICATIONS REQUIRED	
Education and experience	• Previous traffic control or construction experience is considered an asset. • Valid Traffic Control Person (Flagperson) certification (where required by provincial regulations). Candidates will be required to take a 3-1/2 hour online course and pass the exam at the end in order to be qualified for the position. • Reliable transportation to and from project sites.

	• Strong communication and interpersonal skills. • Ability to remain calm and professional in stressful situations. • Excellent attention to detail and commitment to safety.
Personal Protective Equipment (PPE)	The following PPE must be <u>worn at all times while on the worksite</u>: • CSA-approved safety boots • High-visibility safety vest or approved reflective apparel • CSA-approved hard hat • Safety glasses with side protection when required • Work gloves • Hearing protection when required • Any additional PPE required by site-specific safety regulations or hazard assessments. •
Safety Expectations	The Traffic Control Person is expected to: • Follow all Occupational Health and Safety regulations. • Wear required PPE at all times. • Never leave their assigned traffic control position without authorization or proper relief. • Immediately report unsafe conditions or incidents. • Participate in daily safety meetings and toolbox talks (as required). • Promote a culture of safety and professionalism at all times.
Employment Requirements	Employment may be contingent upon: • Successful completion of a pre-employment fitness assessment (where applicable). • Verification of required certifications. • Compliance with company safety and drug/alcohol policies where permitted by law and project requirements.

TRUCK FOR SALE

"SOLD AS IS"

STARTING BID

\$3,500



MAKE & MODEL:

CHEVROLET SILVERADO 3500HD



YEAR:
2017



ENGINE:
6.2L V8



MILEAGE:
63,261 km



OTHER INFO:

- ✓ Single cab
- ✓ 8ft box
- ✓ Equipped with harness for Fisher plow
- ✓ Wiring hookup for sander



TO DROP OFF BIDS:

To the attention of
JENNA DUMONT
at the Kitigan Zibi
Community Services Office.



DEADLINE:

JULY 16, 2026
12:00 PM

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: POSTPONED UNTIL FURTHER NOTICE

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

Pontoon Ride for KZ Seniors'



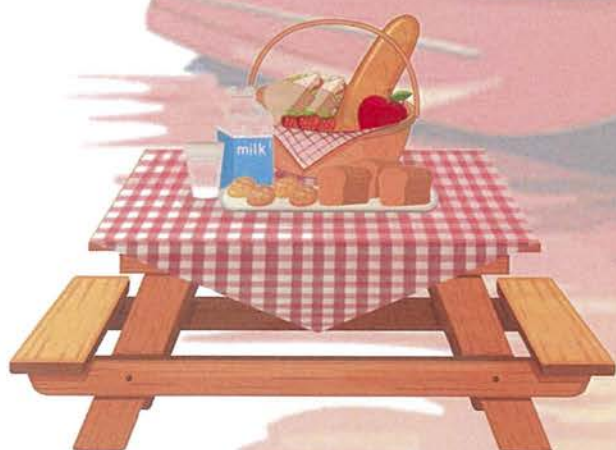
***The Land, Water and Animals Advisory Committee are looking
for Pontoon Owners***

LWAAC are looking for pontoon owners that are interested in giving KZ Seniors a Pontoon Ride on 31-Mile Lake.

Our Plan is to leave Kitigan Zibi 11:00 am, meet up at the Community Hall for 10:50 am

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

If interested in giving our seniors a pontoon ride, Contact the Land, Water and Animals Advisory Committee Coordinator, Mariette Buckshot at 819-449-5170.



For further information, feel free to contact LWAAC Coordinator at 819-449-5170 or 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

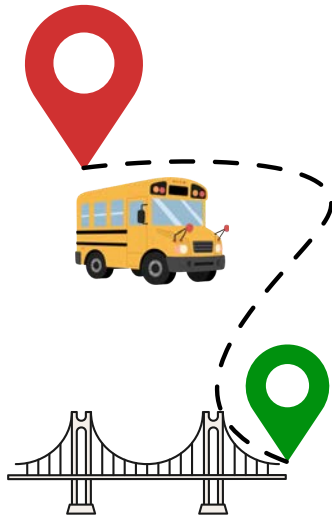
- Update on Project
- Follow-up on Commitments to Community Members from previous meetings
- Plans for Site Visit

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**

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
Honorarium 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**

FAMILY WELLNESS

FISHING

IN MESSINES

FOR PARENTS WITH YOUNG CHILDREN



FRIDAY – JULY 10, 2026



1 PM – 3 PM



**PISCICULTURE
MESSINES**

107, ROUTE 105

- Fishing equipment provided
- 2 fish per family
- Snacks and drinks provided



To sign up or if you need transportation (5 spots available)
please call Karen at 819-449-2323 ext. 2808





JOB OPPORTUNITY

Open until filled

May 6, 2026

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

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

PREAMBLE

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

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

Contact information:

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

Phone: 819-315-0667 ext. 1601

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmières du Québec* (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 (Ordre des infirmières et infirmiers du Québec).

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 Québec*) and database reporting systems; (e.g. SI-PMI - *système d'information en protection des maladies infectieuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmières du Québec (e.g. Nurses Code of Ethics).

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

MANAGERIAL/SUPERVISORY	
Human Resources:	▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University

	<i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmières et Infirmiers du Québec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. 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.
Personal Suitability:	▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;

	▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required.
Certification/Licenses to maintain for duration of employment:	▪ 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>; ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice. ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license.
Assets:	▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.



JOB OPPORTUNITY - 3rd Posting

July 3, 2026

POSITION:	Community Health Nurse (Maternal and Child Health)
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 7 (range based on experience)
DUE DATE:	July 17, 2026

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

PREAMBLE

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

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department no later than **July 17, 2026, by 11:00 A.M.**

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601
Location: 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 ABCdair 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 (Ordre des infirmieres et infirmiers du Quebec).

KNOWLEDGE AND SKILLS

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

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

MANAGERIAL/SUPERVISORY	
Human Resources:	▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper ergonomic techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Variable workplace setting includes clinic, client homes, and within the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.
INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University

	<i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. 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.
Personal Suitability:	▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;

	▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training. ▪ Ability to work outside of work hours if required.
Certification/Licenses to maintain for duration of employment:	▪ 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>; ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice. ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license.
Assets:	▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.



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



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

July 3, 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: **Open until filled**

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.(EST).

Contact information:

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

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



KITIGAN ZIBI EDUCATION SECTOR

School Nurse

Job Description

GENERAL INFORMATION	
Job Title	Nurse
Category	Nursing / Healthcare
Sector	Kitigan Zibi Education Sector (KZES)
Location	Kitigan Zibi School (Kikinamadinan)
Terms	Indeterminate. Standard probationary period
Hours	35 hours per week. Monday-Friday
Salary	As per the KZA salary scale
Immediate supervisor	Director of Education
Date of job description	April 2026
JOB SUMMARY	
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.	
RESPONSIBILITIES	KEY DUTIES
Responsible for promoting and protecting the optimal health status of students	• Provides health assessments and identifies deviant health findings. • Obtains a health and developmental history. • Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc. • Observes the child for development and health patterns in making nursing assessments and nursing diagnoses. • Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting and follow-up of contagious disease. • Ensures all students are up to date with their immunizations. • Reports all notifiable diseases to the Direction de santé publique in accordance with Quebec public health legislation and protocols. • Communicates effectively with staff and parents/ guardians regarding the health and safety of their child. • Ensures all student health files are up to date with all pertinent information.

Responsible for developing and implementing a health plan	• Interprets the health status of pupils to parents and school personnel. • Initiates referrals to parents, school personnel and community health resources for intervention and follow-up. • Provides ongoing health counselling with pupils, parents, school personnel and health agencies. • Recommends and helps to implement modification of education sector programs to meet health related support needs. • Utilises existing health resources to provide appropriate care of students (KZHSS, hospital, CLSC, Paediatrician's office, etc.). • Develops procedures and provides for crisis intervention for acute illness and injury. • Plans and implements education sector management protocols for the child with special needs. • Administers prescribed medication to students following policy. • Ensures that all classroom and facilities within KZES are equipped with First Aid kits and keep fully stocked. • Maintains the nursing clinic/office in an appropriate manner and stocked with necessary medical supplies and equipment.
Responsible to provide health education for students	• Participates in health education by teaching students to assume greater responsibility for their own health • Provides direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health. • Counsels with students concerning chronic health conditions, mental health issues, diabetes, pregnancy, sexually transmitted diseases and substance abuse, to facilitate responsible decision-making practices. • Serves as a resource person to the classroom teacher and administrator in health instruction. • Orders all materials required for health teaching for all classes. • Provides separate health education classes for Special Education students, to facilitate learning. • Organizes guest speakers to speak with students about health-related issues.
Responsible for participating in research in health-related areas	• Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices. • Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students.

Responsible to participate actively with the Odekan (Headstart) Program, the Wazoson (Daycare) Program, KZ and Pakinawatik schools	- Assists in the formation of health policies, goals and objectives for the KZ and Pakinawatik schools, Odekan and Wazoson. - Is present at the KZ school daily. Visits the Pakinawatik School, Odekan and Wazoson on a regular basis for health promotion activities and health screening. - Remains available as an "on-call basis" for first-aid, nursing assessments and intervention for Pakinawatik School, Odekan and Wazoson. - Teaches and promotes health for the Odekan program.
Responsible for abiding by the Code of Ethics and nursing legalities.	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 Quebec.
Responsible for performing other related duties as assigned or as requested by the designated supervisor	- Participates in staff meetings and committees as mandated - Prepares monthly report of activities to be submitted to the Director of Education. - Acts as a resource person in promoting health careers. - Ensures excellent communication is maintained.

ACCOUNTABILITY
- Accountable to maintain a professional approach - Accountable to the Director of Education while collaborating with the Principal, Vice-Principal and Wazoson and Odekan program coordinators - Maintains confidentiality with regards to student medical files - Accountable for performing efficient nursing practices for students and the children.

QUALIFICATIONS REQUIRED	
Education and Experience	- Graduate of a Canadian College in the field of nursing (College Diploma) and; - Must possess a valid nursing license and must be able to register with L'ordre des infirmières et infirmiers du Québec. - Experience or focused training in public/ community health.
Skills and Knowledge	- Able to speak, read and write in English - Willing and able to abide to the professional Code of Ethics - Good knowledge of Algonquin values and traditions.
Conditions of employment require the candidate to	No criminal conviction related to the field of work and maintain throughout employment.

maintain these licences/certifications throughout employment	• Must provide medical certificate of good health if required for the position. • Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification. • Must follow all safety precautions and protocols. • Legally able to work in Canada.
Assets	• Ability to communicate in Algonquin and/or French an asset.



JOB OPPORTUNITY – 1st Posting

July 3, 2026

POSITION: Post Secondary Student Support Program Agent
LOCATION: Kitigan Zibi Education Administration Building
WORK SCHEDULE: 35 hours a week. Monday to Friday
TERM: Indeterminate. Full time Standard probationary period
SALARY: \$51,688 to \$74,402 Annually
QESB Job Code #4208
DUE DATE: July 17, 2026

Under the supervision of the Director of Education, the Post Secondary Student Support Program Agent is responsible for servicing all Kitigan Zibi Anishinabeg (KZA) Post Secondary students; administering and processing all student applications; maintenance of student records; assisting with the support staff coordination and administrative support for the delivery of the KZES *Post Secondary Student Support Program (PSSSP)*.

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, a copy of your drivers license** 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 17, 2026, at 11:00 A.M. (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: **819-315-0667 ext. 1601**
Fax: **819-315-0666**
Location: **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
Post Secondary Program Agent
Job Description

GENERAL INFORMATION

Job Title : Post Secondary Student Support Program Agent

Category : Administration

Sector : Kitigan Zibi Education Sector

Location : Kitigan Zibi Education Administration Building

37 Kikinamage Mikan, Maniwaki, Quebec

Terms : Indeterminate

Hours : 35 hours per week

Salary : \$51,688 to \$74,402
(QESB Job Code #4208)

Immediate Supervisor : Director of Education

Date of Job Description : July 2026

SUMMARY

Under the supervision of the Director of Education, the Post Secondary Student Support Program Agent is responsible for servicing all Kitigan Zibi Anishinabeg (KZA) Post Secondary students; administering and processing all student applications; maintenance of student records; assisting with the staff coordination and administrative support for the delivery of the KZES *Post Secondary Student Support Program (PSSSP)*.

KEY DUTIES

Responsible for ensuring that the Post Secondary Student Support Program Policies for College and University are fairly and equitably adhered to in the delivery of the Post Secondary Program to all eligible KZA applicants.

- Receives incoming applications for full-time and part-time assistance from students on an on-going basis, and processes applications in a timely manner.
- Ensuring that all applications have been fully and accurately completed and all pertinent documentation is included.
- Provides information to Post Secondary students regarding policies, fees, and application procedures.
- Maintains knowledge on Post Secondary issues that may impact KZA Post Secondary students and periodically provides academic guidance to students.
- Send sponsorship letters by email or fax to notify schools that students are funded for the fall, winter and/or summer semesters.
- Ensures that full-time funded students attend school on-campus for at least 12 hours per week (or 4 courses per term) by obtaining student Schedules/timetables for student files.
- Communicate with Post Secondary institutions as required to obtain invoices, administrative forms, final transcripts, etc.
- Ensures that all requisitions for monthly allowances, books, and reimbursements are processed to the Director of Education for approval in a timely manner.

- Controls and keeps a record of payments of tuition fees and monthly living allowances.
- Updates the *Post Secondary Student Support Program: College and University Policies* on an annual basis in accordance with the *Indigenous Services Canada (ISC)* national guidelines.
- Occasionally circulate flyers or important information to Post Secondary Students regarding opportunities, dates and deadlines related to the PSSSP.
- Answers student requests for remaining full-time funding availability.
- Regularly follows-up with students following each term to obtain final grades/transcripts.
- Provides recommendations to the Director of Education for any Post Secondary Program Policy amendments.
- Ensure that all documents are filed.
- Maintains a spreadsheet or tracking system of all current students along with a checklist of all incoming grades and schedules each semester.
- Enters Post Secondary data into the CANO database system daily and ensures that all information entered is valid and updated when necessary.
- Attends meetings related to Post Secondary Institutions issues.
- Schedules for Post Secondary Institutions visits to liaise and support Post Secondary Students.
- Carries out all other related and mandated duties

ACCOUNTABILITY

- The Post Secondary Student Support Program Agent is accountable to all relevant KZA/KZES policies: KZA Code of Ethics, KZA Oath of Confidentiality. KZES Policies and Procedures Manual, KZA Human Resources Manual and Privacy Laws.

CONTACTS

- Maintains positive relationships with students, organizations, co-workers and community members.

MANAGERIAL/SUPERVISORY

Human Resources:	▪ Addresses workplace issues that occur in a timely manner. ▪ Participates in staff meetings and training. ▪ Maintains confidentiality and respects all laws regarding the upholding of privacy in the workplace. ▪ Oversees support worker.
Financial Resources:	▪ Maintains Excel based information for general and financial data
Material Resources:	▪ N/A

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Manages medium level stress and multi-task daily. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Works in an office setting with support ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Completion of High School diploma with 3 years office administrative experience, OR ▪ Completion of DEP/Vocational studies with 3 years office administrative experience, OR ▪ Completion of College or University diploma or degree
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and awareness of the KZA culture and community. ▪ Knowledge of KZES programs and services ▪ General knowledge of University and College institutions and programs.
Abilities:	▪ Able to work fluently in English. Algonquin and French an asset. ▪ Strong ability to multi-task, organize and prioritize work. ▪ Ability to take direction from supervisor and willingly act on that direction. ▪ Ability to handle and prioritize multiple concurrent deadlines. ▪ Ability to formulate recommendations ▪ Ability to prepare briefing notes ▪ Willingness to receive updated training. ▪ Legally able to work in Canada.
Personal Suitability:	▪ Excellent work attendance and interpersonal communication skills to liaise with the students and staff. ▪ Respectful. ▪ Reliable. ▪ Meticulous in work to be completed. ▪ Flexible to adapt to changing situations .
Certification/Licenses to maintain for duration of employment:	▪ A criminal verification confirmation is required ▪ Valid Driver's license and ability to maintain throughout employment. ▪ Access to a personal vehicle. ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.



SCAM AWARENESS

Scammers can target anyone, but by staying informed and looking out for one another, we can help keep our community safe. Learn how to recognize warning signs and protect yourself from fraud.

Common Types of Scams

Phishing Scams

These scams involve deceptive emails, text messages, or websites that impersonate legitimate organizations (like banks, government agencies, or well-known companies) to steal sensitive information such as usernames, passwords, credit card details, or social security numbers. They often create a sense of urgency, urging you to click a link or provide information immediately.

Red Flags:

- Unsolicited requests for personal information.
- Poor grammar and spelling.
- Suspicious sender email addresses or URLs.
- Threats or urgent calls to action.

Impersonation Scams

Scammers often pretend to be trusted individuals or organizations, such as family members, police officers, bank employees, government representatives, or tech support. They may claim you owe money, have won a prize, or need to act immediately. Some scammers now use artificial intelligence (AI) to mimic the voice of a loved one in distress and ask for money.

Red Flags:

- Requests for payment via unusual methods (gift cards, wire transfers).
- Pressure to act quickly without verification.
- Unsolicited contact claiming authority or a relationship.

Investment Scams

These scams promise high returns with little to no risk, often involving fake investment opportunities, cryptocurrency schemes, or pyramid schemes. Scammers prey on the desire for quick financial gains.

Red Flags:

- Guaranteed high returns and low risk.
- Pressure to invest quickly.
- Lack of clear documentation or registration with financial authorities.

Romance Scams

Scammers create fake online profiles and build emotional relationships with victims. Once trust is established, they invent elaborate stories (medical emergencies, travel problems, business deals) to solicit money.

Red Flags:

- Quickly professing love or strong feelings.
- Avoiding video calls or meeting in person.
- Asking for money for emergencies or travel.

How to Protect Yourself

Protecting yourself from scams requires a combination of skepticism, vigilance, and proactive measures:

- **Be Skeptical:** If something sounds too good to be true, *it probably is*. Approach unsolicited offers and requests with caution.
- **Verify Independently:** Never click on links or call phone numbers provided in suspicious emails or messages. Instead, go directly to the official website of the organization or use a trusted contact number.
- **Protect Personal Information:** Be mindful of what information you share online and over the phone. Legitimate organizations rarely ask for sensitive data via email or text.
- **Use Strong, Unique Passwords:** Employ different, complex passwords for your online accounts and consider using a password manager.
- **Educate Yourself and Others:** Stay informed about the latest scam tactics and share this knowledge with friends and family, especially vulnerable individuals.
- **Trust Your Gut:** If you feel uneasy or pressured, it's a sign to disengage and seek advice.
- **Report Suspicious Activity:** If you encounter a scam or believe you've been targeted, report it to the relevant authorities (e.g., consumer protection agencies, KZPS).
- **Create a Family Password:** If someone calls claiming to be a family member in trouble and asking for money, ask them for your family password before taking any action.

Need Help?

Canadian Anti-Fraud Centre: 1-888-495-8501 or visit <https://antifraudcentre-centreantifraude.ca/index-eng.htm>

Royal Canadian Mounted Police: <https://rcmp.ca/en/federal-policing/cybercrime/national-cybercrime-coordination-centre/report-cybercrime-and-fraud>

Kitigan Zibi Police Service: 819-449-6000 or 819-449-6078



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

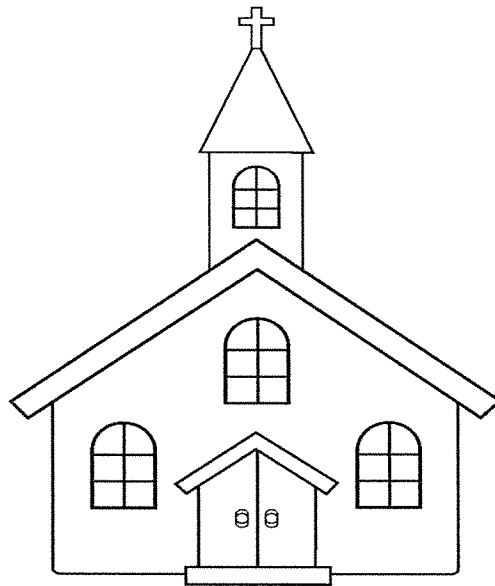


RECOVERY

HOLY ROSARY CHURCH

JULY 5 /26

11: 00 AM



WELCOME

**MASS FOR: Happy 40TH Wedding Anniversary for Peggy
Commonda & Tony Matthews.**

Gail & Francis Gagnon from family & friends.

Family & friends from Claire.