



Final List of Candidates for Kitigan Zibi Anishinabeg General Election 2026

**Election to be held on Saturday August 15 from 9 am until
8 pm at the KZA Hall located at 311 Fafard Street,
Maniwaki, QC.**

Candidates for Chief:

Decontie, Faith
McGregor, Gordon
Whiteduck, Francine (Frances)
Whiteduck, Jean-Guy

Candidates for Council:

Brascoupe, Anthony
Clarke, Thomas
Commanda, Norman (Jr.)
Decontie, Amanda
Dube, Shawn
McGregor, Gordon
Meness, Frank
Mitchell, Candice
Mitchell, Natasha (Tash)



Mitchell, Ryan
Odjick, Kristy
Odjick, Ricky
Smith-Chabot, Mariah
Tenasco, Anita
Tenasco, Victoria
Tolley, Cassandra
Wawatie-Chabot, Dara
Whiteduck, Celine
Whiteduck, Gilbert W.
Whiteduck, Lionel
Whiteduck, Rae-Anna
Whiteduck-Ethier, Jeremy

If you have any further questions, please do not hesitate to ask:

Tina Dewache,

Electoral Officer, Kitigan Zibi Anishinabeg General Election 2026

Tina.Dewache@kza.qc.ca

819-449-5170 ext 1007



KITIGAN ZIBI ANISHINABEG

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

July 16, 2026

JOB OPPORTUNITY 2nd Posting

Position:	Impact Assessment Coordinator
Location:	Natural Wildlife Resources Office
Work Schedule:	35 hours per week
Term:	one year term contract (Maternity Leave Replacement)
Salary:	Level 6 Range based on experience
Deadline:	July 31, 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 31, 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.

***Are you an Indigenous person
between the ages of 18 and 30?***

Are you passionate about Cultural Heritage?

Join Parks Canada as a Conservation Intern!

- **Position is from September 1st, 2026 to March 31st, 2027 with the possibility for extension until August 31st, 2027**
- **Located in Ottawa, ON**
- **Salary: \$52,053 per year**
- **Deadline to apply: August 10th, 2026**

Why Apply?

- Gain hands-on experience in safeguarding Indigenous heritage
- Integrate Indigenous ways of knowing with contemporary conservation
- Build skills in heritage management, research and community engagement
- Join a supportive network with mentorship and collaboration

**For application package & additional information
contact:**

Restauraton-conservation@pc.gc.ca
or Cindy Lee Scott at 343-572-9447



Indigenous Intern – Heritage Conservation

GT-01

Term position: 7 months with possibility of extension to 1 year dependent on funding
\$52,053

Closing Date: August 10, 2026 – 23:59, Pacific Time
Parks Canada Agency
Indigenous Stewardship and Cultural Heritage Directorate
Cultural Heritage Conservation Branch
Ottawa, Ontario

Who can apply: All persons who self-identify as Indigenous between the ages of 18 and 30, who have legal status to work in Canada. Persons residing in Canada, and Canadian citizens and Permanent residents abroad.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact Information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

How to apply:

- 1) Apply by email: Attach the "Application Form", along with a copy of your resume and the name of one reference to restauration-conservation@pc.gc.ca
- 2) Apply by mail: Send the completed "Application Form" along with a copy of your resume and the name of one reference to:

Indigenous Internship Program
ATTN: Cindy Lee Scott
Parks Canada Agency
1800 Walkley Road
Ottawa, ON K1H 8K3

Description of the Internship:

This role will introduce the field of conservation and, with the completion of this role, will meet the pre-requisites necessary to complete a diploma in conservation at partnered institutions.

This role will provide a foundation in chemistry; conservation techniques; research and writing skills; and general industry knowledge, experience, and skills. In addition, this role will involve assisting conservators, collections specialists, conservation scientists and preventive conservators as well as aiding in the conservation, restoration and protection technical services for various groupings of objects/artifacts.

Groupings of objects/artifacts can include metals, paintings, paper, fine art, textiles, furniture, ceramics and glass, and archaeological/industrial inorganic and archaeological organic materials.

Tips for applicants:

- Please provide complete and thorough answers to the questions in the "Application Form".
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history.

Not sure what to put in your application?

Please do not hesitate to reach out to the Conservation Services Team at Parks Canada with any questions about the internship either by email at restauration-conservation@pc.gc.ca, or by phone at 343-572-9447.

Work Environment

Parks Canada is committed to ensuring Indigenous connections are honored and Indigenous rights are respected.

Parks Canada fosters an inclusive and diverse work force that respects the knowledge and contributions Indigenous peoples make in the preservation, conservation and storytelling of heritage places and national parks and historic sites.

This position may be a great fit for you if:

- You are passionate about preserving cultural heritage for future generations.
- You are looking to build skills in heritage management, research, and community engagement.
- You are enthusiastic about both fieldwork and collaborative efforts in safeguarding historical and cultural sites.
- You are passionate about sharing your knowledge and assisting the Parks Canada Conservation Services Team in making heritage conservation a better place for Indigenous knowledge and traditions.
- You are passionate about advancing reconciliation between Indigenous peoples and the Government of Canada.
- You are a team player with a respectful and collaborative approach who places value on building trust-based relationships.

Other information

Parks Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. Each person is entitled to participate in the appointment process in the official language of their choice.

Why Choose Parks Canada?

Parks Canada is committed to a system of national heritage places that recognizes and honors the historic and contemporary contributions of Indigenous Peoples, their histories and cultures, as well as the special relationships Indigenous Peoples have with ancestral lands, waters, and ice.

We are dedicated to ensuring Indigenous connections are honoured, and Indigenous rights are respected. Collaborations and partnerships with First Nations, Inuit, and Metis governments, communities, and organizations are fundamental to Parks Canada fulfilling its mandate to protect and present natural and cultural heritage in Canada.

At Parks Canada, we host a diversity of networks aimed at fostering a sense of belonging and connection among First Nations, Metis, and Inuit employees:

- Indigenous Employee Sharing Circle
- Indigenous Employee Community Network

Indigenous Pre-program Conservation Internship

Proposed Program of Study

Duration: September 1st, 2026 to March 31st, 2027 or August 31st, 2027

Program Description:

This program will provide a basic introduction to artifact conservation as a pre-requisite equivalency to a post-graduate program in conservation at Fleming College or Algonquin College. The intern will receive a foundation in chemistry, conservation techniques, and the necessary research and writing skills to move on to complete a post-secondary or post-graduate program successfully.

While this program of study is heavily focused on western science by necessity, this program is also an opportunity for the Conservation Services team to gain Indigenous cultural perspectives, knowledge, traditions, and laws, as they relate to the care and respect of items in our collection.

Beyond the work with conservation and other cultural heritage specialists, the student will have access to other community supports and opportunities to learn from Elders or Cultural Knowledge holders.

Timeline:

September 2026: Orientation and Mandatory Trainings. This will include all health and safety training relevant to working in a laboratory, along with mandatory Parks Canada training. In addition, this section will focus on teaching the intern some of the basics of conservation, along with report writing skills and basic research skills.

Beginning hands-on training in artifact handling, storage.

Mid-September to December 2026: Hands-on conservation training in various laboratories. To be supervised by various heads of laboratories as determined by the interest of the intern

Early November 2026: Meeting and touring with Queens and/or Fleming program coordinators.

January to end of March December 2027: Chemistry for Conservators Coursework

This course is all about chemistry and is not about conservation treatment procedures. It aims to give the intern the chemical background to better understand the chemical processes behind the procedures described in the conservation literature or taught at conservation training establishments. It is therefore not aimed at any particular branch of art/object conservation but rather just at the chemistry that is common to all.

The syllabus is aimed at major conservation issues: e.g. types of materials, the environment, cleaning, and deterioration. If chemical principles are to be applied in practice, it is important to understand the implications of the chemical action.

The course is divided into four parts. An "Introduction" to chemical explanations of the physical world i.e. materials of common experience, air and water. "First principles" carries this further and explains the language of chemistry. "Chemistry in action" samples the chemistry of materials that are of use in conservation. The final block, "Chemistry and the conservator", applies the knowledge gained in the previous blocks to the world of conservation.

During this period, the intern will be working under the supervision and mentorship of Conservation Science to ensure adequate support and supplementary education in science as required for the successful completion of the Chemistry coursework.

February 2027: Application to Conservation Programs for post-internship diplomas.

April to July 2027 (pending funding): Continued hands-on training in conservation techniques and principles.

August 2027: Completion of final reports and research studies in preparation for the end of the contract.

Application Form

Indigenous Internship - Heritage Conservation

Cultural Heritage Conservation Branch/Archaeology, Collections and Curatorial Branch,
Indigenous Stewardship and Cultural Heritage Directorate

Your Information

Name:

Adress:

Phone Number:

Email:

- 1. Please** tell us a little about yourself and why you would like to pursue this internship at Parks Canada:

2. What do you hope to gain or learn from this internship? Based on the application information package, are there any specific areas that interest you in particular?

Please choose only one (1) of the following questions:

3. How has your lived experience as an Indigenous person shaped you and how would it help you in the internship?
- OR
4. Tell us about a memorable or positive experience you had with your community or with a group that is important to you. How might that experience help you in the internship?

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Conservation, Preventive Conservation, Conservation Science, and Collections Management: What's the difference???

The care and management of cultural heritage includes many different roles and responsibilities, as well as sub-specialties. Each of these aspects plays a vital role in the overall preservation of cultural heritage, contributing to the longevity and integrity of artifacts for future generations. This internship seeks to introduce you to each one of these roles to varying degrees.

What is *Conservation*?

Conservation is the overall practice of preserving and maintaining cultural heritage, artifacts, or objects of historical, artistic, or cultural significance.

Focus	Direct interventions to stabilize, repair, or restore objects to ensure their longevity.
Methods	Cleaning, repairing, and restoring artifacts using various techniques and materials.
Goals	To maintain the integrity and authenticity of objects while extending their lifespan.

What is *Preventive Conservation* and how is it different from regular conservation?

Preventive conservation is a proactive approach within conservation that aims to minimize risks and prevent damage to artifacts and collections before it occurs.

Focus	Concentrates on preventive measures rather than reactive treatments to ensure the long-term preservation of items.
Methods	Involves environmental control (temperature and humidity management), pest management, risk assessments, and education on handling practices.
Goals	To preserve, safeguard, and promote access to cultural heritage resources for future generations of Canadians.

What is *Conservation Science*?

Conservation science is an interdisciplinary field that combines knowledge from various scientific disciplines (like chemistry, biology, and materials science) to study the deterioration processes affecting cultural heritage and natural resources.

Focus	Involves research and analysis to inform conservation practices and improve the understanding of materials and their interactions with environmental factors.
Methods	Includes scientific examination and analysis of materials, environmental assessments, and research on degradation processes.
Goals	To support and assist the research of archaeologists, conservators, and built heritage architects.

What is *Collections Management*?

Collections management refers to ongoing practices aimed at the preservation, curation, maintenance, and management of collections while balancing accessibility & historical contexts.

Focus	Overall stewardship and management of a collection using reactive and proactive approaches.
Methods	Involves practices such as environmental monitoring, proper storage solutions, and handling protocols. The Collections Team at Parks Canada also keeps track of the locations of all objects in the collections, and assists with all paperwork related the movement of those objects.
Goals	To minimize the need for extensive conservation treatments by preventing damage before it occurs while balancing the need for access to the collections.

Summary of Differences:

Conservation focuses on direct intervention and treatment of artifacts.

Preventive Conservation specifically targets risk minimization and proactive measures to protect artifacts before damage occurs or can worsen.

Conservation Science uses scientific research and analysis to inform and enhance conservation practices.

Collections Management emphasize ongoing management and care for the entire collection as a whole.

Êtes-vous un Autochtone âgé de 18 à 30 ans ?

Le patrimoine culturel vous passionne ?

Joignez-vous à Parcs Canada en tant que stagiaire en restauration !

- **Poste du 1er septembre 2026 au 31 mars 2027, avec possibilité de prolongation jusqu'au 31 août 2027.**
- **Situé à Ottawa (Ontario)**
- **Salaire : 52 053 \$ par année**
- **Date limite pour postuler : 10 août 2026**

Pourquoi postuler ?

- Acquérir une expérience pratique de la sauvegarde du patrimoine autochtone
- Intégrer les modes de connaissance autochtones à la conservation contemporaine
- Renforcer les compétences en gestion du patrimoine, en recherche et en mobilisation communautaire
- Joignez-vous à un réseau de soutien grâce au mentorat et à la collaboration

Pour obtenir la trousse de demande et des renseignements supplémentaires, veuillez communiquer avec :

Restauration-conservation@pc.gc.ca
ou Cindy Lee Scott au 343-572-9447



Stagiaire autochtone - Restauration du patrimoine culturel

GT-01

Poste de durée déterminée : durée de sept mois avec possibilité de prolongation à un an, selon le financement
52 053 \$

Date de clôture : le 10 août 2026 à 23 h 59, heure du Pacifique

Agence Parcs Canada

Direction générale de l'intendance autochtones et du patrimoine culturel

Direction de la conservation du patrimoine culturel

Ottawa (Ontario)

Admissibilité : Toutes les personnes qui s'identifient comme Autochtones âgées de 18 à 30 ans et qui ont un statut juridique leur permettant de travailler au Canada. Les personnes résidant au Canada, les citoyens canadiens et les résidents permanents à l'étranger.

Nous nous engageons à offrir un milieu de travail inclusif et exempt d'obstacles, et ce, dès le processus d'embauche. Si vous avez besoin de mesures d'adaptation au cours de l'une ou l'autre des étapes du processus d'évaluation, veuillez communiquer avec la personne-ressource indiquée ci-dessous pour en faire la demande. Tous les renseignements reçus concernant les mesures d'adaptation resteront confidentiels.

Comment présenter une demande :

- 1) Postulez par e-mail : Joignez le « Formulaire de candidature », ainsi qu'une copie de votre CV et le nom d'une référence à restauration-conservation@pc.gc.ca
- 2) Postulez par la poste : Envoyez le « Formulaire de candidature » rempli avec une copie de votre CV et le nom d'une référence à :

Programme de stages autochtones

ATTN: Cindy Lee Scott

Agence Parcs Canada

1800 chemin Walkley

Ottawa, ON K1H 8K3

Description du stage :

Ce rôle introduira le domaine de la conservation et, à ce titre, répondra aux conditions préalables nécessaires pour obtenir un diplôme en conservation dans des institutions partenaires.

Ce rôle fournira une base en chimie ; les techniques de conservation ; compétences en recherche et en rédaction ; et les connaissances, l'expérience et les compétences générales de l'industrie. De plus, ce rôle consistera à aider les restaurateurs, les spécialistes des collections, les scientifiques en conservation et les restaurateurs préventifs, ainsi qu'à fournir des services techniques de conservation, de restauration et de protection pour divers groupes d'objets et d'artefacts.

Les groupes d'objets ou d'artefacts peuvent comprendre des métaux, des peintures, du papier, des œuvres d'art, des textiles, des meubles, de la céramique et du verre, ainsi que des matériaux inorganiques et archéologiques/archéologiques/industriels.

Conseils pour les candidats :

- Veuillez fournir des réponses complètes et approfondies aux questions du « Formulaire de candidature ».
- Ne présumez pas que le jury de présélection connaît déjà vos antécédents, vos qualifications ou vos antécédents professionnels.

Vous ne savez pas quoi inscrire dans votre demande ?

N'hésitez pas à communiquer avec l'équipe des Services de conservation au Parcs Canada si vous avez des questions sur le stage, soit par courriel à restauration-conservation@pc.gc.ca, soit par téléphone au 343-572-9447.

Environnement de travail

Parcs Canada s'engage à faire en sorte que les liens avec les Autochtones soient honorés et que leurs droits soient respectés.

Parcs Canada favorise une main-d'œuvre inclusive et diversifiée qui respecte les connaissances et les contributions des peuples autochtones à la préservation, à la conservation et à la narration des lieux patrimoniaux, des parcs nationaux et des lieux historiques.

Ce poste pourrait vous convenir parfaitement si :

- Vous êtes passionné par la préservation du patrimoine culturel pour les générations futures.
- Vous cherchez à acquérir des compétences en gestion du patrimoine, en recherche et en engagement communautaire.
- Vous êtes enthousiaste à l'égard du travail sur le terrain et des efforts de collaboration pour la sauvegarde des sites historiques et culturels.
- Vous avez à cœur de transmettre vos connaissances et d'aider l'équipe des Services de conservation de Parcs Canada à faire de la restauration du patrimoine un meilleur endroit pour le savoir et les traditions autochtones.
- Vous êtes passionné par la promotion de la réconciliation entre les peuples autochtones et le gouvernement du Canada.
- Vous avez l'esprit d'équipe avec une approche respectueuse et collaborative qui accorde de l'importance à l'établissement de relations de confiance.

Autres informations

Parcs Canada s'est engagé à se doter d'un effectif compétent et diversifié qui reflète la population canadienne qu'il sert. Chaque personne a le droit de participer au processus de nomination dans la langue officielle de son choix.

Pourquoi choisir Parcs Canada ?

Parcs Canada s'est engagé à créer un réseau de lieux patrimoniaux nationaux qui reconnaît et honore les contributions historiques et contemporaines des peuples autochtones, leurs histoires et leurs cultures, ainsi que les relations particulières qu'ils entretiennent avec leurs terres, leurs eaux et leurs glaces ancestrales.

Nous sommes déterminés à faire en sorte que les liens avec les Autochtones soient honorés et que les droits des Autochtones soient respectés. Les collaborations et les partenariats avec les gouvernements, les collectivités et les organisations des Premières Nations, des Inuits et des Métis sont essentiels pour Parcs Canada remplir son mandat de protection et de mise en valeur du patrimoine naturel et culturel du Canada.

Chez Parcs Canada, nous accueillons divers réseaux visant à favoriser un sentiment d'appartenance et de connexion parmi les employés des Premières Nations, des Métis et des Inuits :

- Cercle de partage des employés autochtones
- Réseau communautaire des employés autochtones

Stage de conservation préalable au programme autochtone

Programme d'études proposé

Durée : du 1er septembre 2026 au 31 mars 2027, ou le 31 août 2027

Description du programme :

Ce programme fournira une introduction de base à la conservation des artefacts comme équivalence préalable à un programme d'études supérieures en conservation au Collège Fleming ou à l'Université de Queens. Le stagiaire recevra une formation de base en chimie, en techniques de conservation et en les compétences nécessaires en matière de recherche et de rédaction pour poursuivre avec succès un programme d'études postsecondaires ou d'études supérieures.

Bien que ce programme d'études soit fortement axé sur la science occidentale par nécessité, il est également une occasion pour l'équipe des Services de conservation d'acquérir des perspectives, des connaissances, des traditions et des lois culturelles autochtones en ce qui concerne le soin et le respect des objets de notre collection. Au-delà du travail avec les spécialistes de la conservation et d'autres spécialistes du patrimoine culturel, l'étudiant aura accès à d'autres soutiens communautaires et à d'autres occasions d'apprendre auprès d'aînés ou de détenteurs de connaissances culturelles.

Chronologie :

Septembre 2026 : Orientation et formations obligatoires.

Cela comprendra toute la formation en santé et sécurité pertinente au travail dans un laboratoire, ainsi que la formation obligatoire Parcs Canada. De plus, cette section se concentrera sur l'enseignement au stagiaire de certaines des bases de la conservation, ainsi que des compétences en rédaction de rapports et des compétences de base en recherche.

Début de la formation pratique sur la manipulation et l'entreposage des artefacts.

mi-septembre à décembre 2026 : Formation pratique en conservation dans divers laboratoires. Être supervisé par divers chefs de laboratoire selon l'intérêt du stagiaire.

Début novembre 2026 : Rencontre et tournée avec les coordonnateurs du programme Queens et/ou Fleming.

Janvier à fin mars 2027 : Cours de chimie pour les restaurateurs**

Ce cours porte sur la chimie et non sur les procédures de traitement de conservation. Il vise à donner au stagiaire les connaissances chimiques nécessaires pour mieux comprendre les processus chimiques derrière les procédures décrites dans la littérature sur la conservation ou enseignées dans les établissements de formation en conservation. Il ne vise donc pas une branche particulière de la conservation de l'art/objet, mais plutôt la chimie qui est commune à tous.

Le programme vise les principales questions de conservation : par exemple, les types de matériaux, l'environnement, le nettoyage et la détérioration. Si des principes chimiques doivent être appliqués dans la pratique, il est important de comprendre les implications de l'action chimique.

Le cours est divisé en quatre parties. Une « introduction » aux explications chimiques du monde physique, c'est-à-dire les matériaux de l'expérience commune, l'air et l'eau. « First principles » va plus loin et explique le langage de la chimie. « La chimie en action » échantillonne la chimie des matériaux qui sont utiles à la conservation. Le dernier bloc, « La chimie et le conservateur », applique les connaissances acquises dans les blocs précédents au monde de la conservation.

Pendant cette période, le stagiaire travaillera sous la supervision et le mentorat de Science de la conservation afin d'assurer un soutien adéquat et une formation supplémentaire en sciences, comme requis pour la réussite des cours de chimie.

***Comme ce cours est offert à l'extérieur de Parcs Canada, il est malheureusement uniquement offert en anglais. Le personnel des services de restauration est disponible pour vous aider en cas de difficultés linguistiques.*

Février 2027 : Demande d'admission aux programmes de conservation pour les diplômés post-stage.

D'avril à juillet 2027 (sous réserve de financement) : Poursuite de la formation pratique aux techniques et principes de conservation.

Août 2027 : Achèvement des rapports finaux et des études de recherche en vue de la fin du contrat.

Application Form

Indigenous Internship - Heritage Conservation

Cultural Heritage Conservation Branch/Archaeology, Collections and Curatorial Branch,
Indigenous Stewardship and Cultural Heritage Directorate

Your Information

Name:

Address:

Phone Number:

Email:

1. **Please** tell us a little about yourself and why you would like to pursue this internship at Parks Canada:

2. What do you hope to gain or learn from this internship? Based on the application information package, are there any specific areas that interest you in particular?

Please choose only one (1) of the following questions:

3. How has your lived experience as an Indigenous person shaped you and how would it help you in the internship?

OR

4. Tell us about a memorable or positive experience you had with your community or with a group that is important to you. How might that experience help you in the internship?

—

Restauration, conservation préventive, science de la conservation et gestion des collections : quelle est la différence ???

Le soin et la gestion du patrimoine culturel comprennent de nombreux rôles et responsabilités différents, ainsi que des sous-spécialités. Chacun de ces aspects joue un rôle essentiel dans la préservation globale du patrimoine culturel, contribuant à la longévité et à l'intégrité des artefacts pour les générations futures. Ce stage vise à vous initier à chacun de ces rôles à des degrés divers.

Qu'est-ce que la restauration ?

La restauration est la pratique générale de préservation et d'entretien du patrimoine culturel, des artefacts ou des objets d'importance historique, artistique ou culturelle.

Focus	Interventions directes pour stabiliser, réparer ou restaurer des objets afin d'assurer leur longévité.
Méthodes	Nettoyer, réparer et restaurer des artefacts à l'aide de techniques et de matériaux variés.
Objectifs	Maintenir l'intégrité et l'authenticité des objets tout en prolongeant leur durée de vie.

Qu'est-ce que la conservation préventive et en quoi diffère-t-elle de la restauration ordinaire ?

La conservation préventive est une approche proactive de la conservation qui vise à réduire au minimum les risques et à prévenir les dommages aux artefacts et aux collections avant qu'ils ne se produisent.

Focus	Se concentre sur les mesures préventives plutôt que sur les traitements réactifs pour assurer la préservation à long terme des objets.
Méthodes	Comprend le contrôle environnemental (gestion de la température et de l'humidité), la lutte antiparasitaire, les risques évaluations et formation sur les pratiques de manipulation.
Objectifs	Préserver, sauvegarder et promouvoir l'accès aux ressources du patrimoine culturel pour les générations futures de Canadiens.

Qu'est-ce que Science de la conservation ?

La science de la conservation est un domaine interdisciplinaire qui combine les connaissances de diverses disciplines scientifiques (comme la chimie, la biologie et la science des matériaux) pour étudier les processus de détérioration affectant le patrimoine culturel et les ressources naturelles.

Focus	Comprend la recherche et l'analyse pour éclairer les pratiques de conservation et améliorer la compréhension des matériaux et de leurs interactions avec les facteurs environnementaux.
Méthodes	Comprend l'examen et l'analyse scientifiques des matériaux, les évaluations environnementales et la recherche sur les processus de dégradation.
Objectifs	Soutenir et aider les recherches des archéologues, des restaurateurs et des architectes du patrimoine bâti.

Qu'est-ce que la gestion des collections ?

La gestion des collections fait référence aux pratiques continues visant à la préservation, à la conservation, à l'entretien et à la gestion des collections tout en équilibrant l'accessibilité et les contextes historiques.

Focus	Intendance et gestion globales d'une collection à l'aide d'approches réactives et proactives.
Méthodes	Comprend des pratiques telles que la surveillance environnementale, les solutions d'entreposage appropriées et les protocoles de manipulation. L'équipe des collections de Parcs Canada fait également le suivi de l'emplacement de tous les objets des collections et aide à remplir tous les documents liés au déplacement de ces objets.
Objectifs	Réduire au minimum le besoin de traitements de conservation importants en prévenant les dommages avant qu'ils ne se produisent tout en équilibrant la nécessité d'accéder aux collections.

Résumé des différences :

La restauration est axée sur l'intervention directe et le traitement des artefacts.

La conservation préventive vise spécifiquement à minimiser les risques et à prendre des mesures proactives pour protéger les artefacts avant que les dommages ne se produisent ou ne s'aggravent.

La science de la conservation utilise la recherche et l'analyse scientifiques pour éclairer et améliorer les pratiques de conservation.

La gestion des collections met l'accent sur la gestion et l'entretien continu de l'ensemble de la collection.

Sema plant Give away

When: Friday July 24thth, 2026

9am – 12:00pm

(weather permitting)

Where: Naagadjitoodjiik Aki Greenhouse – Beside
Daycare @ community garden

Rules: 1st come, 1st serve. Limit of 7 plants per
person. Please bring your own pots/containers to
pick up plants.

Plant information: Aztec tobacco-Nicotiana rustica



Sema makes an excellent plant for pollinators. It's a trap plant meaning it will attract aphids to it and keep it away from vegetables in your garden that can't handle aphids on it. Sema plant doesn't care about the aphids and continues to thrive.

Loves sunny locations with good drainage.

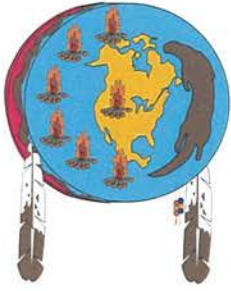
Grows 3-5 ft tall with large broad leaves.

Yellowish tube-like flowers, with seed heads contain over 1000 very tiny seeds.

Collect seed heads when they are brown and keep inside, in a bag/container. They will not survive the winter.

Collect the leaves when they are at their largest, dry them and keep the sema with you to give thanks





KITIGAN ZIBI ANISHINABEG

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

Income Security Cheques for August 2026 to be released on Thursday July 30, 2026.

PICK-UP HOURS

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

**Income Security cheques will be release for
1 DAY on Thursday July 30th, 2026.**

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

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

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

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

Pontoon Ride for KZ Seniors'



Come and join the Land, Water and Animals Advisory Committee
for Pontoon Rides and Picnic.

When: POSTPONED UNTIL FURTHER NOTICE

WE ARE CHANGING LOCATION

Possibly Pitobig Lake

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

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



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



A few words from your organizer

**I HAD THE PLEASURE OF BEING ON THE BENCH,
COACHING ALONGSIDE MY DAUGHTER KIRAH,
THE 3 KZ BROOMBALL TEAMS. KZ PRIDE IN MY HEART.**

**I'M ESPECIALLY PROUD OF THE NEWEST/YOUNGEST TEAM,
A GROUP OF YOUNG TEEN BOYS AND A COUPLE OF GIRLS,
MOST PLAYING FOR THE FIRST TIME AND LOVING IT
SO MUCH THAT THEY WERE ASKING WHEN THE NEXT
TOURNAMENT IS.**

**MIGWETCH TO OUR AMAZING IMPORTS.
HOPE YOU ALL HAD FUN WITH US.
YOU WERE ALL AWESOME AND WELCOME ANYTIME!**

**MIGWETCH TO ALL THE KZ FANS WHO SHOWED UP,
SUPPORTED AND WATCHED THE TEAMS PLAY
IN PERSON OR OTHERWISE.**

**MIGWETCH TO ALL THE SUPPORTERS OF OUR FUNDRAISERS
AND TO THE SPONSORS THAT HELPED GET US REGISTERED:**

- KZHSS (KITIGAN ZIBI HEALTH & SOCIAL SERVICES)
- STAR TOBACCO (BRENDA BUCKSHOT)
- CHARLIE'S SMOKE SHOP (CHAD SMITH)
- HAWK'S TRADING POST (DAWNA DUMONT)
- BUCKS SPORT SHOP (AMANDA BUCKSHOT)
- CASH OUT CASINO & TOBACCO (JASON G ODJICK)

Migwetch!

2026



- Angela Decontie

2nd Annual



2026



Wild TEEN BOYS ROSTER

Ethan Beaudoin	#98
Rani'Konhrakatste Cote	#4
Jarred Decontie-Carpentier	#29
Sophia Dumont	#14
Bako Jerome	#7
Myler Jerome	#97
Saydi Jerome-Tolley	#34
Marcus Kistabish Odjick	#99
Riley McBride	#8
Tecumseh Ratt	#
Jake Rivet	#55
Eli Smith	#9
Skyler Wawatie	#88

FRIDAY, JUNE 26

- Chisasibi Ice Kings vs KZ Wild 2:40 PM
- Rapid Lake vs KZ Wild 7:00 PM

SATURDAY, JUNE 27

- KZ Wild vs Kitchissippi Moosehead 5:40 PM

SUNDAY, JUNE 28

- KZ Wild vs Lac Simon Mikiiz 10:00 AM

All games will be played at Slush Puppie Centre.

COED U19 HOTSHOTZ J.R. ROSTER

CASEY BRASCOUPE	#8	SHAWNOWE JEROME	#29
MINAWE CHABOT	#5	AYLA PAPATIE	#61
KYLE COMMENDA	#44	FRED RIVET	#14
PEJIK DUMONT	#23	AMBER STEPHEN	#9
PEYTON DUMONT	#19	ODESHKUN THUSKY	#26
WADE DUMONT	#89	TALIYAH WHITEDUCK	#21
MASON JACKO	#1	JUDAH WISCHEE	#27
GOALER		KENDRA NOTTAWAY	#17

FRIDAY, JUNE 26

KZ JR HOTSHOTZ VS CHISASIBI STARS 7:20PM

SATURDAY, JUNE 27

KZ JR HOTSHOTZ VS MISTISSINI ROCKETS 11:40 AM

KZ JR HOTSHOTZ VS LAC SIMON LAKERS 5:00 PM

ALL GAMES WILL BE PLAYED AT THE SLUSH PUPPIE CENTRE.

COED ROSTER

KIYEDIN CHABOT	#69	MASON JACKO	#1
BRITNEY COMMENDA	#99	NATHAN MCDUGALL	#10
DESTINY COTE	#44	QUIVER RACINE	#27
MERCEDES COTE	#13	JERRY-LEE STEPHEN	#22
TAMMY COTE	#9	GWEN TENASCO	#7
FAITH DIXON (G)	#72	MIKA TOLLEY	#87
WADE DUMONT	#66	KIRAH TWENISH	#5
WYNSTON ISERHOFF	#14	KODIAK WHITEDUCK	#36

FRIDAY, JUNE 26

- KZ HOTSHOTZ VS WEMINDJI RED BLACKS 4:00PM

SATURDAY, JUNE 27

- KZ HOTSHOTZ VS KITCHISSAKI WARRIORS 12:10PM

*3. GAME DETAILS WILL BE DETERMINED BASED ON THE STANDINGS

All games will be played at the Slush Puppie Centre.

CONGRATULATIONS TO ALL OF OUR TEAMS!

KZ PRIDE SHINES STRONG!



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 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 - *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 Kikinamage Mikan, Maniwaki Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7
 in accordance with the KZA *Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
Date of Job Description : February 2026

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

Under the direction of the Nurse 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;
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- 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;
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- i. reporting on material learned at training seminars attended;
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- k. providing guidance, field experience and supervision of student from nursing faculties when required.

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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*).
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- 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

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- 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.

NNADAP FAMILY MOVIE *Night*

REZ BALL



**BRING YOUR OWN
CHAIRS OR
BLANKETS!**

**POPCORN, SNACKS
AND DRINKS
PROVIDED!**

**FRIDAY, JULY 17, 2026 @ 8:30PM
@ WALKING PATH**



**FOR MORE INFORMATION, PLEASE CONTACT
THE NNADAP TEAM @ 819-449-5593**



MISKOMINIKE

~Honoring the Raspberry~

**HOSTED BY NNADAP ~ JOIN US FOR A
DAY ON THE LAND AS WE HARVEST
RASPBERRIES, LEARN TRADITIONAL
TEACHINGS, MAKE RASPBERRY TEA
AND JAM TOGETHER.**

Open for those new & in recovery.

DATE: WEDNESDAY, JULY 22

TIME: 10:00AM - 4:00PM

**KZHSS~LE SOMMET~MULTI PURPOSE
BUILDING**

**ONLY 15 SPOTS AVAILABLE!
REGISTER NOW**

For more information: 819-449-5593
Darren McGregor~Mariah Smith Chabot
Patricia Brazeau



~BODY~



~MIND~



~SPIRIT~





FAMILY WELLNESS HERB GARDENING

FOR PARENTS WITH YOUNG CHILDREN

COME CHECK OUT ODE'S HERB GARDEN!

WE HAVE PLENTY OF HERBS SUCH AS
ROSEMARY, LAVENDER, CHIVES.

WE WILL BE GIVING OUT HERB PLANTS
AND HERB RECIPES.

PLUS, WE'LL BE RAFFLING OFF SOME DELICIOUS TEAS
FROM KAYO-TEAS!

*** QUANTITIES LIMITED ***

 **FRIDAY - JULY 24, 2026**

 **12 PM TO 2 PM**

 **ODE WIDOKAZOWIN**
(ON LEFT SIDE OF THE BUILDING)



FAMILY WELLNESS

FISH FRY

FOR PARENTS WITH YOUNG CHILDREN



WEDNESDAY - JULY 29, 2026



12 PM - 2 PM



WANAKI BEACH



Fried fish, corn, and water will be served.
For more info, please call Karen at
819-449-2323 ext. 2808



Footcare Program Update

We are pleased to announce that the review and reassessment have been completed. Thank you for your patience.

We are now accepting appointments for footcare services.

To be added to the appointment list, please call the Health Centre.

819-449-5593

Leave your name and number with the Medical Officer.

We look forward to providing our footcare services again.

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





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!





JOB OPPORTUNITY – 2nd Posting

July 16, 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 31, 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 31, 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.



JOB OPPORTUNITY – 1st Posting

July 16, 2026

POSITION: KZ School Cafeteria -General Kitchen Helper
LOCATION: 40 Kikinamange Mikan
TERM: 35 hours per week
Annual Renewable Term Contract of 45 weeks (subject to annual funding availability)
SALARY: \$24.73 per hour - Salary Code: 5306

Under the immediate supervision of the Head Cook, the KZ School Cafeteria General Kitchen Helper provides support in the daily operations of the cafeteria, including the preparation and delivery of breakfast, snack, lunch, and other related food service activities.

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, 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 by **Friday July 31, 2026, at 11:00 A.M. (EST).**

Contact information:

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

Kitigan Zibi School Cafeteria

General Kitchen Helper

GENERAL INFORMATION	
Job Title	KZ School Cafeteria- General Kitchen Helper
Category	Education Support Services
Sector	Kitigan Zibi Education Sector (KZES)
Location	Kitigan Zibi Kikinamadinan
Terms	Renewable (45 weeks) Term Contract-Subject to funding availability
Hours	35 hours per week. Monday-Friday
Salary	\$24.73 per hour
Immediate supervisor	KZ Cafeteria Head cook
Date of job description	July 2026

GENERAL JOB SUMMARY	
Under the supervision of the KZ Cafeteria Head Cook or designate, the General Kitchen Helper supports the delivery of breakfast, lunch, and related cafeteria activities.	

RESPONSIBILITIES	KEY DUTIES
Responsible to provide support in the KZ school cafeteria	- Assists in preparation of breakfast program, daily snacks and lunches - Assists in layout of food to be distributed - Assists in serving meals - Assists in clean-up and general up-keep of the cafeteria cooking area and cafeteria. - Assists with cleaning tables, dishes, utensils, serving trays and other related equipment - Assists in other designated areas as required and mandated

ACCOUNTABILITY	
- Complies with and adheres to all KZA/KZES policies, procedures, and guidelines, including but not limited to: - KZES Policies and Procedures Manual - The KZA Human Resources Manual - KZA Code of Ethics	

WORKING RELATIONSHIPS	
Interpersonal Relationships	- Establishes and maintains positive and respectful working relationships with students, staff and Parents/Guardians - Strong interpersonal skills and service oriented.
Teamwork	- Works collaboratively as a team and independently as required; - Participates in KZES meetings as required and participates in staff meetings; - Understands personal limitations and seeks advice when necessary.

Training	• Attends professional development workshops to maintain current skills; • Attends workplace safety training and exercises as required. (WHMIS, CPR, First Aid, Food Handling).
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ENVIRONMENTAL FACTORS	
Deadlines	• Meets work objectives within established time frames; • Manages time effectively; • Ensures reporting requirements are completed within required timeframes.
Mental and Physical Effort	• Manages medium level stress and multi-tasks daily; • Uses proper techniques to carry or lift heavy objects; • Mental alertness to changing situations; • Strong interpersonal skills.
Working Conditions	• Mainly Indoors and KZ school based; • May be required to use KZES vehicles on the rare occasion; • Proper attire to work in a kitchen is required.
Cultural competency	• Knowledge and awareness of Kitigan Zibi culture and community.
QUALIFICATIONS REQUIRED	
Education and Experience	• Secondary 4 or equivalency in related work experience.
Skills and Knowledge	• Strong oral and written communication skills in English are required; • Ability to communicate in French and Algonquin is considered an asset; • Willingness and ability to work flexible hours as required; • Demonstrates trustworthiness, discretion, and the ability to maintain confidentiality; • Reliable, punctual, and dependable with a strong attendance record; • Ability to work independently with minimal supervision; • Basic computer literacy skills; • Ability to safely operate kitchen equipment; • Ability to perform assigned duties and responsibilities in accordance with established procedures and direction.
Conditions of employment the successful candidate must maintain the following requirements, licenses, and certifications throughout their employment:	• Must have no criminal convictions related to the position and maintain a valid criminal record check/clearance throughout employment; • Must successfully complete and maintain an Enhanced Vulnerable Sector Check; • Must provide a medical certificate of good health, if required for the position; • Must possess a valid First Aid and CPR certification or obtain certification within three (3) months of hire and maintain it

	throughout employment. • Must possess a valid driver's licence and maintain a valid licence throughout employment; • Must follow all workplace health and safety requirements, precautions, and established protocols; • Must be legally authorized to work in Canada.
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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

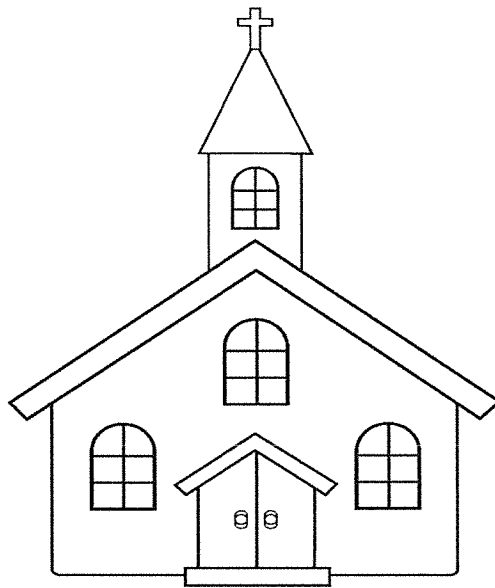
Interested?

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

HOLY ROSARY CHURCH

JULY 19 /26

11: 00 AM



WELCOME

MASS FOR: Gail & Francis Gagnon from family.

Ida Lacourciere from family & friends.

Francine & Michel by Claire.

Graduation Letter



Kwey Kakina,

My name is Faith Decontie. I am the daughter of Robin Decontie and the granddaughter of the late Pauline Cote-Decontie.

I grew up here in Kitigan Zibi and I went to the Mokasige program. I also graduated from Kitigan Zibi Anishinabeg Kikinamadinan.

At my high school graduation, I was one of the only students who did not get an award. Around that time, a teacher told me they would be surprised if I “made it past my first semester of college”.

I thought about what the Mokasige kokoms used to tell us at sewing circle: follow your dreams.

I kept going. I finished my undergraduate degree then my master's, and now my doctorate degree. I was the first in my KZA graduating class to do it. It was not easy.

When I was accepted to the University of Aberdeen in Scotland, our leadership at the time did not want to approve my funding, because the school was outside Canada. I did not take it personally. It is hard for people to understand what something takes if they have not lived it.

I kept asking. I kept following up. Eventually, my funding was approved. It required me to work within our own system to make change.

My research is about making sure First Nations and Inuit cultural ways are included when policy is being made. I worked with First Nations and Inuit who are changing things from the inside in schools, in health care, and in business so that our people get good services that we deserve.

I am writing this for two reasons.

1. To be honest about how hard it can be to follow a dream.
2. To tell the game changers (at any age) coming up in our community: never give up. Ever!

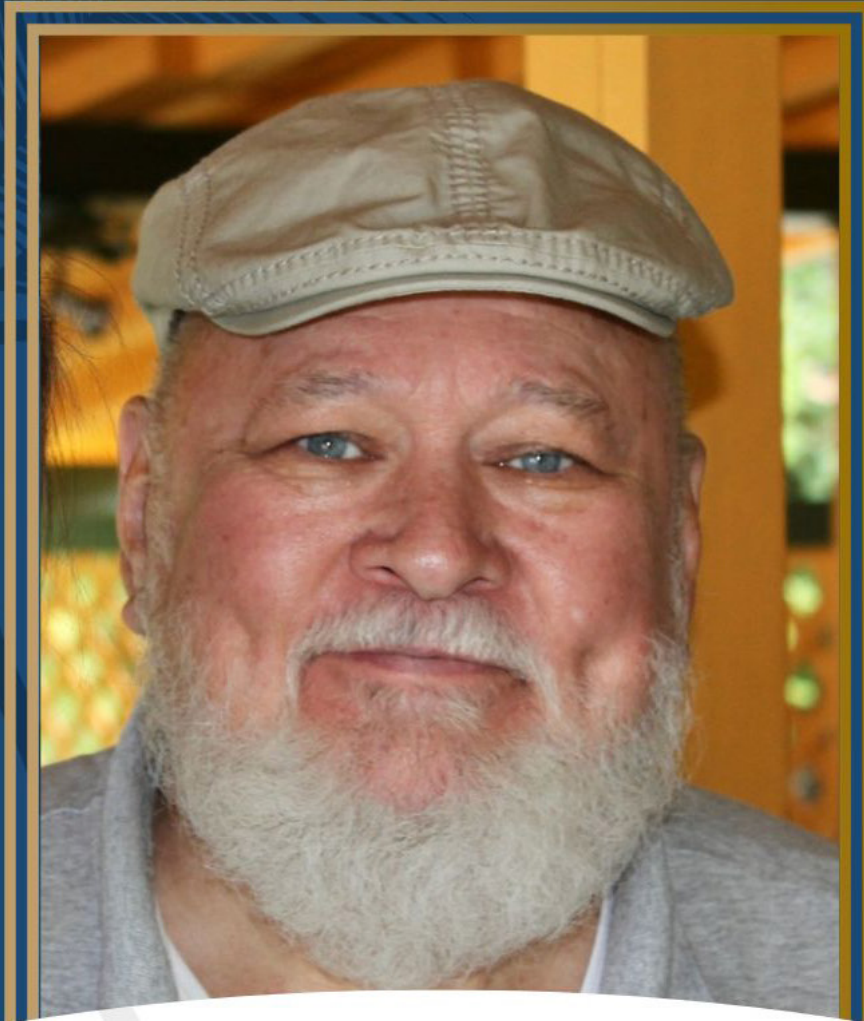
Migwetch to the KZA matriarchs who walked with me Mona Tolley, Christina Commonda, and Robin Decontie. I would not have finished without them.

Migwetch to the community. For the memories. For the encouragement. For your strength. You reminded me why it matters to keep going, even in a system that was never built for us to succeed.

Migwetch,
Dr. Faith Decontie, PhD.,

In loving memory of
Alan Gordon Cote

March 10, 1950 – March 06, 2026



Saturday, July 25, 2026

*Please join the Cote family for a Memorial and
Celebration of Life from 9am - 12pm*

*Kitigan Zibi Funeral Home, an interment to follow at the
Kitigan Zibi Cemetary & lunch at the Community Hall*

Everyone welcome

♡ CELEBRATING ♡
40th
Anniversary



Sherry & BB



JULY 25TH, 2026



**STARTS AT
7:00 PM**

**TO
CLOSING**

AT THE INDIAN HALL



**LIGHT SNACKS
& REFRESHMENTS**



DJ



**CASH BAR
AVAILABLE**

**JOIN US AS WE CELEBRATE
40 YEARS OF LOVE, LAUGHTER & MEMORIES**

♡ **ALL FAMILY & FRIENDS WELCOME!** ♡



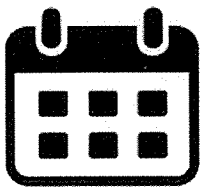
NARCOTICS ANONYMOUS

®

HOPE • FREEDOM • RECOVERY

**NOTHING CHANGES
IF NOTHING CHANGES**

YOU ARE NOT ALONE



**WEEKLY MEETINGS
WEDNESDAYS
6:00PM – 8:00PM**



**KZ MULTIPURPOSE BUILDING
EVERYONE WELCOME
ADDICTS HELPING ADDICTS**



WE DO RECOVER

www.na.org

With Heartfelt Gratitude

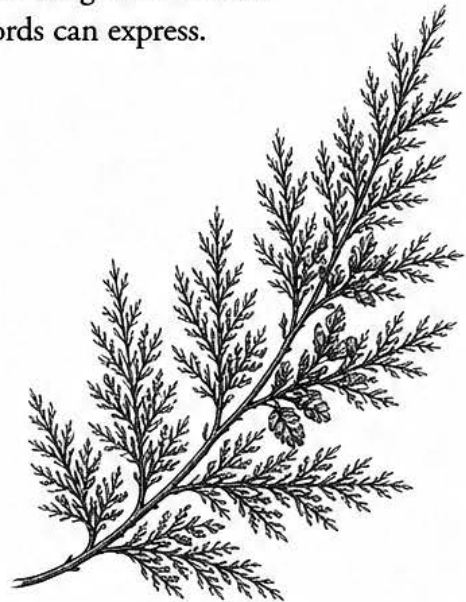
The family of Gail and Frances Gagnon would like to express our deepest gratitude to everyone who surrounded us with love, compassion, and support during this incredibly difficult time.

A very special thank you goes to **George and Donna Jerome**, along with their wonderful team of helpers **Colten Jerome, Clint Commando and Daphne Gabriel**, for so graciously preparing and serving the funeral feast. Your generosity, kindness, and countless hours of hard work allowed our family to focus on being together, and your care will never be forgotten.

We would also like to sincerely thank everyone who generously contributed food, desserts, supplies, and monetary donations. Your thoughtfulness and willingness to help meant more to our family than words can express.

With *sincere appreciation*, thank you to:

- Marlene Carle
- Jamie Carle
- Judy Ottawa
- KZA
- Cathy Tenasco
- Christina Commanda
- Sandy Commanda
- Alice Tolley
- Tim Odjick & Alison Commando
- Lorraine Mayer
- Patsy Meness
- George & Donna Jerome



— ♥ —
A special thank you to Jordan for sending Gail and Frances off to the spirit world with his drumming. Your support and your good heart brought comfort, strength, and a beautiful farewell.
— ♥ —

Finally, to every family member, friend, neighbor, and community member who attended the celebration of life, thank you. Whether you traveled a great distance, offered comforting words, shared stories and memories, sent prayers, or simply stood beside us in our grief, your presence brought us strength and comfort.

The love shown to our family throughout this time is something we will carry with us forever. It is in moments like these that we are reminded how fortunate we are to be surrounded by such a caring and compassionate community.

From the bottom of our hearts, thank you for honoring the lives of Gail and Frances and for walking beside our family as we said our goodbyes.

— ♥ —
With love and sincere gratitude,
The Family of Gail & Frances Gagnon