



KITIGAN ZIBI ANISHINABEG

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

July 22, 2026

Dear Band Members,

This is to inform you that all Kitigan Zibi seniors, 65 years of age and over, will receive a \$1,000.00 allowance from the KZA Trust Revenue Accounts this fiscal year. One payment in August 2026 and one payment in December 2026.

This was approved by Council at our last Council meeting.

We wish all our seniors the best of health and well-being. You all contributed to the building of our community, and we want to express our appreciation to you for all that is good in Kitigan Zibi.

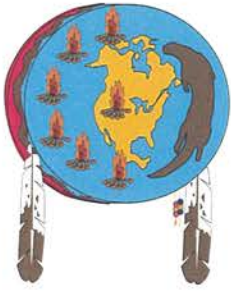
If you have any questions regarding this notice, please call me at the Band office at 819-449-5170.

Migwech

A handwritten signature in blue ink, appearing to read 'Jean Guy Whiteduck', with a stylized initial 'J'.

Chief Jean Guy Whiteduck

On behalf of the Council, Kitigan Zibi Anishinabeg



KITIGAN ZIBI ANISHINABEG

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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.**



APNQL
ASSEMBLÉE DES PREMIÈRES NATIONS
— QUÉBEC-LABRADOR —

AFNQL
ASSEMBLY OF FIRST NATIONS
— QUÉBEC-LABRADOR —



APN/AFN AGA (OTTAWA 2026) - STATISTIQUES / STATISTICS

	Nombre total de résolutions / Total number of resolutions	59
	Nombre total de résolutions adoptées / Total resolutions carried	38
	Nombre de résolutions non débattues / Number of resolutions not debated	20
	Nombre de résolutions différées à la prochaine assemblée / Number of resolutions deferred to the next assembly	1
NO / NO.	TITRE DE LA RÉOLUTION / RESOLUTION TITLE	RÉSULTAT / RESULT
1	Support for Commonwealth Sport Declaration / Soutien à la Déclaration du Commonwealth sur le sport	Non débattue / Not debated
2	Establishment of an International Treaty House / Création d'une Maison internationale des traités	Reportée à la prochaine APN / Deferred to the next AFN
3	Develop Legal Options to Address Underfunding of Education for First Nations / Élaborer des solutions juridiques pour remédier au sous-financement de l'éducation des Premières Nations	Non débattue / Not debated
4	Support for Rescinding the Papal Bulls of Discovery / Soutien à la révocation des bulles papales à l'origine de la Doctrine de la découverte	ADOPTÉE / CARRIED
5	Support for Bill S-205, Providing Alternatives to Isolation and Ensuring Oversight and Remedies in the Correctional System Act (Tona's Law) / Soutien au projet de loi S-205, intitulé Loi proposant des solutions de rechange à l'isolement et prévoyant une surveillance et des mesures de réparation dans le système correctionnel	ADOPTÉE / CARRIED
6	United Nations Declaration on the Rights of Indigenous Peoples - Nobel Peace Prize Nomination / Déclaration des Nations Unies sur les droits des peuples autochtones – Nomination au prix Nobel de la paix	ADOPTÉE / CARRIED
7	Supporting First Nations Youth Access to Digital and Culturally Grounded Education in Northern and Remote Communities / Soutenir l'accès des jeunes des Premières Nations à une éducation numérique et ancrée dans leur culture dans les communautés du Nord et isolées	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)

8	Investing in First Nations Post-Secondary Education to Strengthen Canada's Skilled Workforce / Investir dans l'éducation postsecondaire des Premières Nations pour renforcer la main-d'œuvre qualifiée du Canada	ADOPTÉE / CARRIED
9	Ensuring First Nations Governance in the Canadian Precision Health Initiative and Genomic Data Initiatives / Assurer la gouvernance des Premières Nations dans l'Initiative canadienne de soins de santé de précision et les initiatives en matière de données génomiques	Non débattue / Not debated
10	Pairing Indigenous Knowledge Systems with Western-based Science to Rebuild Wild Fisheries / Allier les systèmes de connaissances autochtones à la science occidentale pour restaurer les pêcheries sauvages	Non débattue / Not debated
11	Minimum standards for ending Canada's discrimination in First Nations Child & Family Services outside Ontario / Canada dans le domaine des services à l'enfance et à la famille des Premières Nations en dehors de l'Ontario	ADOPTÉE / CARRIED
12	Clarity, Accuracy, and Respect for First Nations in Communications on Long-Term Reform / Clarté, précision et respect des Premières Nations dans les communications relatives à la réforme à long terme	ADOPTÉE / CARRIED
13	Settling Treaty Land Entitlement Claims Outside the Specific Claims Process / Régler les revendications relatives aux droits fonciers issus de traités hors du processus des revendications particulières	Non débattue / Not debated
14	Strengthening Accountability to First Nations in Canada-wide Early Learning and Child Care Agreements / Renforcer la reddition de compte envers les Premières Nations dans les Accords sur l'apprentissage et la garde des jeunes enfants à l'échelle du Canada	Non débattue / Not debated
14	Strengthening Accountability to First Nations in Canada-wide Early Learning and Child Care Agreements / Renforcer la reddition de compte envers les Premières Nations dans les Accords sur l'apprentissage et la garde des jeunes enfants à l'échelle du Canada	ADOPTÉE / CARRIED
15	Addressing Tax Implications Relating to Additions to Reserve / Régler les incidences fiscales liées aux ajouts aux réserves	Non débattue / Not debated
16	Support for International Convention on Indigenous Languages / Soutien à la Convention internationale sur les langues autochtones	ADOPTÉE (AVEC AMENDEMENTS / CARRIED (WITH ADMENDMENTS)

17	Increase and prioritize federal funding for Missing and Murdered Indigenous Women, Girls and 2SLGBTQIA+ People / Augmenter et donner la priorité au financement fédéral destiné aux femmes, aux filles et aux personnes 2ELGBTQIA+ autochtones disparues et assassinées	Non débattue / Not debated
18	Protecting First Nations' Rights in Response to Federal Major Project Fast Tracking and Pipeline Expansion Initiatives / Protéger les droits des Premières Nations face aux initiatives fédérales visant à accélérer la mise en œuvre des grands projets et à étendre le réseau de pipelines	ADOPTÉE (avec amendements / CARRIED with amendments)
19	Upholding First Nations Fisheries Rights in Salmon Allocation Policy, and Opposition to Racist Misinformation Campaigns / Défense des droits de pêche des Premières Nations dans le cadre de la politique de répartition du saumon, et opposition aux campagnes racistes de désinformation	Non débattue / Not debated
20	Support First Nations Health Managers Association (FNHMA) for the Development of National Standards and Curriculum for Indigenous Health Navigators (IHN) / Soutien à l'Association des gestionnaires de la santé des Premières Nations (AGSPN) pour l'élaboration de normes nationales et d'un programme de formation destiné aux navigateurs en santé autochtones (NSA)	Non débattue / Not debated
21	Support for a National Framework for Women's Health in Canada that Commits to a First Nations Distinction-Based Health Strategy / Soutien à un cadre national sur la santé des femmes au Canada qui prévoit une stratégie sanitaire des Premières Nations fondée sur les distinctions	Non débattue / Not debated
22	Permanent, Sustainable Funding for Health and Cultural Supports and Funding to Address Mental Health and Substance Use Crisis in First Nations Communities / Un financement permanent et durable pour les soutiens sanitaires culturels et un financement pour faire face à la crise en santé mentale et en toxicomanie dans les communautés des Premières Nations	ADOPTÉE / CARRIED
23	Renewed AFN–Canada Permanent Bilateral Mechanism / Renouvellement du Mécanisme bilatéral permanent APN-Canada	ADOPTÉE (AVEC AMENDEMENTS / CARRIED (WITH ADMENDMENTS)
24	Advancing Transition Delivery of First Nations Economic Development Financing to First Nations Controlled Institutions / Promouvoir la transition de la prestation du financement du développement économique des Premières Nations à des institutions contrôlées par les Premières Nations	ADOPTÉE / CARRIED
25	Etsy Ban on Fur Products / Interdiction des produits en fourrure sur Etsy	Non débattue / Not debated

26	Support Renewal of the Relationship Between The Iroquois Caucus and Assembly of First Nations (AFN) / Soutien au renouvellement des relations entre le Caucus iroquois et l'Assemblée des Premières Nations (APN)	ADOPTÉE / CARRIED
27	Recognition Of Inherent First Nations' Law-Making Jurisdiction / Reconnaissance de la compétence législative inhérente des Premières Nations	Non débattue / Not debated
28	Protecting Free, Prior and Informed Consent in Federal Major Projects and Regulatory Reform / Protéger le consentement libre, préalable et éclairé dans le cadre des grands projets fédéraux et de la réforme réglementaire	ADOPTÉE (avec amendements) / CARRIED (with amendments)
29	Support for the Establishment of an Indigenous Development Finance Organization (IDFO) to Advance Indigenous Economic Self-Determination / Soutien à la fondation de l'Organisation autochtone de financement du développement (OAFD) pour promouvoir l'autodétermination économique des Autochtones	ADOPTÉE / CARRIED
30	Reintroduction of First Nations Drinking Water Legislation / Présentation d'une nouvelle loi sur l'eau potable des Premières Nations	Adoptée (Avec modifications) / CARRIED (with amendments)
31	Reaffirming Canada's Commitment to Closing the Infrastructure Gap / Réaffirmer l'engagement du Canada à combler le manque d'infrastructures	ADOPTÉE / CARRIED
32	Right to Adequate Housing on Reserve / Droit à un logement adéquat dans les réserves	ADOPTÉE / CARRIED
33	Support for Co-Drafting First Nations Elements of the Federal Indigenous Housing Strategy / Soutien à la rédaction conjointe des volets consacrés aux Premières Nations de la Stratégie fédérale sur le logement autochtone	ADOPTÉE / CARRIED
34	Support for the Funding and Implementation of the Honouring our Strengths Framework, 2nd Edition / Soutien au financement et à la mise en œuvre du Cadre Honorer nos forces, 2e édition	Non débattue / Not debated
35	Call to Action to Address Chronic Kidney Disease in First Nations / Appel à l'action pour lutter contre les maladies rénales chroniques chez les Premières Nations	Non débattue / Not debated
36	A Distinctions-based Approach to Canada's Men and Boys' Health Strategy / Une approche fondée sur les distinctions pour la Stratégie canadienne en matière de santé des hommes et des garçons	ADOPTÉE / CARRIED
37	Opposition to Bill C-21 and Rejection of Metis Illegitimate Rights Assertions / Opposition au projet de loi C-21 et rejet des revendications illégitimes de droits des Métis	Non débattue / Not debated
38	Direct First Nation Chiefs Representation at the First Nations-First Ministers' Meeting / Représentation directe des Chefs des Premières Nations à la réunion des Premières Nations et des premiers ministres	ADOPTÉE / CARRIED

39	First Nations' Priorities for a First Nations–First Ministers' Meeting / Priorités des Premières Nations en vue d'une réunion des Premières Nations et des premiers ministres	ADOPTÉE / CARRIED
40	Reinstate the AFN Lands Sector and Support the Chiefs Committee on Lands, Territories, and Resources / Rétablir le Secteur des terres de l'APN et soutenir le Comité des Chefs sur les terres, les territoires et les ressources	ADOPTÉE (Avec modifications) / CARRIED (with amendments)
41	Filling Vacancies at the Specific Claims Tribunal / Pourvoir les postes vacants au Tribunal des revendications particulières	Non débattue / Not debated
42	Upholding Obligations and Commitments on Specific Claims / Respecter les obligations et engagements relatifs aux revendications particulières	Non débattue / Not debated
43	Rejection of Additions to Reserve Re-Design Process / Rejet du processus de refonte des ajouts aux réserves	Non débattue / Not debated
44	Addressing the Impact of Discriminatory Funding Gaps and Federal Policies on the Implementation of First Nations Child and Family Services Laws / Lutter contre les effets des écarts de financement discriminatoires et des politiques fédérales sur la mise en œuvre des lois sur les services à l'enfance et à la famille des Premières Nations	ADOPTÉE / CARRIED
45	Building Canada Act / Loi visant à bâtir le Canada	ADOPTÉE / CARRIED
46	Supporting the Development of Independent Indigenous Sport Advocacy and Accountability Mechanisms / Soutien au développement de mécanismes indépendants de plaidoyer et de reddition de comptes dans le domaine du sport autochtone	Non débattue / Not debated
47	Treaty Implementation Through Opportunity and Strategic Government Investment / Assurer des retombées pour les Premières Nations dans la réalisation des investissements en infrastructures	ADOPTÉE / CARRIED
48	Eligibility Determination for On-Reserve Income Assistance for Persons with Disabilities / Détermination de l'admissibilité à l'aide au revenu pour les personnes en situation de handicap dans les réserves	ADOPTÉE / CARRIED
49	Developing a First Nations Water Security Strategy / Élaborer une Stratégie sur la sécurité de l'eau des Premières Nations	Adoptée (Avec modifications) / CARRIED (with amendments)
50	Support for Jaali's Call to Action and a National Review of Indigenous Patient Safety / Soutien à l'appel à l'action de Jaali et à un examen national de la sécurité des patients autochtones	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)

51	Protecting First Nations Environment, Sovereignty, Knowledge Systems, and Data in the Era of Artificial Intelligence / Protéger l'environnement, la souveraineté, les systèmes de connaissances et les données des Premières Nations à l'ère de l'intelligence artificielle	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)
52	Call on Canadian National Railway to Negotiate with First Nations Affected by Rail Lines / Appeler la Compagnie des chemins de fer nationaux du Canada à négocier avec les Premières Nations touchées par des lignes ferroviaires	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)
53	Long-Term Reform of the First Nations Child and Family Services Program: Inclusion of First Nations Members Living Off-Reserve / Réforme à long terme du programme des services à l'enfance et à la famille des Premières Nations : inclusion des membres des Premières Nations vivant hors réserve	ADOPTÉE / CARRIED
54	Recognizing the Indigenous Coalition of Tourism Champions (ICTC) as the official Indigenous tourism body to represent AFN across Canada / Reconnaissance de la Coalition autochtone des champions du tourisme (Indigenous Coalition of Tourism Champions – ICTC) en tant qu'organisme officiel du tourisme autochtone représentant l'APN à l'échelle du Canada.	ADOPTÉE / CARRIED
Emergency resolution 1	Upholding Truth and Criminalizing Indian Residential School Denialism / Défendre la vérité et criminaliser la négation de l'existence des pensionnats indiens	ADOPTÉE (Avec modifications) / CARRIED (with amendments)
Emergency resolution 2	Reject Efforts to Control First Nations Histories and Undermine Rights Recognition / Rejeter les démarches visant à réécrire l'histoire des Premières Nations et à affaiblir la reconnaissance de leurs droits.	ADOPTÉE / CARRIED
Emergency resolution 3	Soutien à la Première Nation de Namaygoosisagun / Support for Namaygoosisagun First Nation	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)
Emergency resolution 4	Rejet des initiatives de séparation provinciale en Alberta et au Québec et réaffirmation des droits inhérents et issus des traités des Premières Nations / Rejecting Provincial Separation Initiatives in Alberta and Quebec and Affirming First Nations' Inherent and Treaty Rights	ADOPTÉE (AVEC AMENDEMENTS) / CARRIED (WITH AMENDMENTS)

8



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:

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?

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.



First Peoples
Innovation Centre

WHERE FIRST PEOPLE
CREATE PROGRESS



Kitigan Zibi Anishinabeg

NOMAD FABLAB

Kitigan Zibi

From August 10 to October 16, 2026

Bringing culture and technology together
using laser engraving, 3D printing, digital
milling and much more!

- **10 week paid training**
- **Monday to Friday 9 a.m to 4 p.m**

Eligibility criteria:

- Indigenous youth 16 – 30 years old
- You are unemployed
- You do not attend school

Registration closes July 31



The FabLab will be here!

For more information, contact...

Brenda McGregor :



bmcgregor@cipp-fpic.com



250-574-0225



101, Paganakomin-Mikan
Maniwaki
QC, J9E 3B1

With financial assistance provided by

Québec 

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



EMPLOYMENT OPPORTUNITY

No. K26-12-IEEA
Internal external
posting

Well-Being and Academic Success Team Leader

Kiuna Institution is designed by and for First Nations but is open to everyone!

At Kiuna, our goal is to make postsecondary education more accessible to First Nations members. Our college is recognized for its culturally safe educational services, which are reflected in a unique environment where programs, student services, human resources, teaching methods, and educational materials take into account Indigenous cultures and traditions.

Job title: Well-Being and Academic Success team Leader

Employment status: Regular

Hours per week: 35 (37.5 in winter and 28 in summer)

Work location: Institution Kiuna, 1205, QC-132, Odanak

Employment type: On-site

Start date: As soon as possible

Annual salary: Between \$70,760 and \$96,958, according to the salary scale in effect

Job description

Provide support to the special education team and foster collaboration around a coordinated, holistic approach adapted to the needs of our student clientele.

Plan, organize, and help coordinate activities in this sector in accordance with strategic orientations. Ensure the delivery of high-quality services while complying with the legal framework and upholding the principles of professional ethics. Work in close collaboration with the pedagogical team and faculty. Provide psychosocial support to the student clientele. Provide on-call support during the academic year, including establishing and managing crisis response in accordance with the directives established by senior management.

Under the supervision of the Kiuna College director, the position holder has the following responsibilities:

- Provide support to students in their personal, academic and social endeavours to foster their well-being and academic success.
- Support staff members in their follow-ups and in the implementation of support plans.
- Provide professional and clinical support in complex counseling situations.
- Ensure high quality service and contribute to the development of intervention practices and work tools.
- Refer students to the appropriate resources, facilitating access as required.
- Participate in identifying the needs of the student clientele and the organization of services.
- Contribute to awareness, prevention and promotion activities with respect to student well-being.

Requirements

- Hold a bachelor's degree in psychoeducation, psychology, social work, or a related field; a master's degree is a plus.
- Have at least five (5) years of experience in the field; ideally working with a First Nations clientele.
- Have experience as a team leader or in team coordination.
- Have a good understanding of First Nations culture and sociocultural realities.
- Be proficient in Microsoft 365.

Working conditions

Pension plan, holiday season in addition to annual holidays, flexible cultural holidays, sick days, choice of work schedule, summer schedule (four days a week), possibility of a telework bank, telemedicine, housing available within walking distance, public transport, work-family balance (subject to eligibility requirements).

Kiuna gives priority to First Nations members and Inuit.

Please submit your application by 4:00 p.m. on August 6, 2026, to emplois@kiuna.ca.

We thank everyone who has expressed interest in this position.

Only selected candidates will be contacted.



FINANCIAL COMPENSATION – PRESCRIPTION OPIOIDS

Claims were due by July 31, 2026; however, the deadline to file claims may be extended if approved by the Court



Settlements in a class action lawsuit have been approved by a court in Quebec.



This money is for people who:

- took prescription opioids in Quebec; **AND**
- were diagnosed with, or treated for, opioid use disorder (or opioid addiction).

If this applies to you, you may be able to receive money. Heirs can also make a claim.

File a claim at: www.MNP.ca/QCOpioide



Get more information by calling MNP (the claims administrator) toll-free at **1-844-285-6678** or the lawyers in charge of this class action: Trudel Johnston & Lespérance at **1-844-588-8385** (toll-free) and Fishman Flanz Meland Paquin LLP at **(514) 932-4100**.

COMPENSATION FINANCIÈRE – OPIOÏDES SUR ORDONNANCE

Les réclamations devaient être déposées avant le 31 juillet 2026; toutefois, ce délai pouvait être prolongé avec l'approbation du tribunal

Des ententes ont été approuvées par un tribunal du Québec dans une action collective.

L'argent est pour les personnes qui :

- ont pris des opioïdes avec une prescription (ordonnance) au Québec; **ET**
- ont eu un diagnostic, ou un traitement, pour un trouble lié à l'usage des opioïdes.

Si c'est votre situation, vous pourriez recevoir de l'argent. Les héritiers peuvent aussi réclamer.

Pour en savoir plus, appelez MNP (l'administrateur des réclamations) sans frais au **1-844-285-6678**

ou les avocats qui mènent cette action collective: Trudel Johnston & Lespérance au **1-844-588-8385** (sans frais) et Fishman Flanz Meland Paquin s.e.n.c.r.l. au **(514) 932-4100**.

Réclamez au :

www.MNP.ca/fr/QCOpioide



INFORMATION SESSION ABOUT THE CLAIMS PROCESS WILL BE HELD AT THE COMMUNITY HALL

ON JULY 30, 2026 (from 12:00pm - 8:00pm).

AS SPACES ARE LIMITED, PLEASE RESERVE IN ADVANCE BY CALLING DANNY @ THE FRIENDSHIP CENTRE @ (819) 892 - 0892

Une séance d'information sur la procédure de réclamation aura lieu à la salle communautaire le 30 juillet 2026 (de 12 h à 20 h).

Les places étant limitées, veuillez réserver à l'avance en appelant Danny au Centre d'amitié au **(819) 892-0892**.

FINANCIAL COMPENSATION – PRESCRIPTION OPIOIDS

You could receive money

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If this applies to you, you may be entitled to compensation. Heirs can also make a claim.

Need help now to claim? Call MNP (the claims administrator) toll-free at **1-844-285-6678**.

The law firms Trudel Johnston & Lespérance (**1-844-588-8385 – toll-free line**) and Fishman Flanz Meland Paquin LLP (**514-932-4100**) can ALSO help you **for free**.

The money you may receive is not taxable and will not affect your rights to receive social assistance benefits or any of your other benefits. **YOU WILL NOT LOSE ANY RIGHTS IF YOU RECEIVE THIS MONEY.**

Information about the class action and claims process is available at: www.MNP.ca/QC opioid

**INFORMATION SESSION ABOUT THE CLAIMS PROCESS WILL BE HELD AT THE
COMMUNITY HALL ON JULY 30, 2026 (from 12:00pm - 8:00pm).**

**AS SPACES ARE LIMITED, PLEASE RESERVE IN ADVANCE BY CALLING DANNY @ THE
FRIENDSHIP CENTRE @ 819-892-0892**

COMPENSATION FINANCIÈRE – OPIOÏDES SUR ORDONNANCE

Vous pourriez recevoir de l'argent

Les réclamations devaient être déposées avant le 31 juillet 2026; toutefois, ce délai pouvait être prolongé avec l'approbation du tribunal

Des ententes de règlement ont été approuvées par un tribunal du Québec dans le cadre d'une action collective.

L'argent est pour les personnes qui :

- ont pris des opioïdes avec une prescription (ordonnance) au Québec; **ET**
- ont eu un diagnostic, ou un traitement, pour un trouble lié à l'usage des opioïdes.

Si c'est votre situation, vous pourriez avoir droit à une indemnité. Les héritiers peuvent aussi réclamer.

Besoin d'aide immédiate pour réclamer? Appelez MNP (l'administrateur des réclamations) sans frais au 1-844-285-6678.

Les cabinets d'avocats Trudel Johnston & Lespérance (**1-844-588-8385 – ligne sans frais**) et Fishman Flanz Meland Paquin s.e.n.c.r.l. (**514-932-4100**) peuvent aussi vous aider **gratuitement**.

L'argent que vous pourriez recevoir n'est pas imposable, ne fait pas perdre l'aide sociale et ne change pas vos autres prestations. **VOUS NE PERDREZ AUCUN DROIT SI VOUS RECEVEZ CET ARGENT.**

Toute l'information sur l'action collective et la procédure de réclamation est disponible à:
www.MNP.ca/fr/QC opioide



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 - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

	▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.
INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmières et Infirmiers du 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

Open until filled

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:	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: 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;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community health meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers;
- i. reporting on material learned at training seminars attended;
- j. meeting and planning as a team player with KZHSS team members; and,

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

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

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <i>or at a minimum:</i> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.
Personal Suitability:	▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;

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



JOB OPPORTUNITY

1st Posting

July 23, 2026

POSITION:	Kiweda Coordinator
LOCATION:	Kiweda Group Home (16 Kikinamage Mikan)
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 7 (Range negotiable)
DUE DATE:	August 7, 2026

The Kiweda Coordinator is responsible for the day-to-day operation of the Kiweda Group Home, ensuring compliance with KZHSS policies and procedures, applicable legislation, accreditation standards, and other regulatory requirements. The Coordinator oversees the delivery of clinical, resident care and administrative services within the nine-bed assisted living facility. The Kiweda Coordinator ensures the provision of safe, high-quality, person-centred care through the development, implementation and evaluation of individualized care plans, while promoting therapeutic, recreational and wellness activities that support residents' health, dignity, independence and quality of life.

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 **August 7, 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

Kiweda Coordinator

Job Description

GENERAL INFORMATION

Job Title : Kiweda Coordinator
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kiweda Group Home (16 Kikinamage Mikan)
Terms : Indeterminate
Hours : 35 hours per week + varied hours on weekends and evenings
Salary : KZA Salary Scale Level 7 (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 Kiweda Coordinator is responsible for the day-to-day operation of the Kiweda Group Home, ensuring compliance with KZHSS policies and procedures, applicable legislation, accreditation standards, and other regulatory requirements. The Coordinator oversees the delivery of clinical, resident care and administrative services within the nine-bed assisted living facility. The Kiweda Coordinator ensures the provision of safe, high-quality, person-centred care through the development, implementation and evaluation of individualized care plans, while promoting therapeutic, recreational and wellness activities that support residents' health, dignity, independence and quality of life.

KEY DUTIES

Operations

- Coordinates and oversees the day-to-day operation of the Kiweda Group Home, ensuring the delivery of safe, high-quality resident care and efficient program operations.
- Assists the KZHSS Director and/or Assistant Director with the development and monitoring of the annual operating budget.
- Maintains required statistical records, reports and program documentation.
- Coordinates the purchase of food, supplies, equipment and services.
- Ensures adequate supplies, furnishings, medical equipment and other operational resources are available and maintained.
- Coordinates resident admissions, rent, and transitions in collaboration with residents, families and service providers.
- Develops collaborative relationships with local, regional and provincial organizations to

support seniors' services and program development.

- Assists with funding proposals and other initiatives to enhance programs, services and the care environment.
- Contributes to the planning and development of seniors' services within the community.

Resident Services

- Ensures the safety, well-being, dignity and rights of residents.
- Collaborates with nurses, physicians, families and other service providers to coordinate resident services and operational supports.
- Advises residents of available benefits, services and community resources for which they may be eligible.
- Coordinates resident assessments and evaluations with internal and external professionals, as required.
- Communicates with residents' families regarding administrative matters and significant non-clinical issues, as appropriate.
- Assists residents with interpreting correspondence, completing forms, and accessing benefits, assistive devices and community resources.
- Plans, coordinates and promotes social, recreational, therapeutic and community activities that enhance residents' physical, emotional, social and cognitive well-being.
- Coordinates transportation for appointments, community programs and activities.
- Supports resident independence, self-advocacy and participation in decision-making.

Staff Supervision

- Coordinates staff scheduling, replacement coverage and staffing assignments to ensure continuity of services.
- Coordinates replacement contracts and related employment documentation in collaboration with the KZHSS Director and/or Assistant Director.
- Assists with the orientation and training of new employees.
- Supervises, evaluates and addresses employee performance concerns in accordance with KZA and KZHSS policies and procedures.
- Monitors employee compliance with organizational policies, procedures and workplace expectations.

Quality & Facilities

- Ensures compliance with KZHSS policies and procedures, accreditation standards, applicable legislation and regulatory requirements.
- Participates in quality improvement and accreditation activities in collaboration with KZHSS leadership, staff and residents.
- Recommends improvements to programs, policies, procedures and the physical environment to enhance service delivery, accessibility and resident care.
- Conducts routine inspections of the facility and coordinates maintenance and repair requests with the Building Maintenance Technician as required.
- Monitors janitorial services to ensure a safe, clean and welcoming environment for residents.

KNOWLEDGE AND SKILLS

- Knowledge of accreditation standards, quality improvement principles, and leading practices related to the delivery of assisted living and resident care services.
- Knowledge of the provisions and application of Bill 90 and the scope of practice of regulated and unregulated health care providers, as they relate to the delivery of resident care.

- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- 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 KZHSS Director and/or Assistant Director in the day-to-day operation of the Kiweda Group Home and provides input into the development and revision of operational policies, procedures and service improvements.
- Collaborates with the KZA Finance and Human Resources Departments regarding resident rent administration and other administrative matters.
- Establishes and maintains positive working relationships with residents, families, staff, community members, service providers and external partners.
- Communicates and collaborates effectively with health care professionals, hospitals, community organizations and other health and social service agencies to coordinate services and support continuity of resident care.

MANAGERIAL/SUPERVISORY

Human Resources:	▪ Personal Support Workers ▪ Cooks ▪ Janitor
Financial Resources:	Follow KZA Finance Procedures for purchasing.
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. ▪ Physical work may be required for some heavy lifting.
Working Conditions:	▪ Works mainly within indoor setting. ▪ May be required to use KZHSS vehicles. ▪ Flexibility for a varied work schedule when required. ▪ 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	▪ Diploma or degree in Nursing, Practical Nursing or Personal Support Worker (PSW), or another health-related discipline. ▪ A minimum of three (3) years' progressively responsible experience in assisted living, long-term care, home and community care or a related health care environment.
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INCUMBENT COMPETENCIES

Knowledge:	▪ Understanding of Indigenous health issues and community wellness approaches.
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	▪ 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.



JOB OPPORTUNITY

1st Posting

July 23, 2026

POSITION:	Ōde Widōkāzowin Coordinator
LOCATION:	Ōde Widōkāzowin
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 7 (Range negotiable)
DUE DATE:	August 7, 2026

The Child and Family Services Coordinator provides strategic and operational leadership for an inter-disciplinary team at Ōde Widōkāzowin (Child and Family Services). The Coordinator is responsible for the planning, implementation, supervision, evaluation, and continuous improvement of culturally safe, family-centred prevention, intervention, and support services that promote the safety, well-being, and resilience of children, youth, and families. The Coordinator oversees program operations, staff supervision, quality improvement, reporting, community partnerships, and funding development while supporting First Nations child and family service priorities.

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 **August 7, 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

Õde Wîdōkāzōwin Coordinator

Job Description

GENERAL INFORMATION

Job Title : Õde Wîdōkāzōwin Coordinator
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Õde Wîdōkāzōwin
Terms : Indeterminate
Hours : 35 hours per week + varied hours on weekends and evenings
Salary : KZA Salary Scale Level 7 (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 Child and Family Services Coordinator provides strategic and operational leadership for an inter-disciplinary team at Õde Wîdōkāzōwin (Child and Family Services). The Coordinator is responsible for the planning, implementation, supervision, evaluation, and continuous improvement of culturally safe, family-centred prevention, intervention, and support services that promote the safety, well-being, and resilience of children, youth, and families. The Coordinator oversees program operations, staff supervision, quality improvement, reporting, community partnerships, and funding development while supporting First Nations child and family service priorities.

KEY DUTIES

Program Leadership, Planning & Evaluation

- Leads the planning, implementation, monitoring, evaluation, and continuous improvement of the Õde Wîdōkāzōwin program.
- Develops annual work plans, program priorities, objectives, and performance measures aligned with community needs, funding agreements, and KZHSS strategic priorities.
- Monitors program performance through health utilization data, service statistics, client outcomes, and community feedback to identify trends, evaluate effectiveness, and inform decision-making.
- Conducts ongoing program evaluation and quality improvement activities, recommending enhancements based on evidence, emerging needs, and leading practices.
- Identifies opportunities for program growth and expansion, develops proposals, and

- supports initiatives to secure and sustain program funding.
- Prepares reports, briefing materials, program statistics, and other documentation required for internal planning, funders, accreditation, and regulatory reporting.

Program Administration & Service Delivery

- Oversees the effective administration and day-to-day operation of Ōde Wīdōkāzowin, ensuring services are accessible, culturally safe, trauma-informed, and family-centred.
- Ensures programs and services are delivered in accordance with applicable legislation, funding agreements, organizational policies, and professional standards.
- Provides operational oversight of case management practices, service coordination, referrals, intervention planning, and client advocacy.
- Oversees the implementation and administration of Jordan's Principle initiatives and other child and family service programs.
- Develops, implements, and reviews program policies, procedures, standards, and service protocols to support consistent, high-quality practice.

Leadership & Human Resources

- Provides leadership, supervision, mentoring, coaching, and performance management for Ōde Wīdōkāzowin staff.
- Coordinates orientation, workload allocation, scheduling, professional development, and succession planning.
- Leads regular team meetings, case consultations, and interdisciplinary planning to support effective service delivery.
- Promotes a collaborative, accountable, and culturally safe workplace that supports continuous learning and innovation.

Community Development, Partnerships & Systems Coordination

- Leads planning and collaboration with KZHSS programs, other KZA sectors, Indigenous organizations, schools, health care providers, justice partners, and external agencies to improve service coordination for children, youth, and families.
- Represents KZHSS on committees, advisory groups, and collaborative initiatives related to child and family well-being.
- Develops and maintains partnerships that strengthen prevention, early intervention, and integrated service delivery.
- Advocates for the needs of children, youth, and families while advancing First Nations child and family service priorities.

KNOWLEDGE AND SKILLS

- Knowledge of applicable municipal, provincial, and federal legislation, regulations, and governing policies related to the delivery of health and social services, including the *Act Respecting Health Services and Social Services (Quebec)*, the *Privacy Act*, the *Indian Act*, the *Youth Protection Act*, and other applicable legislation.
- Knowledge of the theories, principles, and practices of program planning, development, administration, monitoring, performance measurement, evaluation, and reporting.
- Strong written communication skills, with the ability to prepare funding proposals, program proposals, reports, briefing notes, policies, procedures, and other technical documents.
- Knowledge of emerging trends, wise practices, innovations in service delivery, and changes to legislation, regulations, funding requirements, and governing policies affecting child and family services.

▪ Strong organizational, project management, and time management skills, with the ability to manage competing priorities, coordinate multiple initiatives, and meet deadlines. ▪ Knowledge of Accreditation Canada's applicable community-based standards for Indigenous organizations and quality improvement principles. ▪ 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.

CONTACTS	
▪ Supports the KZHSS Director and/or Assistant Director in the day-to-day operation of the Kiweda Group Home and provides input into the development and revision of operational policies, procedures and service improvements. ▪ Collaborates with the KZA Finance and Human Resources Departments regarding resident rent administration and other administrative matters. ▪ Establishes and maintains positive working relationships with residents, families, staff, community members, service providers and external partners. ▪ Communicates and collaborates effectively with health care professionals, hospitals, community organizations and other health and social service agencies to coordinate services and support continuity of resident care.	

MANAGERIAL/SUPERVISORY	
Human Resources:	▪ Oversees all Ōde Wīdōkāzowin staff both indeterminate and term. ▪ Coordinates efforts to encourage community volunteers.
Financial Resources:	▪ Issues purchase orders. ▪ Ensures KZA Finance Policy compliance. ▪ Monitors budgeting with KZHSS Administration. ▪ Controls costs through economical utilization of resources. ▪ Plans, coordinates, and assists in fundraising activities.
Material Resources:	▪ Maintains administrative files and records, ensuring their accuracy, organization, confidentiality and security. ▪ Ensures availability and accessibility of material resources required for programs and activities.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Manages medium to high-level stress and multi-tasks daily. ▪ Mental alertness to changing and challenging situations. ▪ Light physical work may be required.
Working Conditions:	▪ Works mainly within indoor setting. ▪ May be required to use KZHSS vehicles to transport clients. ▪ May be required to make home visits. ▪ Flexibility for a varied work schedule when required. ▪ 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	▪ Degree in Human Services, Social Sciences, or another related discipline with a minimum of two (2) years experience in management and supervision, or ▪ Diploma in related discipline with formal training in Human Services with five (5) years experience in management and supervision. ▪ Programming and development experience preferred.
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 reporting skills. ▪ Demonstrates research, analytical, and decision-making skills. ▪ Communicates effectively, both orally and in writing. ▪ Ability to develop and deliver presentations. ▪ 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. ▪ Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Ability to maintain professionalism and balance through healthy work conduct and respect for staff, colleagues, and clients while working in a stressful environment.
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.



JOB OPPORTUNITY

1st Posting

July 23, 2026

POSITION:	Youth Protection Social Worker
LOCATION:	Ōde Wīdōkāzowin
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 8 (Range negotiable)
DUE DATE:	August 7, 2026

Working in close collaboration with an interdisciplinary team, the Youth Protection Social Worker provides culturally safe, family-centred assessment, intervention, advocacy, and case management services to protect the safety and well-being of children, youth, and families. Services are delivered in accordance with the *Youth Protection Act*, the *Youth Criminal Justice Act*, and *An Act Respecting Health Services and Social Services*, through both voluntary and mandatory protection measures while promoting family strengths, child safety, and long-term well-being.

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 **August 7, 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

Youth Protection Social Worker

Job Description

GENERAL INFORMATION

Job Title : Youth Protection Social Worker
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Ōde Wīdōkāzowin
Terms : Indeterminate
Hours : 35 hours per week + varied hours
Salary : KZA Salary Scale Level 8 (Range negotiable)
Immediate Supervisor : KZHSS Director
 Clinical Supervision by Le Centre Jeunesse de l'Outaouais
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

Working in close collaboration with an interdisciplinary team, the Youth Protection Social Worker provides culturally safe, family-centred assessment, intervention, advocacy, and case management services to protect the safety and well-being of children, youth, and families. Services are delivered in accordance with the *Youth Protection Act*, the *Youth Criminal Justice Act*, and *An Act Respecting Health Services and Social Services*, through both voluntary and mandatory protection measures while promoting family strengths, child safety, and long-term well-being.

KEY DUTIES

Child Protection & Intervention

- Receive and investigate youth protection cases following a retained report (*signalement retenu*) from the Centre jeunesse de l'Outaouais (CJO) in accordance with the *Youth Protection Act*.
- Conduct psychosocial assessments to determine immediate safety concerns, family strengths, risk factors, and appropriate interventions.
- Develop, implement, monitor, and evaluate individualized intervention plans that support the safety, well-being, and best interests of children and youth.
- Respond to crisis situations by implementing urgent protection measures, coordinating emergency placements, medical assessments, and other immediate services as required.

Case Management & Family Support

- Provide ongoing case management, counselling, advocacy, and support to children, youth, families, caregivers, and foster families.
- Coordinate referrals and access to health, mental health, addictions, education, cultural, and community supports, including advocacy through Jordan's Principle where applicable.
- Monitor client progress, voluntary measures, court orders, probation requirements, and service plans, making recommendations and adjustments as required.
- Work collaboratively with families and community partners to strengthen protective factors, promote family stability, and support positive outcomes for children and youth.

Legal, Documentation & Professional Practice

- Exercise delegated authority and fulfill responsibilities under the *Youth Protection Act*, the *Youth Criminal Justice Act*, and other applicable legislation in collaboration with Le Centre Jeunesse de l'Outaouais (CJO).
- Prepare court documents, legal reports, case notes, statistical reports, and other required documentation in accordance with legislative, professional, and organizational standards.
- Participate in court proceedings, interdisciplinary case conferences, and professional consultations as required.
- Maintain confidentiality, ethical standards, and professional practice requirements in all aspects of service delivery.

Community Collaboration & Program Development

- Collaborate with KZHSS programs, schools, justice partners, health care providers, and community organizations to support coordinated services for children, youth, and families.
- Participate in prevention, education, and community outreach initiatives that promote child safety, family wellness, and early intervention.
- Support KZHSS leadership in advancing First Nations child and family services, including initiatives related to Section 37.5 of the *Youth Protection Act*, the implementation of First Nations child and family legislation, and the Declaration on the Rights of First Nations Children adopted by the AFNQL Chiefs Assembly.
- Participate in quality improvement initiatives, professional development, and other duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of the *Youth Protection Act*, the *Youth Criminal Justice Act*, *An Act Respecting Health Services and Social Services*, applicable privacy legislation, and other legislation governing child and family services.
- Knowledge of child protection practices, psychosocial assessment, crisis intervention, counselling, case management, and family-centred service delivery.
- Knowledge of First Nations child and family services, Jordan's Principle, and the cultural, social, and historical factors affecting Indigenous children, youth, and families.
- Strong communication, interpersonal, organizational, and time management skills, including the ability to prepare legal documentation, case reports, and court materials while managing a complex caseload.
- Sound judgment, professionalism, and the ability to build collaborative relationships with children, families, Le Centre Jeunesse de l'Outaouais, community partners, and interdisciplinary teams.
- Willingness to successfully complete mandatory training and certification requirements established by the Centre jeunesse de l'Outaouais (CJO).

- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- 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.

CONTACTS

- Establishes and maintains positive working relationships with children, youth, families, foster families, caregivers, and community members to support child safety and family well-being.
- Communicates and collaborates with the KZHSS Director, interdisciplinary team members, schools, health care professionals, community organizations, justice partners, and other service providers to coordinate services.
- Works under the delegated authority and clinical direction of Le Centre Jeunesse de l'Outaouais to deliver youth protection services in accordance with applicable legislation and established protocols.
- Maintains effective working relationships with court officials and other provincial and federal agencies as required.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable in this position.
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Maintains administrative and legal 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 to high-level stress and urgent situations. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Works mainly within indoor setting. ▪ Required to make home visits. ▪ May be required to use KZHSS vehicles to transport clients. ▪ Flexibility for a varied work schedule when required. ▪ 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	▪ Degree in Social Work or Criminology (with relevant specialization), Psychoeducation, or another related field acceptable under the <i>Youth Protection Act</i>. ▪ Current membership, or eligibility for membership, with an appropriate professional order (<i>Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec (OTSTCFQ)</i> or <i>Ordre des psychoéducateurs et psychoéducatrices du Québec (OPPQ)</i>), or eligibility to exercise reserved acts under <i>Act 21</i>.
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	▪ Experience working with children, youth, and families in child protection, youth justice, or a related social services setting 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 sound judgment, professionalism, and the ability to maintain confidentiality in accordance with ethical and legislative requirements. ▪ Demonstrates strong assessment, observation, monitoring, and reporting skills. ▪ Communicates effectively, both orally and in writing, and establishes positive working relationships with children, youth, families, and community partners. ▪ Ability to work independently, prioritize competing demands, and manage a complex caseload with minimal supervision. ▪ Ability to communicate in French is an asset. ▪ Legally entitled to work in Canada.
Personal Suitability:	▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations. ▪ 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.



2026

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!

- 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 Kitcisakik Moosehead 5:40 PM

SUNDAY, JUNE 28

- KZ Wild vs Lac Simon Mikizi 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 COMMONDA	#44	FRED RIVET	#14
PEJIK DUMONT	#23	AMBER STEPHEN	#9
PEYTON DUMONT	#19	ODESHKUN THUSKY	#28
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 COMMONDA	#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 KITCISAKIK WARRIORS 12:10PM
- 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!



OPPRESSIVE OR EXTREME HEAT

40° —

30° —

20° —



It's really HOT!

**When it's very hot, your health
can deteriorate quickly.**

Make sure to:



Drink **lots of water** before you feel thirsty



Spend a few hours a day
in an **air-conditioned or cool
location**

**Watch for signs of dehydration:
intense thirst, dry mouth and lips, dark
urine, rapid pulse and breathing.**

To protect yourself from the effects of heat:



Drink **lots of water** before you feel thirsty



Spend a few hours a day in an **air-conditioned
or cool location**



Close the curtains or blinds during the day
and open the windows, if possible,
when it's cool at night



Take a cool shower or bath when needed or cool
your skin several times a day with a damp cloth



Avoid **alcohol**



Wear **light-coloured clothing**



Keep in touch with family and friends
and don't hesitate to ask those around
you for help

If you're not feeling well or have health-related
questions, call Info-Santé **811** or speak
to a nurse or doctor.

In an emergency, call 9-1-1.

Learn more at:

Québec.ca

Québec 

ADDITIONAL PREVENTIVE MEASURES FOR PEOPLE WHO ARE AT HIGHER RISK



1. To better prepare yourself for heat waves:

- Stock up on water and sports beverages
- Find a cool place to rest, in case the need arises
- Identify someone who can be contacted daily, in case there is a problem
- Keep the Info-Santé telephone number within easy reach

2. During heat waves:

- Be proactive by following basic preventive measures before you feel the effects of heat
- During hot nights:
 - Find a cool place to sleep
 - If this is not possible:
 - Sleep with the windows open
 - Keep some water by the bed
 - Do not hesitate to have something to drink, or take a shower or bath during the night
 - To cool off, use a damp cloth
- Pay attention to your state of health. In case of general malaise, dizziness, fatigue, head ache, difficulty breathing, chest pain or swollen legs, contact Info-Santé or your doctor.
- Discuss with your doctor any changes that might be required to your medication or to your medical follow-up. This is especially important for people with the following medical problems:
 - Heart failure
 - Patients on dialysis
 - Loss of fluids due to gastrointestinal problems

BLOODWORK WILL BE BACK IN AUGUST

BY APPOINTMENT ONLY

Blood work services are now available on select days.

To check availability or to book an appointment, please call Shannon Tenascon at the Health Centre. If you need a different date, Shannon can help you book an appointment at the Chateau Logue Clinic.

We are delighted to welcome back our Blood Work Clinic and look forward to continuing to serve our community with quality care.



819-449-5593 ext: 2100



shannon.tenascon@kza.qc.ca



WALKING FOR WELLNESS

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

**JOIN US THIS FRIDAY,
JULY 24, 2026**

**LOCATION: The Island
(behind walking path)**

TIME: 11:00 am- 12:00 pm

Snacks & Drinks will be provided

EVERYONE IS WELCOME.

***BODY
*MIND
*SPIRIT**

**Organized by the
NNADAP Team
819-449-5593**



Like a river, we learn to move through life's challenges
with grace, strength, and spirit.
This journey is about reconnecting: to the water, the land,
and most of all to ourselves.

LET'S PAOOLE!

Join us for a day of healing on the water.

One Day
CANOE TRIP

JULY 27, 2026 - 8:00AM-4:00PM

OPEN TO THOSE IN RECOVERY,
WITH ONE SUPPORTIVE GUEST
PER PARTICIPANT.

REGISTER NOW

CONTACT US

ONLY 16 SPOTS AVAILABLE

KZHSS NNADAP TEAM:

☎ 819-449-5593



ÒDE WÌDÒKÀZOWIN PROGRAM CALENDAR

AUGUST - ADITAGÁGOMIN KIZIS 2026

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Each worker has their extension number beside their name .

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

Youth Wellness: Annie (2807)
Inclusive Care: Kristy (2814)
Family Wellness: Karen (2808)

2

3

**CIVIC
HOLIDAY:
CLOSED**

4

Walking Group: 12-1pm
Teen Golf: 5:30pm

5

Fitness First: 9-11am
Softball: 6-8pm

6

Walking Group: 12-1pm

7

Fitness First: 9-11am
Raspberry picking: 1-3pm

8

9

10

Fitness First: 9-11am
Senior Golf: 2pm

11

Walking Group: 12-1pm
Teen Golf: 5:30pm

12

Fitness First: 9-11am
Softball: 6-8pm

13

Walking Group: 12-1pm

14

Fitness First: 9-11am
Fishing in Messines: 1-3pm

15

16

17

Fitness First: 9-11am
Senior Golf: 2pm

18

Walking Group: 12-1pm
Teen Golf: 5:30pm

19

Fitness First: 9-11am
Softball: 6-8pm

20

Walking Group: 12-1pm

21

Fitness First: 9-11am
Ice cream in Messines: 1-3pm

22

23

24

Fitness First: 9-11am
Senior Golf: 2pm

25

Walking Group: 12-1pm
Teen Golf: 5:30pm

26

Fitness First: 9-11am
Softball: 6-8pm

27

Walking Group: 12-1pm

28

Fitness First: 9-11am
Kids Games Day: 10am-12pm

29

30

31

Fitness First: 9-11am
Senior Golf: 2pm

For more information, please contact Òde:

819-449-2323





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



Family Wellness
**BLUEBERRY
PICKING**



AT LES FRUITS DU SOMMET

**FOR PARENTS WITH YOUNG CHILDREN
(UNDER 12YRS)**



FRIDAY - JULY 31, 2026



1:00 PM - 3:00 PM



**LES FRUITS DU SOMMET
9 CHEMIN POTVIN
(MESSINES)**

**TO REGISTER OR GET MORE INFO, CALL KAREN AT
819-449-2323 EXT. 2808**

**NEED A RIDE? CALL AS SOON AS POSSIBLE.
THERE ARE ONLY 5 SPOTS AVAILABLE FOR TRANSPORTATION.**



Family Wellness
**RASPBERRY
PICKING**



AT LES FRUITS DU SOMMET

**FOR PARENTS WITH YOUNG CHILDREN
(UNDER 12YRS)**



FRIDAY - AUGUST 7, 2026



1:00 PM - 3:00 PM



**LES FRUITS DU SOMMET
9 CHEMIN POTVIN
(MESSINES)**

**TO REGISTER OR GET MORE INFO, CALL KAREN AT
819-449-2323 EXT. 2808**

**NEED A RIDE? CALL AS SOON AS POSSIBLE.
THERE ARE ONLY 5 SPOTS AVAILABLE FOR TRANSPORTATION.**



JOB OPPORTUNITY – 1st Posting

July 23, 2026

POSITION: Kitigan Zibi Kikinamadinan Administration Technician
LOCATION: Kitigan Zibi Kikinamadinan
WORK SCHEDULE: 35 hours a week. Monday to Friday
TERM: Indeterminate- 6-month probationary period
SALARY: **\$26.15 to \$31.06 per hour (Job Code #4166)**
DUE DATE: August 7, 2026

Under the supervision of the Director of Education, the School Administration Technician is responsible for monitoring student attendance, including collecting attendance information and following up with parents and guardians regarding student absences.

The incumbent is also responsible for maintaining financial records related to approved classroom expenditures, coordinating the ordering of pre-approved books and educational materials, and completing and maintaining the school's capital assets inventory.

In addition, the School Administration Technician is responsible for creating and maintaining databases that support these areas of responsibility and for carrying out other related duties as mandated.

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 meeting 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 August 7, 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
Administration Technician
Job Description

GENERAL INFORMATION

Job Title : Administration Technician
Category : Administration
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Education Administration Building
37 Kikinamage Mikan, Maniwaki, Quebec
Terms : Indeterminate
Hours : 35 hours per week
Salary : \$26.15 to \$31.06 per hour (Job Code 4166)

Immediate Supervisor: Director of Education

Date of Job Description: July 2026

SUMMARY

Under the supervision of the Director of Education, the School Administration Technician is responsible for monitoring student attendance, including collecting attendance information and following up with parents and guardians regarding student absences.

The incumbent is also responsible for maintaining financial records related to approved classroom expenditures, coordinating the ordering of pre-approved books and educational materials, and completing and maintaining the school's capital assets inventory.

In addition, the School Administration Technician is responsible for creating and maintaining databases that support these areas of responsibility and for carrying out other related duties as mandated.

KEY DUTIES

- Establish and maintain a database to record daily student and staff attendance.
- Follow up with parents and guardians by telephone or text message to verify student absences.
- Maintain communication with school staff regarding students who have been absent for three or more consecutive days or who demonstrate repeated absences requiring follow-up.
- Maintain and monitor the budget database for classroom support funds, and provide updated financial information to the Principal, Vice-Principal, and teachers as required.
- Complete and maintain the school's capital asset inventory and prepare an annual inventory report for the Kitigan Zibi Education Sector.
- Process and forward approved purchase orders for classroom books and other instructional materials as authorized by the Principal or Vice-Principal.
- Provide recommendations to the Director of Education or designate regarding improvements to administrative processes and procedures.
- Ensure that all records and documentation are accurately maintained and properly filed.
- Utilize the CANO student information system to support attendance, reporting, and other administrative functions.
- Verify and reconcile staff attendance records by cross-referencing the BambooHR system with submitted attendance documentation.

MAINTENANCE OF INFORMATION	
▪ Maintains Excel-based spreadsheets and databases to support the collection, organization, and reporting of administrative and financial information. ▪ Maintains strict confidentiality of all students, staff, financial, and organizational information in accordance with applicable legislation, policies, and procedures. ▪ Maintains accurate electronic and paper records in accordance with organizational record management practices. ▪ Demonstrates strong organizational, time management, and attention-to-detail skills while managing multiple priorities. ▪ Ensures the accuracy of data entered into administrative databases and promptly corrects discrepancies when identified. ▪ Assists with the preparation of reports, correspondence, and statistical information, as requested. ▪ Demonstrates proficiency in Microsoft Office applications (Excel, Word, Outlook) and other education management software. ▪ Works collaboratively with school administration and KZES staff to support the efficient operation of the school. ▪ Exercises sound judgment, professionalism, and discretion when handling sensitive or confidential information.	
CONTACTS	
▪ Maintains positive and professional working relationships with students, parents and guardians, community organizations, colleagues, and community members. ▪ Seeks and coordinates technical information technology (IT) support as required to ensure the effective operation of administrative systems and equipment.	
ACCOUNTABILITY	
▪ Accountable to the Director of Education or designate. ▪ Responsible for maintaining accurate, current, and confidential records and databases, and for providing and presenting this information, as requested, to support program planning, decision-making, and continuous improvement.	
ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Manages medium level stress and multi-task daily. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Works primarily in an office environment. ▪ Demonstrates strong attention to detail, accuracy, and organization in carrying out assigned responsibilities. ▪ Participates in mandatory professional development, staff meetings, workplace health and safety training, and other training sessions as required by the Kitigan Zibi Education Sector. Occasional travel outside the community may be required. ▪ Demonstrates flexibility and a willingness to learn and apply new technologies, systems, and administrative processes. ▪ Adapts effectively to changing priorities, deadlines, and organizational needs while maintaining a positive and professional approach.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Completion of High School diploma with 1 year office administrative experience, OR ▪ Completion of DEP/Vocational studies with 1 year office administrative experience, OR ▪ Completion of College or University diploma or degree.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge of the Kitigan Zibi Anishinabeg community, culture, and values. ▪ Knowledge of the programs, services, and organizational structure of the Kitigan Zibi Education Sector. ▪ Proficiency in Microsoft 365 applications, including Outlook, Word, Excel, and Teams. ▪ Proficiency in creating, maintaining, and managing electronic databases, spreadsheets, and records using Microsoft Excel and other database applications.
Abilities:	▪ Ability to communicate fluently in English. Knowledge of Anishinabemowin and French considered an asset. ▪ Strong organizational skills with the ability to multitask, prioritize responsibilities, and manage competing deadlines effectively. ▪ Ability to receive direction from the supervisor and carry out assigned tasks with professionalism and accountability. ▪ Ability to manage multiple priorities while maintaining accuracy, attention to detail, and quality of work. ▪ Ability to communicate respectfully and professionally with students, parents/guardians, staff, administration, and community members. ▪ Ability to prepare and provide monthly written reports, summaries, and data as required. ▪ Willingness and ability to participate in ongoing training and professional development opportunities. ▪ Legally able to work in Canada.
Personal Suitability:	▪ Excellent work attendance and interpersonal communication skills to liaise with administrative colleagues, parents, staff and students. ▪ 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
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

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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CANCELED

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 Kikinamage Mikan, Maniwaki, Quebec

Terms : Indeterminate

Hours : 35 hours per week

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

Immediate Supervisor : Director of Education

Date of Job Description : July 2026

SUMMARY

Under the supervision of the Director of Education, the Post Secondary Student Support Program 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.

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.



CONTEXT

WHAT IS THE CLB?

- First, a RESP must be opened in the child's name¹ (in a bank or credit union or through a broker).
- The family's income must be lower than a certain threshold (based on the same grid as the Canada child benefit).
- Once the request is approved, the money is paid into the RESP each year of eligibility until the child reaches age 15.
- The maximum total amount per child is \$2,000: \$500 the first year, plus \$100 per year up to age 15.
- Youth aged 18 to 20 can still apply for the CLB if they have never received it. The application must be made before their 21st birthday (or before their 31st birthday starting in 2028).

¹ To learn more about opening a RESP: [Registered Education Savings Plan \(RESP\) – Canada.ca](#)



They are used to finance a student's full-time or part-time studies after secondary school (professional training, cegep and university). They can help to pay tuition, books, transportation and lodging for postsecondary studies.

Late claim

The CLB is retroactive, which means that when an application is made for a child, the government checks their eligibility for each year since birth and pays into the RESP the amounts corresponding to eligible years. The payments continue for each year of eligibility up to age 15. If the application is made after the child reaches age 15 (or for an adult applying on their own, currently between their 18th and 21st birthdays, or between their 18th and 31st birthdays starting in 2028), the total amount that the person is entitled to is paid in a single deposit.

Change coming in 2028

Starting in April 2028, the government will automatically open a RESP for children born in 2024 or after. For children born before 2024, an account must be opened with a bank, for example.

RECOMMENDATIONS

What your community can do:

1. Share this information:

Share this message with potential CLB beneficiaries and the people around them, namely:

- low-income families with young children;
- people who work in education, child and family services or with youth;
- people responsible for children under care;
- your partners in adult education.

2. Talk to young adults

Talk to the young adults in your community. Many are entitled to a CLB that they may have never received. This is the right time to talk to them about the CLB. Starting in 2028, they will have until the day before their 31st birthday to claim it (currently, they have until the day before their 21st birthday). An individual can apply on their own once they reach age 18.

3. Inform people responsible for children under care

Children under care are often entitled to the CLB, but very few of them have a RESP account open in their name. The people who are responsible for them in your community can apply for them:

- **Step 1:** Open an account (RESP) and claim the CLB for the child.
- **Step 2:** Later, when the young person starts their postsecondary studies, transfer the money to them.

50 BASTIEN BOULEVARD, WENDAKE, QC G0A 4V0

TELEPHONE: 418-842-7672 | FAX: 418-842-9988 | INFO@CEPN-FNEC.COM | WWW.CEPN-FNEC.COM



REGISTRATION FORM FOR SCHOOL SUPPLIES 2026-2027

TO: Kitigan Zibi Anishinabeg parents who have children attending Provincial schools that wish to apply for school supplies

The Kitigan Zibi Education Sector (KZES) *In-School Program* covers most school supplies for registered KZA students attending Provincial schools in elementary or high school. However, the KZES **does not cover** the following items: textbooks, computers, Macbooks /ipads/tablets, headphones, uniforms and gym items.

If you wish to make an application:

1. Complete the registration form and attach a copy of your child's school supplies list that has been provided by the school. All applications **must** include the child's 10 digit band number.
2. Submit your application by email to anita.stevens@kza.qc.ca
3. All school supply applications must be first authorized by the KZES.
Approved school supply orders will be submitted by KZES to Imprimerie Maniwaki.
4. You may pick up your order at Imprimerie Maniwaki during the week of **August 17, 2026**.

All Parents or Guardians will be required to pick up their child's school supplies at Imprimerie Maniwaki located at 412 rue des Oblats, Maniwaki. The contact person at Imprimerie Maniwaki will be Anne Richard at 819-449-1122.

Should you have any questions regarding your order please contact Anita Stevens at 819-449-1798 or by email at anita.stevens@kza.qc.ca .



REGISTRATION FORM FOR SCHOOL SUPPLIES 2026-2027
Kitigan Zibi Education Sector (KZES)

In-School Program
Student School Supplies Application Form

(For registered Kitigan Zibi Anishinabeg students attending Provincial Schools)

Student's Name: _____

D.O.B.: _____

(DD/MM/YYYY)

Male ☐

Female ☐

Student's BAND #: _____ (Enter Full 10 digit number)

Mother's Name: _____

Father's Name: _____

Home Address: _____

Telephone #: _____

Parent's Email: _____

Name of School: _____

Grade Level: _____

Is the School Supply list attached to this application: Yes ☐ / No ☐

Parent's Signature

Date

Please ensure that you submit the School Supplies Form to Anita Stevens at the KZES Administration Building (located at: 37 Kikinamage Mikan, Maniwaki QC)
OR by email to anita.stevens@kza.qc.ca **OR** by fax 819-449-5570



FORMULAIRE D'INSCRIPTION AUX FOURNITURES SCOLAIRES 2026-2027

À: Aux parents de Kitigan Zibi Anishinabeg dont les enfants fréquentent des écoles provinciales et qui souhaitent faire une demande de fournitures scolaires

Le programme scolaire du Secteur d'Education Kitigan Zibi (KZES) couvre les frais de la plupart des fournitures scolaires pour les élèves Kitigan Zibi Anishinabeg (KZA) inscrits qui fréquentent des écoles primaire ou secondaire provinciales. Cependant, le programme scolaire du Secteur d'Education Kitigan Zibi (KZES) *ne couvre pas* les articles scolaires suivants : manuels/livres, ordinateurs/portable/Macbooks, ipads, tablettes, écouteurs, uniformes et articles de gym.

Si vous souhaitez faire une demande :

1. Remplissez au complet le formulaire d'inscription. Toutes demandes **doivent** inclure le numéro de band à 10 chiffres de l'enfant et une copie de la liste des fournitures scolaires de votre enfant qui a été fournie par l'école.
2. Soumettez votre formulaire d'inscription à Anita Stevens au bâtiment du Secteur d'Education Kitigan Zibi (KZES) au 37 Kikinamag Mikan OU par courriel à anita.stevens@kza.qc.ca OU par télécopieur au 819-449-5570.
3. Toutes les demandes de fournitures scolaires doivent être préalablement autorisées par le Secteur d'Education Kitigan Zibi (KZES). Les commandes approuvées de fournitures scolaires seront soumises par le Secteur d'Education Kitigan Zibi (KZES) à l'Imprimerie Maniwaki.
4. Veuillez accorder à l'Imprimerie Maniwaki un délai minimum de deux (2) jours pour traiter votre demande avant de récupérer vos fournitures scolaires au magasin.
5. Vous pouvez récupérer votre commande durant la semaine du 17 août 2026.

Tous les parents ou tuteurs devront récupérer les fournitures scolaires de leur enfant à l'Imprimerie Maniwaki située au 412 rue des Oblats, Maniwaki, QC. La personne-ressource à l'Imprimerie Maniwaki sera Anne Richard au 819-449-1122.

Si vous avez des questions, n'hésitez pas à contacter Anita Stevens au 819-449-1798.



FORMULAIRE D'INSCRIPTION AUX FOURNITURES SCOLAIRES 2026-2027

Secteur de l'éducation de Kitigan Zibi Anishinabeg

Formulaire de demande de fournitures scolaires pour étudiants

(Pour les élèves inscrits de Kitigan Zibi Anishinabeg qui fréquentent les écoles
primaire ou secondaire provinciales)

Nom de l'étudiant (e) : _____

Date de naissance (JJ/MM/AAAA) : _____ Masculin ☐ Féminin ☐

Numéro de BAND de l'étudiant (e) : _____

(Entrez le numéro complet à 10 chiffres)

Le nom de la mère : _____

Le nom du père : _____

Adresse postale : _____

Numéro de téléphone (s) : _____

Courriel des parents ou des tuteurs : _____

Le nom de l'école primaire ou secondaire : _____

Niveau scolaire : _____

La liste des fournitures scolaires est-elle jointe à cette demande : Oui ☐ / Non ☐

La signature du parent ou du tuteur

JJ/MM/AAAA

Veuillez-vous assurer de soumettre le formulaire de fournitures scolaires à Anita Stevens au bâtiment du
Secteur d'Education Kitigan Zibi (KZES) au 37 Kikinamag Mikan OU par courriel à
anita.stevens@kza.qc.ca OU par télécopieur au 819-449-5570.



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!



Kwey kakina, Mino Kijjebawogād,

Rae-Anna Whiteduck nidiiinikāz, Kitigān Zībīng, Anishnabe āki nindonjibā. Josee Whiteduck nikōkōmis. Basil Dewache ni kichi mishōmisiban ashidj Marianne Decontie ni kichi kōkōmisiban. Ikwe Gananwindan Nibī ashidj niwawenī ondji andjisewin. Mīgwech mindoneninmin Kōkōm Catherine Cayer ashidj Kristy Odjick.

Good morning,

My name is Rae-Anna Whiteduck, I am from and live in Kitigān Zibi Anishnabeg. I am the grand-daughter of Josee Whiteduck and the great grand-daughter of Basil Dewache and Marianne Decontie. I am a Water Protector, and I am ready for change. I'd like to thank Kokom Cotty (Catherine Cayer) and Kristy Odjick for nominating me for this terms Council.

Bonjour et bon matin,

Mon nom c'est Rae-Anna Whiteduck. J'habite dans et je viens de la communauté de Kitigān Zibi. Je suis la petite-fille de Josee Whiteduck, Basil Dewache et Marianne Decontie son mes arrière grand parents. Plus tôt, je suis une gardienne de l'eau et je suis prête pour change. Je tiens à remercier Grand-Mère Cotty (Catherine Cayer) et a Kristy Odjick de m'avoir nommé pour les élections de ce mandat.

Over the last few weeks since my nomination, I have put great thought into my beliefs and what we stand for as Anishinabeg. To really ask myself (and my teachers around me), am I ready for this responsibility? After sitting with the Elders and some Youth around me; it's with their encouragement and support that I am honoured to accept my nomination for this term's elections. It's important to me to first ask for guidance and leadership from the Elders and Youth, as they help keep an important balance with their knowledge and support. This is one of the fundamental teachings as Anishinabeg people, and it is something I wholeheartedly believe in as an Anishinabekwe. All voices must be heard and included.

I have, and will continue to advocate for many issues within, and on our Territory at large. Issues and areas that are critically important to our community and need to be addressed are as follows (in no specific order).

- | | | |
|------------------------------|-----------------------------------|--------------------------|
| - Traditional Values | - Community Revitalization/ Unity | - Language Crisis |
| - Accountability | - Mental Health / Addictions | - Economic Development |
| - Environment: | - Education / Special Needs | - Territory Presence and |
| Water/Land/Animals/Resources | | Consultation |

Now is the time to start making changes, "We are stronger together". We need to take a good look at where we are as a community, we must look at what has recently transpired and the great harms that have impacted our community and community members. We must first look within to address these harms so we can continue to grow and evolve as a healthy community together. Lots has happened, and we have many battles coming to protect Kitigān Zibi and Anishnabe āki. There is lots of work to be done, and it will not be done overnight, but it must be done together. We can only strive to continue to grow as a First Nation Community by allowing our leadership to reflect all our strengths, different and shared values and goals.

I look forward to the opportunity to talk further on these issues, māmawi (together).

Niwawenī kidji onamitāyān ondji māmawi kīn.

I am honoured and ready to work with and for you.

Je suis très honoré, et prête a travaillé ensemble et pour vous.

Mīgwech,

Rae-Anna Whiteduck, "Kisongizimin Māmawi Kakina", "We are stronger together", "On et plus fortes ensembles".



Kwey, Hello, Bonjour to all KZA community members, both on and off reserve.

My name is Shawn Dubé, son of the late Edgar Dubé and Sandra Diabo.

I was honoured to be nominated for Council, and after giving it careful thought, I have decided to put my name forward because I want to help build a stronger, more united community. To do that, I will need the support of our community members, both on and off reserve.

Some of you know me, while many do not. I lived in Ottawa for the past 35 years, where I built my career and raised my children, Marissa Dubé and Keenan Dubé, Drake Cote-Ratt, Atheena Cote-Ratt and Joseph Cote-Dent. Three years ago, my wife, Shilo Cote, and I made the decision to return home to Kitigan Zibi. Since then, I have had the opportunity to reconnect with people I have known for many years and to build new friendships with community members I had not yet met.

Throughout my career in Ottawa, I worked in the information technology industry, serving as a Chief Executive Officer. In that role, I provided IT hardware and services to the Federal Government while gaining extensive experience in leadership, strategic planning, policy development, management, accountability, and transparency.

I believe the knowledge and experience I have gained throughout my career can be put to good use in serving our community. If elected to Council, I will bring those skills with me and work hard to help build a stronger, more transparent, and accountable Council that serves the best interests of all KZA members.

As a community member who spent many years living off reserve, I have personally seen the challenges that many of our members face. There is often a lack of support, limited access to funding and programs, and fewer opportunities for those who are unable—or choose not—to live in the community. For many families, this decision is influenced by employment opportunities, education, housing, or the lack of available land to build a home.

I believe that every KZA member deserves to feel connected, supported, and represented, regardless of where they live. We are one community, and the voices and needs of both on- and off-reserve members should be heard and considered when decisions are made. If elected, I will work to promote greater inclusion, improve communication, and advocate for fair access to programs, services, and opportunities for all members.

As a father, I understand the importance of perseverance and support. My son, Keenan, was diagnosed with ADHD and a learning disability at the age of eight. Today, he is entering his third year at the University of Ottawa, pursuing a Bachelor of Computer Science.

Helping prepare him for university was a long and challenging journey. It required patience, persistence, consistency, and unwavering dedication from our family, as well as his own determination to overcome the obstacles he faced.

This experience taught me that with the right support, encouragement, and opportunities, people can achieve far more than others may expect. It also reinforced my belief that investing in our youth, our families, and those who need additional support is one of the most important responsibilities we have as a community.

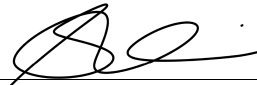
I may be just one voice on Council, but I promise to make sure your voice is heard. My commitment is to listen, to be accessible, and to represent the interests of all KZA members with honesty, accountability, and respect.

Together, we can build a stronger, more transparent, and more inclusive future for our community—one that supports our Elders, empowers our youth, and creates opportunities for future generations.

Thank you for taking the time to read my message and learn more about me. I would be honoured to earn your trust, your support, and your vote. **Migwetch.**

X

Shawn Dube



A black and white wedding invitation card with a dark background and a light-colored border. The card is decorated with large, detailed floral illustrations of roses and peonies in the corners. The text is centered and reads: "COMMUNITY INVITATION", "EVERYONE IS WELCOME TO", "JOIN", "Steph & Evan's" (in a large, elegant script font), "WEDDING CELEBRATION", "AUGUST", "SATURDAY | 1 | AT 8 PM", "2026", "RECEPTION AT THE", "COMMUNITY HALL", and "CASH BAR WITH DJ AND LIVE MUSIC".

COMMUNITY INVITATION
EVERYONE IS WELCOME TO
JOIN

Steph &
Evan's

WEDDING CELEBRATION

AUGUST

SATURDAY | 1 | AT 8 PM

2026

RECEPTION AT THE
COMMUNITY HALL

CASH BAR WITH DJ AND LIVE MUSIC