

Preliminary Nomination Report for KZA General Election

Nomination Meeting held on Saturday, July 4, 2026 at the KZA Hall

Please note: This is a preliminary nomination report, subject to the candidates' withdrawal period, closing on Thursday, July 9th at 4 pm.

Candidates who chose to withdraw must withdraw in writing by this time, otherwise their names will automatically appear on the ballot.

Please Note: The final and official KZA General Election 2026 Candidates' List will be re-posted on July 9th at 4 pm at the Kitigan Zibi Administration Office Door, located at 1 Paganakomin Mikan, Maniwaki, QC.

Candidates for Chief:

Nominators:

Cote, Frankie (Jr.)	Frank Meness and Freeda Cote
Decontie, Faith	Norman Odjick and Charlotte Commonda
McDougall, Paul	Jobena Petonoquot and Sandra Buckshot
McGregor, Gordon	Doreen Paul and Linda Paul
Meness, Frank	Candace Mitchell and Anthony Antoniou
Tolley, Shirley-Odjick (Kokum)	Brigitte Tolley and Cassandra Tolley
Whiteduck, Francine (Francis)	Kristy Odjick and Catherine Cayer
Whiteduck, Jean-Guy	Sandra Buckshot and Marilyn Buckshot

Candidate for Councillor:

Nominators:

Brascoupe, Anthony	Charlene Tolley and Shirley Tolley
Clarke, Thomas	Kimberly Jerome and Jeff Decontie
Commanda, Norman Jr.	Peggy Commonda-Matthews and Shirley Tolley
Cote, Jonathon	Natasha Mitchell and Jerri-Lea Printup
Cote, Frankie (Jr)	Frank Meness and Freeman Meness
Cote, Frank (Sr)	Jackie Cote and Freeda Morin
Decontie, Amanda	Louise-Ann Commonda and Laurier Lamarche
Dube, Shawn	Candice Mitchell and Anthony Antoniou
Jerome, Colten	Laurie Decontie and Rae-Anna Whiteduck
McDougall, Brian	Sandra Buckshot and Marilyn Buckshot
McGregor, Gordon	Doreen Paul and Linda Paul
Meness, Frank	Anthony Antoniou and Candace Mitchell
Mitchell, Candice	Anthony Antoniou Jerri-Lea Printup
Mitchell, Natasha (Tosh)	Hubert C. Whiteduck and Jerri-Lea Printup
Mitchell, Ryan	Kristy Odjick and Catherine Cayer

Preliminary Nomination Report for KZA General Election

Nomination Meeting held on Saturday, July 4, 2026 at the KZA Hall

Odjick, Kristy	Rae-Anna Whiteduck and Francine Whiteduck
Odjick, Ricky	David Brennan and Jobena Petonoquot
Odjick-Tolley, Shirley (Kokum)	Brigitte Tolley and Cassandra Tolley
Smith-Chabot, Mariah	Brigitte Tolley and Cassandra Tolley
Tenasco, Anita	Amber Cote and Lionel Whiteduck
Tenasco, Victoria-Lyn	Marilyn Buckshot and Sandra Buckshot
Tolley, Cassandra	Brigitte Tolley and Mariah Smith-Chabot
Wawatie-Chabot, Dara	Kristy Odjick and Catherine Cayer
Whiteduck, Celine	Caitlin Tolley and Marlen Landry
Whiteduck, Gilbert W.	Sandra Buckshot and Marilyn Buckshot
Whiteduck, Lionel	Jeremy Whiteduck and Rene Tenasco
Whiteduck, Rae-Anna	Kristy Odjick and Catherine Cayer
Whiteduck-Ethier, Jeremy	Lionel Whiteduck and Amber Cote

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



Tina Dewache,

Electoral Officer, Kitigan Zibi Anishinabeg General Election 2026

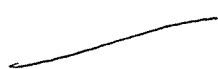
315 Farfard Street (Downstairs)

Maniwaki, QC

819-449-5170 ext 1007

E-mail: Tina.Dewache@kza.qc.ca

Dated: Tuesday, July 7, 2026





PRE-EMPLOYMENT SERVICES

Pre-Employment Services are here to help Kitigan Zibi Anishinabeg members build the skills, confidence, and experience needed to succeed in today's workforce. Whether you're just starting your journey or looking for a new opportunity, we're here to support you every step of the way.



ARE YOU ON SOCIAL ASSISTANCE?

18-64

ARE YOU BETWEEN THE AGES OF 18-64?



DO YOU WANT TO ACHIEVE YOUR GOALS?



ARE YOU LOOKING FOR PAID TRAINING?



**THERE IS A \$200.00 INCENTIVE
FOR WORKSHOP ATTENDANCE.**

WORKSHOP DATES FOR 2026:



JULY 13, 2026 @ 9AM KZ BOARDROOM



AUGUST 10, 2026 @ 9AM KZ BOARDROOM



SEPTEMBER 14, 2026 @ 9AM KZ BOARDROOM



OCTOBER 5, 2026 @ 9AM KZ BOARDROOM

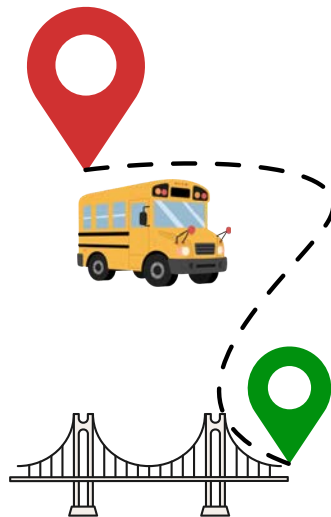


**CALL THE PRE-EMPLOYMENT SERVICES
CASE WORKER JERRIE LEA PRINTUP AT**

819-449-5170 ext. 1402

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**



Kitigan Zibi Anishinabeg

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

July 8, 2026

JOB OPPORTUNITY **TO BE FILLED IMMEDIATELY**

POSITION: Traffic Control Persons (Flag Persons)- (4 positions)
LOCATION: KZA Infrastructure Projects 2026
WORK SCHEDULE: 45 hours/week (average). Irregular work hours to be expected
TERM: Contract – 12 weeks, possibility of extension
SALARY: \$23.00 per hour
DEADLINE TO APPLY: July 17, 2026 at 12:00 p.m. (noon)

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 17, 2026 at 12:00 p.m. (noon)**.

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.



KITIGAN ZIBI ANISHINABEG

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

June 26, 2026

JOB OPPORTUNITY 1st Posting

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

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 or 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**

GENERAL INFORMATION	
Job Title	Impact Assessment Coordinator
Category	Professional
Sector	Administration
Location	Natural Resource Wildlife Office
Terms	Term Contract of one year (Maternity Leave Replacement)
Hours	Regular Hours (35 Hours)
Immediate supervisor	Consultation Coordinator
Salary	Level 6 as per KZA salary scale (Range based on experience)
Date of job description	June 2026
JOB SUMMARY	
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.	

RESPONSIBILITIES	KEY DUTIES
Responsible Impact Assessment Consultation	• 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. • 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.
Responsible Provincial Environmental Assessment Consultation	• Work collaboratively with the Natural Resources and Wildlife Office on environmental matters related to consultation, impact assessment, and environmental assessment processes. • Work collaboratively with the Cultural and Education Centre to address socio-cultural considerations related to consultation, impact assessment, and environmental assessment processes.
Responsible for	• Collaborate closely with the Economic Development Officer to

Provincial and Federal Consultation	identify, assess, and address socio-economic interests and potential impacts arising from proposed projects and consultation activities. • 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. • Organize, coordinate, and participate in meetings, consultations, and correspondence with proponents, government agencies, community members, and other stakeholders. • Research, develop, and submit funding proposals to support consultation activities, capacity-building initiatives, and impact assessment processes. • Prepare and submit reports associated with funding agreements, contracts, and project activities in a timely manner and in accordance with reporting requirements. • 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. • 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.
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ACCOUNTABILITY	
	• Accountable for the overall operations and budgets pertinent to impact assessment consultations • Accountable for any special projects mandated by KZA Chief and Band Council.

WORKING RELATIONSHIPS	
Interpersonal Relationships	• Foster and maintain effective working relationships with co-workers, clients, community members, and external partners to support the achievement of organizational and community objectives.
Leadership	• Provide leadership in the planning, implementation, coordination, and oversight of projects and initiatives. • Demonstrate sound judgment and maintain a high degree of confidentiality when handling sensitive information,

	discussions, and records.
Teamwork	• 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.
External communications	• Communicate and engage with community members to provide information, gather input, and promote awareness of consultation, impact assessment, and environmental assessment activities. • 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.
Negotiations	• Lead and negotiate contracts, agreements, and project arrangements, ensuring outcomes align with the priorities, rights, and interests of Kitigan Zibi Anishinabeg.
Training	• Participate in ongoing training and professional development to support continuous learning and improvement.

ENVIRONMENTAL FACTORS	
Deadlines	• Manage multiple tasks simultaneously while monitoring and responding to various internal and external deadlines in a timely manner.
Mental and physical effort	• Work effectively in high-pressure and stressful situations requiring sound judgment and attention to detail. • Travel to various job sites, conferences, and meetings as required. • Work extended periods at a computer and perform tasks requiring sustained concentration.
Working conditions	• Operate in a dynamic environment with multiple ongoing programs throughout the year. • Be flexible and open to a hybrid work arrangement, including both in-office and remote work.
Cultural competency	• Demonstrate knowledge and understanding of Kitigan Zibi Anishinabeg culture, community values, and protocols, and apply cultural awareness in all aspects of work.

QUALIFICATIONS REQUIRED	
Education and experience	• University or college degree in project management, administration, natural resources, or a related field. • A minimum of two years of relevant work experience. • Experience managing multiple projects while ensuring adherence to budgetary, financial, and reporting requirements.
Skills and knowledge	• Contribute to budget development, financial planning, and presentation of financial information as required.

	• Prepare, draft, and support the development of proposals, reports, and related documentation. • Demonstrate strong project management, communication, and organizational skills to support the effective coordination and delivery of initiatives. • Knowledge of Indigenous consultation processes and frameworks, including impact and environmental assessment processes, is required. • Proficient in standard office computer applications, including Microsoft Office Suite, email, and scheduling and project management tools. • Demonstrate strong oral, reading, and written communication skills in English, required for this position. • Oral, reading, and written communication skills in French are considered an asset but are not required.
Conditions of employment	• Undergo and complete required background checks, including a police records check, in accordance with organizational and position requirements. • Must not have any criminal convictions that would be relevant to or impact the responsibilities of the position. • Possess and maintain a valid driver's licence. • Must be legally eligible to work in Canada.



JOB OPPORTUNITY

1st Posting

July 9, 2026

POSITION: Executive Assistant
LOCATION: Kitigan Zibi Health and Social Services
WORK SCHEDULE: 35 hours a week
TERM: Indeterminate
SALARY: KZA Salary Scale Level 5 (Range negotiable)
DUE DATE: July 22, 2026

The Executive Assistant provides technical, administrative, and logistical support to support to the KZHSS Director and Assistant Director and completes all secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

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 Department by **July 22, 2026, at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601 **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 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

Executive Assistant

Job Description

GENERAL INFORMATION

Job Title : Executive Assistant
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamag Mikan)
Terms : Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 5 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: July 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 Executive Assistant provides technical, administrative, and logistical support to support to the KZHSS Director and Assistant Director and completes all secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

KEY DUTIES

Executive Administration & Leadership Support

- Prepares, edits and processes correspondence, reports, briefing notes, presentations, meeting materials and statistical reports.
- Coordinates meetings, including calendar management, boardroom bookings, agendas, minutes, travel arrangements and refreshments.
- Records and distributes meeting minutes.
- Screens incoming calls, visitors, correspondence and inquiries.
- Responds to routine inquiries, resolves minor administrative issues and refers complex matters to the appropriate personnel.
- Monitors operational issues and brings matters requiring the Director's or Assistant Director's attention forward.
- Maintains confidential files and information.

Governance & Operational Coordination

- Coordinates KZHSS sector meetings.
- Tracks Band Council decisions and Band Council Resolutions affecting KZHSS.
- Maintains governance records, including briefing notes.
- Assists with annual reporting requirements.

- Tracks program workplans and organizational deadlines.
- Coordinates travel arrangements and facility bookings.
- Tracks organizational policies and procedures.

Financial & Administrative Services

- Maintains physical and electronic filing systems.
- Maintains financial tracking systems, including coding invoices, recording cash transactions and maintaining purchase records.
- Issues purchase orders up to \$500 in accordance with organizational policies.
- Reconciles petty cash.
- Purchases office equipment and supplies.
- Maintains inventory asset tracking systems, shared drives, reference materials and administrative records.

Human Resources & Program Support

- Tracks term contracts, renewals and probationary periods.
- Prepares orientation materials for new employees.
- Monitors mandatory training records.
- Supports the coordination of staff training, special events and projects.
- Provides reception coverage for the Health Centre Receptionist or Medical Clerk, as required.

KNOWLEDGE AND SKILLS

- Knowledge of office administration principles, practices and procedures.
- Effective communication, interpersonal and client service skills, including professional telephone etiquette.
- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- Knowledge of applicable privacy legislation, confidentiality requirements and records management practices.
- 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.

CONTACTS

- Supports the Director and Assistant Director in the day-to-day administrative operations of the sector and provides input into the development and revision of administrative policies and procedures.
- Collaborates with the Finance and Human Resources Departments to coordinate administrative and payroll processes, including cheque requisitions, purchase orders, invoices, employee travel and expense claims, timesheets, work time confirmations, payroll term contract agreements, and payments for goods and services.
- Establishes and maintains positive working relationships with clients, staff, community members and external partners.
- Liaises with service providers, suppliers and other external organizations.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable in this position.
Financial Resources:	Issues purchase orders.
Material Resources:	Maintains administrative files and records, ensuring their accuracy, organization, confidentiality and security.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Manages medium level stress and multi-tasks daily. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Drive to pick up materials and supplies. ▪ Works mainly within indoor setting. ▪ Occasional outings. ▪ May be required to use a KZHSS vehicle. ▪ Required to attend professional workshops, staff meetings, and training within KZA and may be required to travel outside of the community.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ High School Diploma. ▪ Certificate or diploma in Office Administration, Executive Administration, Business Administration, or a related field. ▪ Three (3) years of administrative experience. ▪ Experience in a health care and/or social services is considered an asset.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Understanding of Indigenous health issues and community wellness approaches. ▪ Knowledge and awareness and the KZA culture and community.
Abilities:	▪ Demonstrates observation, monitoring, and basic reporting skills. ▪ Communicates effectively, both orally and in writing. ▪ Follows direction and contributes to a team-based environment. ▪ Ability to manage multiple deadlines with attention to detail. ▪ Ability to communicate in Algonquin an asset. ▪ Ability to communicate in French an asset.
Personal Suitability:	▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
Certification/Licenses to maintain for duration of employment:	▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required.

	▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.
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JOB OPPORTUNITY

Open until filled

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

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

PREAMBLE

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

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

Contact information:

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

Phone: 819-315-0667 ext. 1601

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center or as designated by Director
 8 Kikinamag 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 (Ordres 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 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.



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 Kikinamag 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 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.

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 Team Leader, the Community Health Nurse is responsible for:

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

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

to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmières du Québec (e.g. Nurses Code of Ethics).

CONTACTS

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

MANAGERIAL/SUPERVISORY

Human Resources:	▪ 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, spit, 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.



ODE WIDÒKÀZOWIN PROGRAM CALENDAR

JULY 2026



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Please note that some personell are also running Summer Camps; resulting in a limited amount of programs in the summertime			1 Canada Day - HOLIDAY	2 Walking Group 12-1pm	3) Fitness First: 9-11am Cookout: YC 12-2pm Beach Picnic Wanaki 1-3pm	4
5 Bouncy House Activity KZ School Gym 10am-12pm	6 Fitness First: 9-11am Senior Golf: 2pm	7 Walking Group: 12-1pm Teen Golf: 5:30pm	8 Fitness First: 9-11am Softball: 6-8pm Parent Support Group 6-8pm	9 Walking Group: 12-1pm	10) Fitness First: 9-11am Messines Fishing: 1-3pm Beach Picnic: Wanaki 1-3pm	11
12 Bouncy House Activity KZ School Gym 10am-12pm	13 Fitness First: 9-11am Senior Golf: 2pm	14 Walking Group: 12-1pm Teen Golf: 5:30pm	15) Fitness First: 9-11am Burger Cookout: 12-2pm Softball: 6-8pm Parent Support Group 6-8pm	16 Walking Group: 12-1pm	17 Fitness First: 9-11am Beach Picnic: Wanaki 1-3pm	18
19	20 Fitness First: 9-11am Senior Golf: 2pm	21 Walking Group: 12-1pm Teen Golf: 5:30pm	22 Fitness First: 9-11am Softball: 6-8pm Parent Support Group 6-8pm	23 Walking Group: 12-1pm	24 Fitness First: 9-11am Beach Picnic: Wanaki 1-3pm	25 Out of Town Activity: Cosmic Adventures 9am-4pm
26	27 Fitness First: 9-11am Senior Golf: 2pm	28 Walking Group: 12-1pm Teen Golf: 5:30pm	29 Fitness First: 9-11am Softball: 6-8pm Parent Support Group 6-8pm	30 Walking Group: 12-1pm	31 Fitness First: 9-11am	

**For more info,
contact Ode:
819-449-2323.**

**Each worker has
their extension
number beside
their name .**

Sports & Recreation:
Colten (2812)
Kane (2811)

Youth Wellness:
Annie (2807)

Inclusive Care:
Kristy (2814)

Family Wellness:
Karen (2808)



**Bigger Brain with Colten & Kane happens every
Wednesday @ 12:30pm on CKWE 103.9 FM**



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**





FAMILY WELLNESS BURGER COOKOUT

FOR PARENTS WITH YOUNG CHILDREN (0-12)

NOT A DROP OFF ACTIVITY



WEDNESDAY – JULY 15TH, 2026



12 PM – 2 PM



AT WANAKI BEACH

**BURGERS, SALADS AND DRINKS
WILL BE SERVED**



WALKING FOR WELLNESS

**LET'S GET OUTSIDE, BREATHE THE FRESH AIR,
AND MOVE OUR BODIES TOGETHER**

**BEGINNING THIS JULY
JOIN US EVERY FRIDAY**

**LOCATION: The Walking path
TIME: 11:00 am- 12:00 pm
Light snacks & refreshments
will be provided**

EVERYONE IS WELCOME.

***BODY
*MIND
*SPIRIT**

**Hosted by
NNADAP Program
819-449-5593**





Kwey kakina!



My name is Mariah Miigwans Smith Chabot and it is a pleasure to be a part of the N.N.A.D.A.P team along side Darren McGregor and Patricia Brazeau as a Substance Abuse Counsellor.

My parents are Biola Smith and the late Laurier Chabot. I was the community's Language and Cultural Special Events Coordinator for the last 2 years. During that time, I learned the significant value in language and culture and how we can help and to support one another. I recently finished the Indigenous Wellness and Addictions Prevention program with Canadore College, supported by the Wanaki Center. With my education, life and work experiences, I am truly looking honored to work for our community and with our community members.

E-mail:

Mariah.Smith-Chabot@kza.qc.ca

Phone:

819-449-5593 ext. 2013



Kwey Kitigan Zibi Anishinabeg!

I would like to formally introduce myself as the Communications Specialist at KZHSS, a new role designed to enhance our sector's engagement and communication strategies.

For those who may not know me, my name is Hunter Dewache, proud son of Johnny Dewache and Coreen (SoSo) Commonda.

My educational background includes a college diploma (DSC) in Office Systems Technology with a focus on Multimedia Publishing and Design, as well as a Bachelor of Arts (BA) in Communications.

I am grateful to have the opportunity to bring my professional experiences, community roots, and cultural knowledge to this role. These connections will deeply guide and shape my work for our community.

It is an honour to join the KZHSS team.

Mìgwetch!



Hunter Dewache

Communications Specialist

Kitigan Zibi Health and Social Services



819-449-5593 ext. 2015



hunter.dewache@kza.qc.ca





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
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 Department.

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

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

Amendment (Title)

July 3, 2026

POSITION: Post Secondary Student Support Program Officer
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 Officer 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 Officer
Category : Administration
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Education Administration Building
 37 Kikinamag 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 Officer 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 Officer 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.
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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.



First Nations
Education Council

In association with



Indigenous Services
Canada

YOUTH EMPLOYMENT OPPORTUNITY IN TECHNOLOGY

30-week ICT work experience

ARE YOU BETWEEN THE AGES OF 18 AND 30?

ARE YOU UNEMPLOYED?

WANT TO DEVELOP NEW SKILLS IN TECHNOLOGIES?



APPLICATION DEADLINE:
JULY 17, 2026

In-person training in Quebec City

First session: August 11 to 13, 2026

Second session: December 8 to 10, 2026

Interested?

Please contact your local Education Director,
School Principal or FNEC Representative.



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



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!



TRUCK FOR SALE

"SOLD AS IS"

STARTING BID

\$3,500



MAKE & MODEL:

CHEVROLET SILVERADO 3500HD



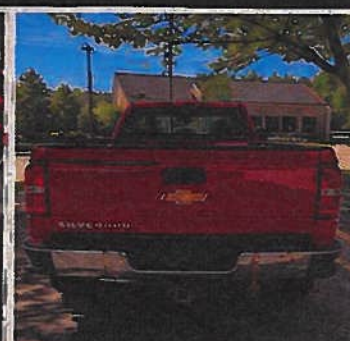
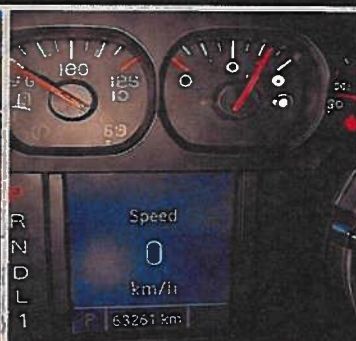
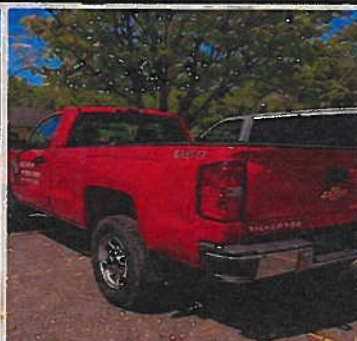
YEAR:
2017



ENGINE:
6.2L V8



MILEAGE:
63,261 km

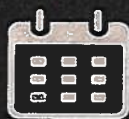


OTHER INFO:

- ✓ 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

HAPPY Retirement Dale Ottawa



After 39 years of dedicated service to the Kitigan Zibi community—including 5 years with the Kitigan Zibi Health and Social Services and 34 years with the Kitigan Zibi Police Service—our secretary, Dale Ottawa, will be retiring on July 31, 2026.

For more than three decades at KZPS, Dale has been the welcoming face of our organization. Her kindness, upbeat spirit, sense of humour, and unwavering dedication have touched the lives of our officers, staff, and community members alike.

On behalf of everyone at KZPS, *chi miigwetch*, Dale, for your years of service, your friendship, and the lasting impact you have made. Your dedication and compassion have helped shape our organization, and your presence will be deeply missed.

We wish you a retirement filled with happiness, good health, and many wonderful new adventures. Congratulations on an incredible career—you will always be a cherished member of the KZPS family.

