

KITIGAN ZIBI ANISHINABEG

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

NOTICE OF ROAD CLOSURE

TO: All Community Members

From: Marcel Brascoupe, Project Manager (Infrastructure Projects 2026)

Date: August 11, 2026

Subject: *Temporary Road Closure: Paganakomin Mikan (Band Office to Day Care)*

Dear Community Members,

Please be advised that the section of road on Paganakomin Mikan from the Band Office to the intersection of Paganakomin Mikan and Makwa Mikan will be ***temporarily closed except for "local traffic only" to permit the hookup of the water & sewer services for the Day Care Extension.***

This closure is necessary to ensure the safety of both community members and construction personnel while critical work is being completed.

The work is to take place this week from Tuesday, August 11, 2026 to Friday, August 14, 2026.

Community members who regularly travel on this section of road are kindly asked to use the ***detour*** by Makwa Mikan until the end of the week. We also request that residents who are expecting visiting physicians, nurses, home care aides, or other personal service providers inform them in advance of the temporary road closure.

Emergency services, including police, ambulance, fire, and other first responders, will be notified to ensure continued access and response planning during this period.

As construction activities continue throughout the duration of these infrastructure projects, we respectfully ask all community members to exercise caution when travelling through active work zones. Please follow all posted signage and instructions from traffic control personnel, including flaggers and temporary traffic signals where applicable.

We appreciate your patience, understanding, and continued support as we work to improve essential community infrastructure.

Sincerely,

Marcel Brascoupe Project Manager
(Infrastructure Projects 2026)



Kitigan Zibi Anishinabeg General Election 2026

FINAL NOTICE

The Kitigan Zibi General Election 2026 will take place for the election of one (1) chief and six (6) councillors on Saturday, August 15th from 9 am until 8 pm at the KZA Community Hall, located at 311 Fafard Street, Maniwaki, Quebec.

Please bring your Indian Status Card with you. If you do not have one and are a KZA Member, please see the Electoral Officer on Polling Day.

If you received ballots by mail and would like to vote in person on polling day at the polling station, please bring your ballots with you. You will be asked for them.

The counting of the ballots will commence on Sunday, August 16th at 9 am and continue until all ballots are counted.

If you have any questions, please call:

Tina

Tina Dewache, Electoral Officer

Kitigan Zibi Anishinabeg General Election 2026

819-449-5170 ext. 1007.



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NOTICE

WATER AND SEWER INSURANCE

Payments are now being accepted for the years 2026-2027
Water and Sewer Insurance, **due on or before August 28, 2026**. The
coverage period is from September 1, 2026, to August 31, 2027.

This insurance covers well installations and aqueduct line and covers all plumbing components and piping from the well or main aqueduct line up to the main shut off valve located in the house. (Common items covered: frozen or busted water pipes, pumps, check valves, cold water pressure tank, wiring for pump and damaged casings).

The septic installations and community sewer systems insurance cover all plumbing components and pipes from the septic tank or main community sewer lines up to the foundation of the house. (Common items covered: frozen, busted or blocked sewer lines, emptying of septic tanks). Septic tanks are emptied every three (3) years. Only those who have paid their insurance annually over the past 3 years will have their tanks emptied in the summer of 2027.

Rates for this year are as follows:

<u>Regular Rates</u>		<u>Senior Rates (65 YEARS AND +)</u>	
Water	\$124.00	Water	\$111.00
Sewer	<u>\$124.00</u>	Sewer	<u>\$111.00</u>
Total	\$248.00	Total	\$222.00

Payment arrangements/methods can be found on the next page.
Payments will only be accepted within the hours listed below.

Tuesday through Thursday 9:00 am to 3:30 pm
Friday 9:00 am to 12:00 pm

Meegwech for your attention and cooperation.

KZA Community Services





KITIGAN ZIBI ANISHINABEG

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DATE: _____

I, _____, authorize Kitigan Zibi Anishinabeg to deduct my **Salary / Income security (circle one)** to pay for my 2026/2027 Water and Sewer insurance premiums.

The amount to be deducted is _\$_____ per **week / month (circle one)**.

Please commence the deductions _____.

Address to be insured: _____

***** I understand that if I do not adhere to this agreement, deductions in the amount of 30% will be applied from any source of income until the amount owed is paid in full.**

*****For Income Security and OAS recipients, the arrangement will change to weekly deductions should the recipient commence working.**

Community member

***** The deadline to submit a payment agreements is **August 31, 2026**.**

For employees, arrangements must be entirely paid no later than September 29, 2026, to ensure coverage.

For persons in receipt of Income Security or OAS, the maximum amount of 6 monthly installments, ending no later than January 29, 2027.

The following are the different methods of payment you may use.

- EMT/Interac e-Transfer: payment@kza.qc.ca
***ensure to indicate the address to be insured in the message section
- Debit/Visa/Mastercard (in person only)
- Cheque
- Money Order
- Cash



Scavenger Hunt

*Join in the Fun with the Land, Water and Animals
Advisory Committee for another Scavenger Hunt
in our Territory*

Àndapìch/when: Saturday, August 29, 2026

Taso-tibahiganek/time: 8:00 am

**Ke nagishkodàdiyeng/where we will meet up: Pimàdjiwowigamigong, agwadjìng/Cultural
Center, outside**

Big Prizes

1st place: \$1,000.00 Gas Gift Card

2nd place: \$750.00 Gas Gift Card

3rd place: \$500.00 Gas Gift Card

**Participation prizes also to be
won!!**

**The Rules and other information for the Scavenger
Hunt will be in follow-up flyers.**

**For further information, feel free to contact LWAAC
Coordinator at:**

819-449-5170 or at LWAAC.Coordinator@kza.qc.ca

Amazing Race Style



Scavenger Hunt Rules

The Land, Water and Animals Advisory Committee are hosting a Scavenger Hunt Amazing Race Style, out on the land on Saturday, August 29, 2026.

Scavenger Hunt definition is:

- Collecting certain items according to the clues
- Collecting Algonquin words that are associated with each task

Amazing Race Style definition is:

- At each checkpoint, you will need to complete a task that is either physical, verbal, sight or memory.

Here are the Rules:

1. A Minimum of 2 people per team or vehicle, maximum to how many can sit comfortably in the vehicle.
2. Follow the speed limits, your time will be recorded from 1 checkpoint to the next.
3. Ensure you have a full tank of gas at the beginning of the Scavenger Hunt.
4. We ask that you dress appropriately, a good pair of walking shoes are highly recommended.
5. **Deadline for registering** for the Scavenger Hunt is **Monday, August 24, 2026 by 4:00pm.**
6. **The reason for registration is:**
 - For the caterer to know how many are in attendance for a Supper
 - To keep a headcount of all participants (to ensure no one gets lost, or breakdown of vehicle).

If you require further information, feel free to contact the LWAAC Coordinator at: 819-449-5170, ext: 1850 or at LWAAC.Coordinator@kza.qc.ca



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August 13, 2026

JOB OPPORTUNITY 1st Posting

Position:	Consultation Technician
Location:	Natural Wildlife Resources Office
Work Schedule:	35 hours per week
Term:	One (1) year term contract (possibility of extension)
Salary:	Level 5 of KZA Salary Scale (Range based on experience)
Deadline:	August 26, 2026, at 11:00 a.m.

The Consultation Technician provides administrative, technical, and coordination support to the Consultation Unit. This role supports the management of consultation records, tracking systems, and project information to ensure that consultation activities are organized, timely, and well-documented. The position plays a key role in supporting data management, document control, and workflow coordination across multiple consultation files and projects. All work is carried out under the direction of the Consultation Coordinator.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please submit the following: a cover letter, updated resume, copies of your diplomas/certificates, three (3) work references and any additional documentation supporting your qualifications and demonstrating that you meet the required criteria.

Please submit your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department by **August 26, 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 Administration Consultation Technician JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Consultation Technician
Category	Professional
Sector	Community Services Administration
Department	Natural Resource Wildlife Office
Terms	Term Contract (1 year), possibility of extension
Hours	35 Hours
Immediate supervisor	NWRO Manager and Consultation Coordinator
Salary	Level 5 (Range based on experience)
Date of job description	June 2026
JOB SUMMARY	
The Consultation Technician provides administrative, technical, and coordination support to the Consultation Unit. This role supports the management of consultation records, tracking systems, and project information to ensure that consultation activities are organized, timely, and well-documented. The position plays a key role in supporting data management, document control, and workflow coordination across multiple consultation files and projects. All work is carried out under the direction of the Consultation Coordinator.	
KEY DUTIES	
Consultation File Management	- Organize, maintain, and update digital and hard copy consultation files in accordance with established procedures. - Log, file, and track incoming and outgoing consultation correspondence, documents, notices, and related records. - Ensure consultation records are accurate, complete, current, and accessible to authorized staff.
Tracking and Workflow Support	- Maintain tracking tools for consultation requests, project timelines, deadlines, responses, and deliverables. - Monitor assigned deadlines and bring upcoming priorities, overdue items, and file updates to the attention of the Consultation Coordinator. - Assist with scheduling, meeting preparation, document compilation, and follow-up tracking as directed.
Data Entry and Information Management	- Enter, update, and verify consultation information in spreadsheets, databases, and consultation management systems. - Assist with digitizing, naming, organizing, and transferring legacy files into approved electronic filing systems. - Support consistent file naming, document control, indexing, and data organization practices.

Technical and Reporting Support	• Compile information from consultation files to support internal tracking, briefing notes, reports, summaries, and status updates. • Conduct basic information gathering, document review, and file searches as requested by the Consultation Coordinator. • Prepare and organize files, records, and datasets for review, reporting, archiving, or transfer to new systems.
General Support to Consultation Unit	• Provide day-to-day administrative and technical support to the Consultation Coordinator and Consultation Unit. • Draft, format, proofread, and organize basic correspondence, forms, meeting materials, and consultation documents. • Assist with logistical arrangements for meetings, community engagement activities, and consultation-related events. • Handle sensitive information with discretion and maintain confidentiality in accordance with organizational requirements.

ACCOUNTABILITY	
	• Accountable to the Consultation Coordinator and the NWRO Manager for completing assigned administrative, technical, and file management tasks accurately and in a timely manner. • Responsible for maintaining organized, accurate, and up-to-date consultation records, tracking tools, correspondence, and related documentation. • Responsible for monitoring assigned deadlines and bringing file updates, outstanding items, and potential issues to the attention of the Consultation Coordinator. • Expected to follow established procedures, maintain confidentiality, and handle sensitive information with discretion. • Works under the direction of the Consultation Coordinator and does not have authority to approve consultation positions, negotiate agreements, or make final decisions on behalf of the Kitigan Zibi Anishinabeg unless specifically delegated.

WORKING RELATIONSHIPS	
Interpersonal Relationships	• Maintains respectful and professional working relationships with co-workers, supervisors, community members, partners, service providers, and external contacts. • Responds to routine inquiries in a courteous and timely manner and refers complex or sensitive matters to the Consultation Coordinator.
Teamwork	• Works cooperatively with the Consultation Coordinator, NWRO staff, and other KZA departments to support consultation files, records, meetings, and follow-up tasks. • Shares file updates, task status, and relevant information with team members to support organized and timely consultation work.
Communications	• Communicates clearly and professionally with supervisors, co-workers, service providers, community members, and external contacts as required for assigned tasks.

	- Assists with preparing, sending, receiving, and tracking routine correspondence and consultation-related information. - Refers requests for interpretation, decisions, positions, negotiations, or sensitive responses to the Consultation Coordinator or NWRO Manager.
Training and Development	- Participates in workplace training, professional development, and internal learning opportunities related to consultation processes, records management, confidentiality, and administrative systems. - Applies training and feedback to improve accuracy, consistency, organization, and service delivery in assigned duties.

ENVIRONMENTAL FACTORS	
Deadlines	- Works with regular deadlines related to consultation requests, correspondence, file updates, tracking systems, meetings, and reporting support. - Must be able to prioritize assigned tasks and notify the Consultation Coordinator of urgent, overdue, or time-sensitive items.
Mental and Physical Effort	- Requires attention to detail, accuracy, organization, and good judgment when handling records, correspondence, deadlines, and sensitive information. - Involves periods of concentration while entering data, reviewing documents, updating tracking tools, and organizing files. - May involve low to moderate stress during busy periods, competing priorities, or time-sensitive consultation requests. - May require sitting at a workstation for extended periods and occasional lifting or moving of files, binders, or meeting materials.
Working Conditions	- Work is primarily performed in an office setting using a computer, telephone, email, filing systems, and standard office equipment. - May be required to attend meetings, community engagement activities, training sessions, or site visits as directed. - Occasional field or on-site visits may involve travel, walking, standing, and exposure to varying weather or outdoor conditions. - May be required to travel within or outside the community for consultation-related activities.
Cultural Competency	- Demonstrates respect for KZA culture, values, protocols, and historical context when supporting consultation work and interacting with community members, staff, and external contacts. - Handles community-related information with care, confidentiality, and sensitivity.

QUALIFICATIONS REQUIRED	
Education and Experience	• High school diploma or equivalent required and; • Post-secondary education or training in office administration, environmental studies, Indigenous studies, records management, or a related field is required. • Previous experience in administrative support, data entry, records management, filing, or office coordination is considered an asset. • Experience working with consultation files, environmental files, community programs, or Indigenous organizations is considered an asset.
Skills and Knowledge	• Good computer skills, including Microsoft Office applications such as Word, Excel, Outlook, and Teams. • Ability to enter, update, organize, and verify information accurately in spreadsheets, databases, and filing systems. • Strong attention to detail and ability to maintain accurate, organized, and confidential records. • Ability to follow instructions, established procedures, and file management practices. • Good written and verbal communication skills, including the ability to prepare, format, and proofread routine documents and correspondence. • Strong time management, reliability, and ability to manage assigned tasks and deadlines. • Ability to work respectfully with community members, staff, partners, and external contacts. • Awareness of, or willingness to learn about, KZA culture, values, protocols, consultation processes, and confidentiality requirements.
Conditions of Employment	• Legally able to work in Canada. • Must maintain confidentiality and handle sensitive information with discretion. • Must be willing to complete required training related to confidentiality, records management, workplace policies, and consultation processes. • May be required to travel or attend meetings, site visits, community engagement activities, or training sessions as directed. • A valid driver's licence is considered an asset.



Faith Decontie for Chief

Vote on

When: August 15th, 2026 (9am-8pm)

Where: KZA Community Hall
at 311 Farfard Street, Maniwaki, Qc.

“I am here to listen and work for you.”

2026-2028 Priorities

Strengthen Algonquin Unity, Governance and Sovereignty

1. Secure legislative and policy tools for Kitigan Zibi Anishinabeg community members.
2. Working with other Algonquin communities and organizations to ensure KZA is at the table so that our community voices are heard.
3. Support the improvement of KZA community occupancy within the Algonquin park.
4. Create youth, women, men and elder circles to learn community needs, priorities and concerns.

Improve Access to Algonquin Education, Health, and Disability Services

1. Address and work with funding partners to close service gaps.
2. Improve access to community safety plan and our own emergency response team.
3. Maintain a communication plan with the community by reporting in the community flyer each month and on CKWE updates on Chief and Council meetings/tasks.

Anishinabemowawin Revitalization

1. Secure long-term funding to support (Kindergarten– secondary 5) language revitalization and build an Algonquin online library with the KZA portal website for all community members to benefit.

Close Algonquin Infrastructure Gaps

1. Find options for long-term infrastructure funding to secure operations and renovation funding.
2. Working with Indigenous Service Canada to address long-term funding and solutions for fixing the roads on the reserve.
3. Lowering rent for community members demonstrating additional assistance in band homes.



Faith Decontie for Chief

Vote on

When: August 15th, 2026 (9am-8pm)

Where: KZA Community Hall
at 311 Farfard Street, Maniwaki, Qc.

I am here to listen and work for you.

2026-2028 Strategic Objectives

Advance Kitigan Zibi Anishinabeg Health and Social Service Development

1. Support an evaluation of Kitigan Zibi Anishinabeg health and social service department to learn how to improve the working environment for both the employees and community members to access high-quality services. An evaluation will help address gaps for KZA community members with disabilities, and support both mental health and public health services expansion.
2. Develop a senior nursing home, a much-needed expansion of Kiweda Assisted Living, and expand the Nicholas Stevens Centre services.
3. Support on-going services for Waseya House and continuing a unified approach with other Algonquin recognized communities to ensure our women and children are safe.
4. Prioritize the expansion of special needs supports and accessible transportation.

Enhance Kitigan Zibi Anishinabeg Education Department

1. Prioritize Anishinabeg cultural-based education, language revitalization and land-based activities for KZA students attending Odekan Head Start Program, Wazoson Daycare Centre, Pakinawatik Kikinamadinan, Kitigan Zibi Kikinamadinan (school).
2. Support the expansion of Post Secondary Student Support Program funding services and address policy issues.
3. Support an evaluation of the Kitigan Zibi Education Sector administration work environment to seek how to improve employee morale and safe secure labour code practices.

Expand Community Service Development

1. Reduce poverty among Kitigan Zibi Anishinabeg community members by focusing on measuring cost of living, food security and infrastructure (building homes).
 2. Support expansion of housing and repairs program by building external funding partnerships.
Note: It will be up to the community to decide whether to move forward with the funding network and partnerships made.
 3. Address employment and training by discussing with potential funding partners for economic development.
- Note:** Will report and find funding partner options but the community will hold the decision.
4. Expand social assistance financial aid to support welfare navigation for qualifying members.

Empowerment of Kitigan Zibi Anishinabeg Community Members Both On and Off Reserve

1. Support efforts towards building Algonquin unity within the Nation with other Algonquin communities and collaboration projects.
2. Build ally settler relationships with the surrounding municipal towns to ensure KZA community members received high quality services and project agreements.
3. Prioritizing developing a KZA off-reserve strategy with community members to address gaps and services. **Note:** Working within jurisdictions parameters and building partnerships relationships off reserve.

GORDEN MCGREGOR

For Chief

Working Together. Leading with Integrity. Building Our Future.

Kwey, Bonjour, Hello,

It is with humility, gratitude, and deep sense of responsibility that I announce my candidacy for Chief of Kitigan Zibi Anishinabeg.

I am truly honoured to have been nominated by Doreen and Linda. I sincerely thank them for their confidence and support. I am also grateful to everyone who has encouraged and supported me throughout this journey.

Kitigan Zibi is our home. It is where our families live, our children grow, and our Elders share their wisdom. The decision we make today will influence the futures of our community for generations to come. Together, we have an opportunity to build a stronger, healthier, and more prosperous Nation.

If I am entrusted with the responsibility of serving as your Chief, I will lead with honesty, integrity, respect, transparency, and compassion. I believe leadership begins by listening. Every community member deserves to be heard, respected, and fully included in the decisions that will shape our shared future.

MY COMMITMENTS

Investing in Our Youth

Our young people are our future. I will continue to support education, language revitalization, culture, sports, recreation, and leadership opportunities that allow our youth to reach their full potential while remaining proud of who they are.

Supporting Families

Strong families build strong communities. I will work to expand housing opportunities, encourage economic development, and promote employment initiatives that help families build stable and successful lives within Kitigan Zibi.

Honouring and Supporting Our Elders

Our Elders have guided and cared for our Nation throughout their lives. They deserve our respect, appreciation, and support. I will continue to strengthen services that allow our Elders to live with dignity, comfort, and the care they deserve while supporting the families who care for them.

Protecting Our Lands and Resources

Our lands, waters, forests, and natural resources are part of who we are. Any development must respect our rights, protect our environment, include meaningful consultation with our members before any decision is made, and deliver lasting benefits for Kitigan Zibi.

Financial Responsibility

A strong future requires a strong financial leadership. I am committed to responsible financial management, transparency, and accountability. We must know where we stand financially, complete our audits, respect our financial policies, and make responsible investment that create long-term benefits for our community.

Building Our Future

Kitigan Zibi has opportunities to strengthen its economy while respecting our values and protecting our territory. We should carefully pursue projects that create sustainable revenue, reduce dependence on outside funding, and provide lasting benefits for future generations. Every major decision should be made openly, responsibly, and with the support of our community.

TOGETHER

I believe the best decisions are made by listening to our people. Leadership is about service, respect, integrity, and bringing people together.

Real progress happens when Council, staff, elders, youth, and community members work together with mutual respect, open communication, and a shared vision for the future of Kitigan Zibi

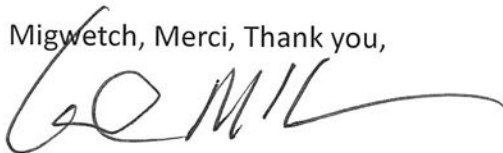
Together, we can build a community where our youth are inspired, our families are supported, our Elders are honoured, and our traditions continue to thrive.

I have proudly lived and worked in Kitigan Zibi for many years. During that time, I have had the privilege of serving our community in many different roles. These experiences have strengthened my commitment to our people and prepared me to lead with dedication, integrity, compassion, and respect.

It would be an honour to earn your trust and your support as your Chief.

Together, we can build a future we are proud to leave to the next generation.

Migwetch, Merci, Thank you,

A handwritten signature in black ink, appearing to read 'GORDON MCGREGOR', with a long horizontal flourish extending to the right.

Gorden McGregor

GORDEN MCGREGOR

Candidat au poste de Chef

Travaillons ensemble. Dirigeons avec intégrité. Bâtissons notre avenir.

Kwey, Bonjour, Hello,

C'est avec humilité, gratitude et un profond sens des responsabilités que j'annonce ma candidature au poste de Chef de Kitigan Zibi Anishinabeg.

Je suis profondément honoré d'avoir été mis en candidature par Doreen et Linda. Je les remercie sincèrement de leur confiance et de leur appui. Je suis également reconnaissant envers toutes les personnes qui m'ont encouragé et soutenu tout au long de cette démarche.

Kitigan Zibi est notre foyer. C'est ici que vivent nos familles, que grandissent nos enfants et que nos Aînés nous transmettent leur sagesse. Les décisions que nous prenons aujourd'hui façonneront l'avenir de notre communauté pour les générations à venir. Ensemble, nous avons l'occasion de bâtir une Nation plus forte, plus saine et plus prospère.

Si vous m'accordez le privilège de vous servir à titre de Chef, je m'engage à exercer ce rôle avec honnêteté, intégrité, respect, transparence et compassion. Je suis convaincu qu'un leadership commence par l'écoute. Chaque membre de notre communauté mérite d'être entendu, respecté et pleinement inclus dans les décisions qui concernent notre avenir collectif.

MES ENGAGEMENTS

Investir dans notre jeunesse

Nos jeunes sont notre avenir. Je continuerai d'appuyer l'éducation, la revitalisation de notre langue, notre culture, les sports, les loisirs et les occasions de développer le leadership afin que nos jeunes puissent réaliser leur plein potentiel tout en demeurant fiers de leur identité et de leurs racines.

Soutenir les familles

Des familles fortes bâtissent une communauté forte. Je travaillerai à accroître les possibilités de logement, à favoriser le développement économique et à promouvoir des initiatives d'emploi qui permettront aux familles de bâtir un avenir stable et prospère au sein de Kitigan Zibi.

Honorer et soutenir nos Aînés

Nos Aînés ont guidé notre Nation et en ont pris soin tout au long de leur vie. Ils méritent notre respect, notre reconnaissance et notre soutien. Je poursuivrai le renforcement des services qui leur permettent de vivre dans la dignité, le confort et avec les soins qu'ils méritent, tout en appuyant les familles qui prennent soin d'eux.

Protéger notre territoire et nos ressources

Nos terres, nos eaux, nos forêts et nos ressources naturelles font partie intégrale de notre identité. Tout projet de développement doit respecter nos droits, protéger notre environnement, prévoir une consultation véritable et significative de nos membres avant qu'une décision ne soit prise, et générer des retombées durables pour Kitigan Zibi.

Responsabilité financière

Un avenir solide repose sur une gestion financière responsable. Je m'engage à faire preuve de transparence, de rigueur et de reddition de comptes. Nous devons connaître notre situation financière, respecter nos politiques de gestion et investir de façon responsable afin de créer des retombées durables pour notre communauté.

Bâtir notre avenir

Kitigan Zibi possède de nombreuses occasions de renforcer son économie tout en respectant nos valeurs et en protégeant notre territoire. Nous devons saisir avec prudence les projets qui permettent de générer des revenus durables, de réduire notre dépendance au financement externe et d'assurer des bénéfices à long terme pour les générations futures. Les décisions importantes doivent être prises de façon transparente, responsable et avec l'appui de notre communauté.

ENSEMBLE

Je crois que les meilleures décisions sont prises lorsque nous sommes à l'écoute de notre population. Le leadership repose sur le service, le respect, l'intégrité et la capacité de rassembler les gens.

Les véritables progrès se réalisent lorsque le Conseil, les employés, les Aînés, les jeunes et tous les membres de la communauté travaillent ensemble dans un esprit de respect mutuel, de communication ouverte et autour d'une vision commune de l'avenir de Kitigan Zibi.

Ensemble, nous pouvons bâtir une communauté où nos jeunes sont inspirés, nos familles sont soutenues, nos Aînés sont honorés et nos traditions continuent de s'épanouir.

J'ai eu le privilège de vivre et de travailler à Kitigan Zibi pendant de nombreuses années. Au fil du temps, j'ai eu le privilège de servir notre communauté dans différents rôles. Ces expériences ont renforcé mon engagement envers notre communauté et m'ont préparé à servir avec dévouement, intégrité, compassion et respect.

Ce serait un immense honneur de gagner votre confiance et votre appui à titre de Chef.

Ensemble, bâtissons un avenir dont nous serons fiers de léguer aux prochaines générations.

Migwetch, Merci, Thank you,

A handwritten signature in black ink, appearing to read 'Gorden McGregor', with a long horizontal flourish extending to the right.

Gorden McGregor



Francine (Frances) Whiteduck nidiijnicaaz

Born and raised in Kitigan Zibi, I am the daughter of Josee Whiteduck and the late Ronald Whiteduck, and the granddaughter of Basil Dewache, Maryanne Decontie, and Bertha Whiteduck.

I have experience in research, program evaluation, organizational development, and change management. I have served as a CEO and on numerous boards and committees, hold the ICD.D governance designation with expertise in financial oversight, accountability, and risk management, and earned a Psychology degree from Carleton University.

Kwey/Hello/Bonjour

First, thank you to Kristy Odjick and Catherine Cayer for their trust and confidence in nominating me. After visiting and listening to people's concerns and ideas over the last few weeks, as your Chief, these are the priorities I will work to achieve.

PRIORITY- GIVE PEOPLE BACK THE POWER

Strong communities are built when people are involved in shaping their own future. Re-build the boards, committees, volunteerism, and community leadership that gives people a direct role in decision-making. Growing up, we saw parents, grandparents, and community members work together to build the school, health services, recreation, the Nicholas Stevens Centre, and the many supports and services our community relies on today. They set the vision, solved problems, met challenges, and built the values, cooperation, and sense of responsibility necessary for a community to thrive.

I will support new ideas for change. For example, KZA firefighters have spoken about the need to strengthen local emergency response as climate change brings more frequent and severe emergencies. They want a greater role in managing and shaping their profession to better prepare for future emergencies, especially given the lack of response to First Nations fire emergencies. This is exactly the kind of community-led initiatives we should be encouraging and supporting.

The role of chief and council is to create the conditions for that leadership to thrive by ensuring people have the resources, training, and support needed for community members to lead. This includes creating opportunities for young people to participate, learn, lead, and contribute their ideas to the future of our community. Youth are the leaders of tomorrow, and are leaders today.

PRIORITY- ECONOMIC DEVELOPMENT THAT BENEFITS EVERYONE

I believe it is time to establish an independent Economic Development Entity led by qualified Kitigan Zibi Anishinàbe professionals. This organization will provide the fulsome transparent planning, and trusted financial information that is needed to make smart, informed decisions when considering options for major investments.

Responsible economic development will create opportunity, build community wealth and generate the revenue needed to improve services for current and future generations.

PRIORITY- STRONG ACTION ON INTERNAL GOVERNANCE AND COMMUNITY

✓ People's Health and Well-being

- Find our own solution for an Elders' long-term care facility.
- Revitalize Anishinabemowin through incentives and establish the language building.
- Develop **new wrap-around supports** for addiction, mental health, and disability.
- Improve women's health services, including recruiting a female physician.

✓ Strengthening our Governance

To build trust and accountability, every new Chief and Councillor should sign an oath at the beginning of each election term that includes clear commitments to conflict-of-interest principles, confidentiality, and ethical leadership. These commitments should be supported by a by-law that establishes a transparent process for any future changes being made to governance policy guideline.

Each year, we will hold an Annual Kitigan Zibi Anishinabeg Gathering to report our activities, financial statements, and audit, while welcoming our family and friends from across our territory to reconnect, visit with one another, and participate in shaping our future.

Additionally, we need to:

- Prepare for future decisions on citizenship (membership).
- Protect our rights, including tax exemption.

✓ Managing Our Territory

I will establish a focused and effective approach and mandate to protect water, forests, medicines and food security while ensuring participation and decision-making in major projects affecting our lands.

Finally, we must take an honest look at our current programs, services, systems, and partnerships and assess what is delivering good value to our community, strengthen what is working and have the courage to replace what is no longer serving our community.

These priorities are ambitious for a two-year term. I believe our greatest strength has always been our ability to come together, support one another, and face challenges as a community. With respect for one another and a shared vision for the future, we can have a stronger Kitigan Zibi that honours those who came before us while creating new opportunities for the generations that follow.

Megwetch for your time, your trust, and your support.

 I ask for your vote

Francine Whiteduck

August 5, 2026

Kwey,

My name is Norman Commanda. I would like to thank Shirley Tolley and Peggy Commanda for nominating me for council. I have worked both on and outside the reserve a good part of my life. I am accepting the nomination because I want to try to make a difference.

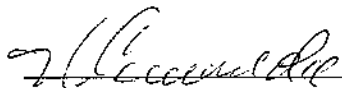
I believe our language and culture is at a crisis and we need to find a way to revive it. Our language keepers are fading rapidly so we need to make a strong effort to keep it alive while we still have them. We still have people who can share their knowledge of our culture with our youth. Language and culture is who we are. Time is running out so we need to act to protect our way of life. I have some ideas about how to do this and I know there are many others who also have ideas to share. I think it would be important to get everyone together to share ideas and make a plan.

As for employment, there are ways to create jobs for any community members who want to work which can be done on or off reserve. A big part of our history is forestry which I think can be achieved with proper negotiations with logging companies off reserve and any other employment opportunities to train our youth. We don't want to just survive now, we want to thrive.

We also need to think about and prepare for those in our community who need help, who won't be able to live independently. We need to find a way to acquire funding for a building and start training our people now for this day.

I am open for any suggestions or ideas from all community members to better our community

Megwetch


Norman Commanda

Kwey, Hello, Bonjour,

My name is **Shawn Dubé**. A few weeks ago, I shared my council nomination flyer and introduced myself and my intention to run for council.

Over the past several weeks, I have had the opportunity to speak with many community members—those living here in our beautiful KZ territory and those living outside our community. One message has come through loud and clear in many of these conversations:

We need change.

Language has been one of the top priorities I have heard, followed closely by **forestry, housing, employment, and education funding**.

These are important issues that affect our families, our youth, our elders, and the future of our community. They deserve to be heard, discussed, and acted upon.

One of the most difficult decisions we face as a community is deciding **who we trust to lead our people and help strengthen our community**.

This year's nomination list is one of the largest I have seen in some time. That makes your decision even more difficult. There are many names, many backgrounds, and many people with valuable experience and ideas.

Ultimately, the choice belongs to **you**.

Change starts with us.

We all have a voice.

We all have a vote.

And every vote matters.

Take the time to learn about the candidates, listen to what they have to say, and think about who you believe will best represent you, your family, and the future of our community.

Your voice matters.

Your vote matters.

Make your vote count.

Bring your voice forward. Exercise your right to vote. And choose the person you believe is best suited to serve as your next **Chief and Council**.

Together, we can build a stronger KZ. Migwetch.

Shawn Dubé

Candidate for Council



VOTE CANDICE MITCHELL FOR COUNCIL



About Me: Rooted in Our Community

- **Lifelong Commitment:** Proudly raised my family in Kitigan Zibi to ensure they grew up surrounded by our culture, language, and family.
- **Traditional Values:** Active hunter and fisher, staying deeply connected to our land and ancestral teachings.
- **Community First:** Founder/Organizer of *Scream Marlene* (coordinating 78+ volunteers) and dedicated Kidney Foundation committee member.

Strong Qualifications & Administrative Skills

- **Top of Class:** Graduate of Kitigan Zibi Kikinamadinan; Canadore College Business Accounting (4.0 GPA); University of Ottawa scholarship recipient.
- **10 Years at KZHSS:** Served a decade as Secretary/Receptionist, welcoming and supporting community families.
- **Proven Problem Solver:** **Current** Medical Transportation Coordinator (10 years), managing complex, daily community needs with compassion and patience.

My Key Priorities for Council

- **Empowering our Anishinabe People:** Addressing critical issues—from language preservation and land claims to everyday community concerns—ensuring no matter how large or small, every issue gets the attention it deserves.
- **A Strong Community Base:** Focusing on restoring true volunteerism, mutual respect, independence, and a genuine love for one another as the foundation for our growth.
- **Accountable Leadership:** Bringing absolute transparency, approachability, and honesty to the Council table.
- **People-First Decisions:** Ensuring every single choice respects and protects our Elders, seniors, families, and future generations.

"I want to be a voice that listens before it speaks, a leader who works with people instead of above them."

Kwey,

My name is Kristy Odjick. I am the daughter of James Odjick and Catherine Cayer, and I am currently employed as the Inclusive Care Worker at Ode Widokazowin. I graduated from Carleton University in 2015 with a Bachelor of Arts in Law and chose to return to Kitigan Zibi to work and raise my children. I would like to begin by thanking Francine Whiteduck and Rae-Anna Whiteduck for nominating me for Council.

For those who may not know me well, I want to share what i stand for and what I believe is important for our community. Whether or not I am elected, I will continue advocating for these priorities because they matter to our people and our future.

Special Needs Services

As many of you know, i have dedicated much of my career to supporting children and families with special needs. This is an issue that deserves to be a priority. I believe we need to expand essential services within our community by training our own people as personal support workers, home support workers, educational assistants, special education teachers, and specialists in speech, occupational, and behavioural therapy. Our families should not have to leave Kitigan Zibi to access essential services.

Children and adults with special needs should not have to leave their home and community when their caregivers are no longer able to care for them. I would like to see the creation of a respite centre and assisted living facility so our loved ones can remain close to family, culture, and community. We also need more foster homes for children with special needs, so they are less likely to end up in group homes or institutions far from home.

Investing in Our Youth

The youth in Kitigan Zibi also deserve opportunities to thrive which is why i would like to see a modern recreation centre where young people can stay active and connected. Whether that includes a swimming pool, tennis court, dance studio, gymnastics, indoor playground, bowling alley, roller rink or other activities chosen by our youth, they deserve a space to call their own. I also support the creation of a youth lodge. I believe that funding opportunities exist through Jordan's Principle, as well as the settlement funds specifically dedicated to language and culture. I often tell our children how important it is to be proud of who they are and where they come from. A youth lodge could provide a place where language, teachings, and community come together for future generations.

Social Issues

Many families in our community continue to struggle with poverty and the rising cost of living. I believe we should explore lowering rent for band housing and create a food voucher program for low-income families and children in foster care. Programs like these may also qualify for funding through Jordan's Principle. Over the past few years, we have lost too many youth to suicide and overdose. We must listen to families, create safe spaces where difficult conversations can happen without judgement, and work together to find solutions that may help prevent future tragedies. If we really want our people to live Mino Pimadiziwin we must ensure they have the support, opportunities and resources needed to do so.

Economic Development

Many of these projects require sustainable funding. One opportunity worth exploring is a community owned cannabis retail and production. Other Algonquin communities, such as Pikwakanagan, have demonstrated the significant economic potential of this industry. We should also continue advocating to governments for infrastructure and community investments, just as past leadership successfully secured funding for projects such as the Band Office, Kiweda, and Cultural Centre.

Protecting Our Lands

Protecting our land, water, animals, and natural resources is another priority that is important to me. I believe it is essential that Algonquin communities work together when asserting our rights and responsibilities as stewards of the land. Collaboration strengthens our voice and helps ensure we move forward together.

Bill C-92 Child Welfare Reform

Over the last few years, i have advocated for the implementation of Bill C-92 in Kitigan Zibi. It is important that we have full autonomy over our own child and family services so that our children can remain connected to thier families, community, language, and culture. I also believe we should work closely with other Algonquin communities to develop a shared framework that reflects our Nation's values and priorities.

Membership Code

With recent developments surrounding Bills S-2 and S-3, i believe it is important that we develop our own Membership Code. This is something community members have been asking for since the 1980's, and I believe it is time for our people to determine our own citizenship code according to our own values.

Closing

These are just some of the priorities that are important to me as a community member and Anishinabekwe. Again, whether I am elected or not, I will continue to advocate for children with special needs, social justice, human rights, indigenous rights, and stronger supports for families in Kitigan Zibi. If elected, I promise to listen, work hard, and advocate with honesty, compassion, and determination. I know that meaningful change takes collaboration, and I believe that together we can build a stronger, healthier and safer Kitigan Zibi for the children and future generations. I would once again like to thank Francine Whiteduck and Rae-Anna Whiteduck for nominating me, and i wish all candidates the best of luck in this year's election.

Migwetch,

Kristy Odjick

August 11, 2026

KZA Community Members,

I wish to say Kichi Migwech to Sandra and Marilyn Buckhot for having nominated me for the elected position of KZA Band Councillor. I was surprised but honored by the nomination.

I decided after reflection and after speaking to some community members to let my name stand. I don't have any grand plans or promises to make other than to say that if elected, I will bring who I am and the experience I have gained over decades to the important work to be done. A Chief and Band Council works on a quorum basis for decision making and must take into consideration many opinions coming from community members on various issues. Having been Chief for 7 years and Councillor for some 20 years (at different intervals) I believe that I can bring insight that can help others at the Council level as well as to the community. I also have decades of experience in community program administration.

I am a KZA community member with a spouse, 4 adult children and many grand children. Although we have many challenges at the community level, we also have wonderful things and wonderful people. I believe in our community and will continue to advocate for the positive. It does not mean that I will not ask questions, debate issues and bring my own reflections; it means that I will try to work and build and not try to tear down.

The election of a Chief and Council is a time to elect people that you feel will best represent the community. Once the election is done, the people elected must be given the opportunity to engage in their work knowing that they have the general support of the community.

I encourage everyone who can vote to vote, not for personal interests but with having the community membership in mind.

Kichi migwech to all individuals that have let their name stand for this election. I honor each and everyone of you.

I look forward to speaking with anyone who would like to speak with me, to ask questions or to share their thoughts about individual and community issues.

Kichi Migwech

Gilbert W. Whiteduck



CELINE WHITEDUCK

Leading with Heart ❤️

Guided by Our Teachings * Listening to Our People

Building Our Future Together

I believe that leadership begins with listening.

It begins with taking the time to understand one another, restoring relationships, and creating opportunities that strengthen our families, our children, our Elders, our community, and our Nation.

Our community has incredible strengths, incredible people, and incredible potential.

Together, we can build upon those strengths while addressing the challenges before us with honesty, respect, compassion, communication, and courage.

"My vision is rooted in Mino Pimàdiziwin - Living the Good Life - where our children, families, and Elders flourish; our language, culture, lands, and waters are honoured and protected; and every person has the opportunity to thrive."



It Truly Takes All of Us To Create a Healthy Community

Regardless of the outcomes in this election, I am grateful that so many community members have taken the opportunity to share their voices and speak about what matters most.

I encourage everyone to remember that ***it does not take a title to create positive change.***

Change begins:

- In our homes.
- Within our families.
- Within our neighbourhoods, workplaces & community spaces.
- And most of all in how we show up for one another each day.

Every act of kindness...

Every conversation...

Every helping hand...

Every young person we encourage...

...helps build the community we all want to see.



We have important work ahead, but I believe in us.

I believe in our people.

I believe deeply in the next generation.

Together, with a shared vision, we can reimagine the health, safety, and wellness of our community.

Together, we can achieve this by working collectively toward a stronger future.

I also believe it is important to create restorative spaces where honest conversations can take place and relationships can be strengthened. This is only possible when we have leadership that is willing to listen, bring people together, and work collaboratively toward solutions.

As you cast your vote, I encourage you to reflect on the qualities you wish to see in your leadership.

This is your choice, and remember that your vote is your voice.

Our ancestors carried responsibilities so that we could be here today.

Now it is our turn.

Together, let us become the good ancestors our future generations deserve.

Migwech for your trust, your voice, and your belief in our community. ❤️ Celine

For further information about my work, refer to the flyers shared last week.





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 Kikinamage Mikan, Maniwaki Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7
 in accordance with the KZA *Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
Date of Job Description : August 2024

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

Under the direction of the Nurse Team Leader, the Community Health Nurse is responsible for:

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

To the professional governing bodies (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 Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. Skills/Abilities a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS; h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and, i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

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



JOB OPPORTUNITY - 3rd Posting

August 6, 2026

POSITION:	Community Health Nurse (Maternal and Child Health)
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 7 (range based on experience)
DUE DATE:	August 21, 2026

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

PREAMBLE

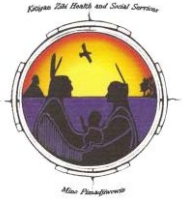
If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references** and any documentation that will support you meet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

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department no later than **August 21, 2026, by 11:00 A.M.**

Contact information:

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse (Maternal and Child Health) Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse (Maternal and Child Health)
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
 8 Kikinamag Mikan, Maniwaki Quebec
Terms : Full Time—Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7
 in accordance with the KZA *Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
Date of Job Description : February 2026

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

2nd Posting

August 6, 2026

POSITION:	Crisis Response Support Worker (2)
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	26 weeks
SALARY:	\$24.97/hour
DUE DATE:	August 21, 2026

The Crisis Response Support Worker provides front-line, culturally safe support to individuals and families experiencing mental health, substance use, grief, or crisis-related situations. Working under the direction of the Crisis Response Coordinator, this role assists with immediate response, outreach, and follow-up support, while contributing to prevention and wellness activities grounded in Anishinabe values. The Support Worker plays a key role in building trust with community members, supporting access to services, and contributing to a coordinated, compassionate response to crisis situations.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **August 21, 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

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

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Crisis Response Support Worker (2) Job Description

GENERAL INFORMATION

Job Title : Crisis Response Support Worker
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamag Mikan)
Terms : Contract (26-weeks)
Hours : 35 hours per week
Salary : 24.97/hour
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: April 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 Crisis Response Support Worker provides front-line, culturally safe support to individuals and families experiencing mental health, substance use, grief, or crisis-related situations. Working under the direction of the Crisis Response Coordinator, this role assists with immediate response, outreach, and follow-up support, while contributing to prevention and wellness activities grounded in Anishinabe values. The Support Worker plays a key role in building trust with community members, supporting access to services, and contributing to a coordinated, compassionate response to crisis situations.

KEY DUTIES

Crisis Response Support

- Provide front-line support during crisis situations, including mental health, substance use, and grief-related events.
- Assist in mobilizing appropriate supports, including staff, Elders, and external services.
- Support individuals and families in a calm, respectful, and non-judgmental manner.
- Participate in follow-up and ongoing support as directed.

Outreach & Community Support

- Conduct outreach and wellness checks within the community.
- Support mobile and after-hours response as required.
- Assist in connecting individuals to appropriate services and supports.
- Build relationships with community members to promote trust and engagement.

Cultural & Wellness Support

- Support access to cultural practices, including connection to Elders, ceremony, and land-based activities.
- Assist with delivery of prevention and wellness programming.
- Encourage culturally grounded approaches to healing and recovery.

Team Collaboration

- Work collaboratively with the Crisis Response Coordinator and network members.
- Follow established protocols and direction during crisis response situations.
- Participate in team meetings, debriefings, and training activities.

Administration & Documentation

- Maintain accurate and timely documentation of services and interactions.
- Follow confidentiality and information-sharing protocols.
- Assist with basic reporting and tracking of activities.

KNOWLEDGE AND SKILLS

- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable
Financial Resources:	Not applicable
Material Resources:	Not applicable

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Responds to emotionally demanding situations involving crisis, trauma, and grief. ▪ Maintains professionalism and composure in urgent or unpredictable circumstances. ▪ On-call and after-hours response as required.
Working Conditions:	▪ Indoor and outdoor work in varying weather conditions, including community-based and land-based settings. ▪ Exposure to emotionally sensitive or potentially distressing situations. ▪ Regular travel within the community for outreach, crisis response, and events. ▪ May require extended or irregular hours. ▪ May be required to use a KZHSS vehicle.

INCUMBENT QUALIFICATIONS

Education and Experience	▪ High school diploma or equivalent. ▪ Experience supporting individuals or families in community-based or helping roles.
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INCUMBENT COMPETENCIES

Knowledge:	▪ Basic knowledge of crisis response, trauma-informed care, and mental health and addictions supports.
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	▪ Awareness of harm reduction approaches, including overdose/drug poisoning response. ▪ Understanding of confidentiality, professional ethics, and safe service delivery practices. ▪ Knowledge and awareness of KZA culture and community.
Abilities:	▪ Ability to work independently and as part of a team. ▪ Strong interpersonal and relationship-building skills. ▪ Ability to exercise sound judgment and maintain confidentiality. ▪ Ability to follow direction and respond appropriately in crisis situations. ▪ Ability to manage multiple responsibilities with attention to detail and organization.
Personal Suitability:	▪ Demonstrates empathy and respect. ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism in all interactions. ▪ Builds and maintains positive relationships within the community.
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

2nd Posting

August 13, 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 26, 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 26, 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.

NNADAP FAMILY MOVIE *Night*

**FRYBREAD
FACE AND ME**

**BRING YOUR OWN
CHAIRS OR
BLANKETS!**

**POPCORN, SNACKS
AND DRINKS
PROVIDED!**

Everyone welcome!

**FRIDAY, AUGUST 21, 2026 @ 8:30PM
@ WALKING PATH**



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

FAMILY WELLNESS

FISHING IN MESSINES



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



FRIDAY – AUGUST 14, 2026



1 PM – 3 PM



**PISCICULTURE
MESSINES**

107, ROUTE 105

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



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

KIDS' GAMES AT THE WALKWAY

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

FRIDAY - AUGUST 28, 2026

10:00 AM - 12:00 PM

**AT THE WALKWAY BY
THE DAYCARE**

SNACKS AND WATER WILL BE
AVAILABLE

FOR MORE INFO,
PLEASE CONTACT KAREN AT
819-449-2323, EXT. 2808



FAMILY WELLNESS



PRENATAL BINGO



Are you pregnant?
Thinking of growing your family?

Women and teens ages 15–49 are invited to a Prenatal Bingo workshop with nutritionist Marie-Eve Gagne. Join us to learn about preconception and prenatal health.

Date: Tuesday - August 25, 2026

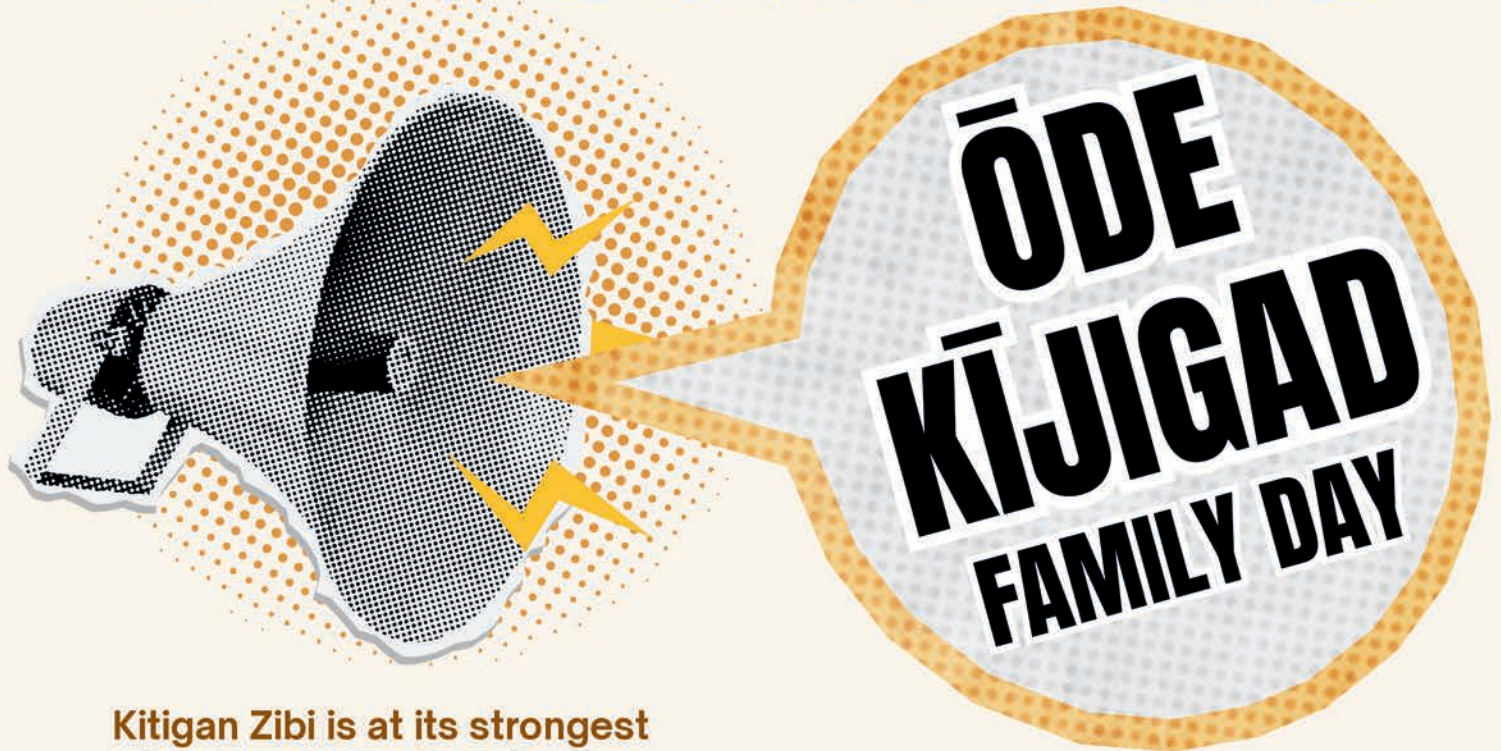
Time: 4-7 pm (Supper included)

Place: Òde Wìdòkàzowin - Training Room

To register or for more info, please contact
Karen at 819-449-2323, ext. 2808



×××× CALL FOR ×××× VOLUNTEERS



Kitigan Zibi is at its strongest when we support each other. For generations, volunteers built many programs, events, and infrastructure we enjoy today. Giving your time isn't just helping for a day, it's keeping our tradition of unity alive.

This Ôde Kijigad – Family Day, join us in keeping that tradition strong for our youth, elders, and families!

SEPTEMBER 6, 2026
AT ÔDE WĪDÒKÀZOWIN

Time Commitment: Flexible
1–2-hour shifts on event day

Roles: Game coordinators, food
setup, helping hands, cleanup

If you are interested in volunteering, please contact
Hunter Dewache at:



819-449-5593 ext. 2015



Hunter.dewache@kza.qc.ca





Please note that as of August 13, 2026, Kane Dumont will be our Interim Òde Wìdòkàzowin Coordinator!

If you have any questions, or need assistance, Kane is available to help.

Email: Kane.Dumont@kza.qc.ca

Phone: 819-449-2323 ext. 2811

We kindly ask for your patience and understanding during this transitional period as we adjust to these changes.

Mìgwetch for your continued support!





AMENDMENT

JOB OPPORTUNITY – 2nd Posting

August 13, 2026

POSITION:	Kitigan Zibi Kikinamadinan Administration Clerk
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 #4116)
DUE DATE:	August 26, 2026

Under the supervision of the Director of Education, the School Administration Clerk 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 Clerk 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 driver's 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 **Wednesday August 26, 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 Clerk
Job Description

GENERAL INFORMATION

Job Title : Administration Clerk
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 4116)

Immediate Supervisor: Director of Education

Date of Job Description: July 2026

SUMMARY

Under the supervision of the Director of Education, the School Administration Clerk 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 Clerk 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.



KITIGAN ZIBI EDUCATION SECTOR

41 Kikinamag Mikan
Maniwaki, QC
J9E 3B1

Tel: 819.449.1798
Fax: 819.449.5570
www.kzadmin.com

August 4, 2026

IMPORTANT EMPLOYMENT NOTICE

The Kitigan Education Services Sector is seeking term childcare workers for the Wazoson (Daycare). The term of employment may vary from being a day substitute to several weeks.

If you have an interest in working at the Wazoson (Daycare), we ask that you immediately drop off your curriculum vitae with Ms Sue Beaudon, Coordinator, at the Wazoson (Daycare). You can also give her a call for additional information about the work expectations and pay rate. She can be reached at 819-441-1515.

For additional information you can also call the Kitigan Zibi Education Services at 819-449-1798.

Migwech



Kakina Kidapitenindamin!

The KZES PSSSP would like to wish a big congratulations to our 2025-2026 College and University graduates. We are so proud of you all!



Dara Wawatie-Chabot
Bachelor of Arts in Social Science
Minor in Political Science
University of Ottawa
November 2025

Benjamin Surmachynski
Juris Doctor
University of Ottawa
May 2026



Stephanie Boisvenue
Certificate in Administration
Université du Québec en Abitibi-Témiscamingue
May 2026



Anne-Sophie Normand

Science DEC
Cegep de Saint-Jerome
June 2026



Talor Diabo

Diploma in Mental Health and Addictions
Canadore College
May 2026

Nicolas Gagnon

Navigation DEC
Institut Maritime du Quebec
May 2026



Angeleah Brazeau-Emmerson

Honours Bachelor of Arts in Human Rights and Social Justice
Minor in Critical Race Studies
Minor in Women's and Gender Studies
Carleton University
February 2026



Mariah Smith-Chabot

Certificate in Indigenous Addictions and Wellness
Canadore College
May 2026



Jobena Petonoquot

Master of Fine Arts
Concordia University
May 2026

Rylie Raveslout-Allard

Bachelor of Arts in Interdisciplinary Studies
Major in Indigenous Studies
University of Ottawa
May 2026



Pejik Dumont

Business Management & Entrepreneurship Diploma
Algonquin College
May 2026



Raven Daisey Brascoupe

Certificate of Journalism in Indigenous Communities

Carleton University

May 2026



Kodiak Whiteduck

Certificate in Carpentry and Renovation Techniques

Algonquin College

June 2026

Alicia Guay

Medical Doctor

Université de Laval

May 2026



Kailey-Jo Whiteduck-Wallingford

Diploma in Office Administration - Executive

Algonquin College

May 2026



Kary-Ann Turpin

Diploma in Architectural Technology

Cegep de l'Outaouais

May 2026



Rowan Morin

Bachelor of Arts in Indigenous Studies

Nipissing University

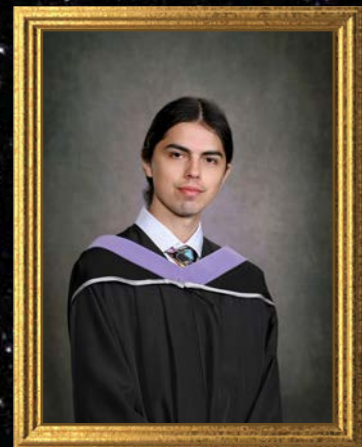
June 2026

Donovan McGregor

Honours Bachelor of Global and International Studies

Carleton University

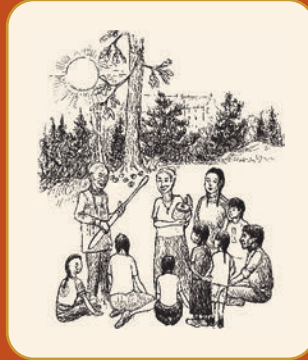
December 2025



KZES celebrates all 35 PSSSP graduates for 2025-2026, as well as those who graduated but were not sponsored by KZES. Graduates listed are students who provided consent to have their photo and information shared in the KZA Community Flyer.

KITIGAN ZIBI COMMUNITY INVITATION

“Ensuring We Are Not Forgotten”



Residential School Survivors Feast

What?

Invitation to a **Residential School Survivors Feast**.

Who?

Residential School Survivors and their **children and grandchildren**.

Why?

Come learn more about a project starting in our community to produce a **book with Residential School Survivors and their children and grandchildren**. This is a community-based research project, funded by the University of Ottawa. Each participant chooses how they wish to contribute to the proposed book — story, written text, photograph, artwork, poem, or other. **Children and grandchildren of Survivors are also invited to contribute.**

Where?

Multi-purpose Building (log building near the KZPD).
Transportation can be made available.

When?

Thursday, August 20, 5–7 pm.

Mīgwech!

Please call or text **Anita Tenasco** at **613-796-7986**,
or **Jenny Buckshot-Tenasco** at **819-334-0274**,
to confirm your attendance or for more information.

Vote for Quality Quills

Kwey, Hello, Bonjour KZ Community!

Your very own fellow KZ community member is in the Semi-Finals of this year's Pow Wow Pitch competition, and I'm asking for your VOTE!

Quality Quills is competing in the Fashion Category for a chance to win the People's Choice Award. With your support, I'm hoping to move forward to the Finals, where I'll have the opportunity to compete for \$25,000 to help grow my business!

If you haven't voted already, please take a minute to vote for Quality Quills. Every vote counts!

Scan the QR code below OR Visit my website <https://qualityquills.ca/pages/vote-for-quality-quills>

It's ONE VOTE per person, and voting closes September 10, 2026.

Your support means so much to me and to my small business. Whether you vote, share this post, or simply follow along, I truly appreciate it.

Please feel free to follow Quality Quills on Facebook and Instagram to see upcoming setups, new creations, and what I've been working on.

CHI-MIGWETCH!

Thank you for supporting a fellow KZ community member and Indigenous entrepreneur!



Pawesome Pet Sitting.



Cats

Visits for Cats are 20 mins.

- Includes:
- Feeding
 - Litter change
 - Quality time

Pawp-Ins & Visits	Weekdays Mon-Fri	Weekends Sat & Sun
10 min. Pawp-In	\$15	\$20
1x Daily	\$20	\$25
2x Daily	\$30	\$35
3x Daily	\$50	\$55

Pawp-Ins are:

A quick visit to feed, say hello, and ensure your pet is alright

Visits for Dogs are 30 mins.

- Includes:
- Feeding
 - Walk and/or Ride
 - Quality time



Dogs

Pawp-Ins & Visits	Weekdays Mon-Fri	Weekends Sat & Sun
15 min. Pawp-In	\$15	\$20
1x Daily	\$30	\$35
2x Daily	\$50	\$55
3x Daily	\$80	\$85

Pawesome Dog Walking.

Week Days only

30 min walk - \$25

1 hour walk - \$35

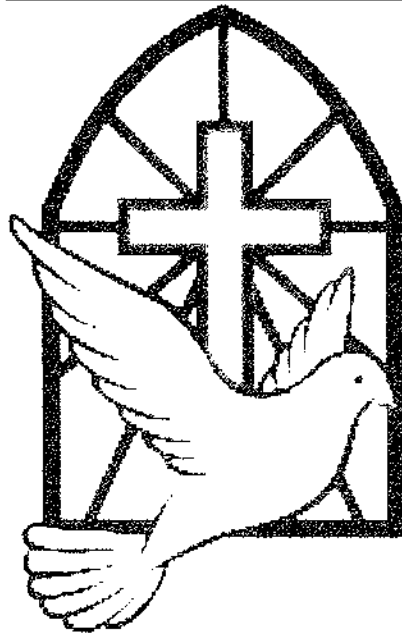
Reservations require minimum 24hr notice

Contact Info: Facebook: Pawesome Pet Sitting (819) 412-4707

HOLY ROSARY CHURCH

August 16/26

11: 00 AM



WELCOME