

Kitigan Zibi Anishinabeg General Election 2026:

Electoral Officer's Statement of the Votes Report

Kitigan Zibi Anishinabeg (073) Date of Election: August 15, 2026

To be completed by the Electoral Officer after the counting of the votes. The numbers on the Statement of the Votes submitted by Deputy Electoral Officers from other polling stations must be included in the numbers provided on this report. Ensure that the form is signed and witnessed.

Name of Candidate for Chief	Total Number of Votes:
Decontie, Faith	222
McGregor, Gordon	130
Whiteduck, Francine (Frances)	242
Whiteduck, Jean-Guy	283

Name of Candidate for Councilor	Total Votes Received
Brascoupe, Anthony	126
Clarke, Thomas	78
Commanda, Norman Jr.	274
Decontie, Amanda	103
Dube, Shawn	185
McGregor, Gordon	290
Meness, Frank	399
Mitchell, Candice	192
Mitchell, Natasha (Tash)	146
Mitchell, Ryan	104
Odjick, Kristy	257
Odjick, Ricky	162

Smith-Chabot, Mariah	137
Tenasco, Anita	385
Tenasco, Victoria	303
Tolley, Cassandra	114
Wawatie-Chabot, Dara	171
Whiteduck, Celine	472
Whiteduck, Gilbert W.	309
Whiteduck, Lionel	129
Whiteduck, Rae-Anna	217
Whiteduck-Ethier, Jeremy	57

Elected Candidates:

To the Office of Chief: Jean-Guy Whiteduck

To the Office of Councilor:

Name: Gordon McGregor

Name: Meness, Frank

Name: Tenasco, Victoria

Name: Tenasco, Anita

Name: Whiteduck, Celine

Name: Whiteduck, Gilbert W.

Statistical Data:

Number of spoiled ballots for chief: 15

Number of rejected ballots for chief: 76

Number of spoiled ballots for councilor: 11

Number of rejected ballots for councilor: 80

Number of Mail-in Ballot envelopes sent to voters pre-election, as per addresses obtained from KZA Registrar and as requested by Electors prior to August 4, 2026: 2331

Total Number of Mail in Ballots returned including those who voted in person (VIP) before polling Day: 452

Total Numbers of Voters on polling day: 474

Total Number of Ballots cast: 926 or 22.4 %

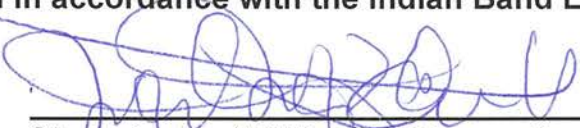
Total Number of Electors: 3713

Total KZA population: 4494

This count was diligently conducted in accordance with the Indian Band Election Regulations (IBER).



Signature of Electoral
Officer



Signature of Witness Present at count

Re-posted in KZA and printed on-line: Aug 19, 2026



KITIGAN ZIBI ANISHINABEG

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

Income Security Cheques for September 2026

**to be released on
Thursday August 27, 2026.**

PICK-UP HOURS

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

**Income Security cheques will be released for
1 DAY on Thursday August 27th, 2026.**

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

**IF YOU HAVE ACCEPTED A CONTRACT TO WORK OR ARE
WORKING YOU ARE REQUIRED TO INFORM THE INCOME
SECURITY OFFICER TO AVOID CLAWBACK OF INCOME SECURITY
MONIES ALREADY RECEIVED**

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

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



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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.



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5170 Fax: (819) 449-5673

August 2026

JOB OPPORTUNITY

Seasonal Guardian (1 Position)

LOCATION: Kitigan Zibi Anishinabeg Territory
WORK SCHEDULE: 40 hours per work week, Monday to Friday
(May be required to work overtime)
TERM: September to December
SALARY: Level 3 – Range 0 (24.96\$/h)

The Natural Resource and Wildlife Office (NRWO) is currently accepting applications for 1 Seasonal Guardian. The guardians will work both alone and in teams with the current Guardians and under the supervision of the NRWO manager and biologist.

The Guardian will be responsible for carrying out all duties related to the patrol, monitoring, research and data collection on annual priorities established by the Natural Resource and Wildlife Office to demonstrate a presence on traditional territory including lands and waters.

Mandatory requirements:

- Applicants must have at least a high school diploma. Any post-secondary studies related to forestry, natural resources, ecology, or biology is an asset.
- Applicants must have a valid driver's license.
- Applicants must be willing to work outdoors in difficult weather conditions (Heat, rain, blackflies, etc.)
- Good general health and physical fitness (must be able to walk long distances in the forest)

Recommended requirements:

- Technical experience in sampling, monitoring and research, which might include forestry and mining compliance, water monitoring, environmental contaminants, population studies;
- Knowledge of plant and wildlife species in KZA territory (Aki);
- Must be comfortable handling wildlife species;
- Knowledge and experience of variety of forestry operations (road construction, harvesting, silviculture, inventory, etc.);
- Knowledge using scientific equipment (radio-telemetry, secchi disc, etc).
- Use of a field GPS.
- Knowledge of GIS mapping.

Selection:

There will be no interview for these positions. A selection committee will be created for the selection process.

The following criteria will be taken into account:

Mandatory requirements.

Recommended requirements.

Attendance record from previous employment.

Prior work performance.

General good health. Selected workers must present a medical certificate of good health signed by their doctor or sign an attestation that they are physically fit to carry out physical work.

All KZA employees are obligated to sign a work Code of Ethics.

If you are interested in being considered for this position, and you meet the mandatory requirements, please submit a cover letter, up-dated resume, proof of education and driver's license. Please address application to

Janet Brascoupe to the Kitigan Zibi Band Office (819-449-5170) by Wednesday, August 26, 2026 at 4:00 p.m. Please place complete required documents in the black box outside the Band Office. Applications received after this date will not be considered.

If you have any questions, please call Jonathan Cote at (819) 449-5170 ext. 1801 or email Jonathan.cote@kza.qc.ca



KITIGAN ZIBI ADMINISTRATION
GUARDIAN - Seasonal
JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	(1) Guardian
Category	Technical
Sector	Community Services
Location	Forestry Natural Resources and Wildlife Office
Terms	Seasonal-20 weeks with possibility of extension
Hours	40 hours per week
Salary	Occasional overtime may be required
Immediate supervisor	Level 3 Range 0 Kitigan Zibi Anishinabeg Salary Scale (hourly)
Date of job description	Forester
	August 2026
JOB SUMMARY	
Under supervision of the Forester: • The Guardian is responsible for carrying out all duties related to the patrol, monitoring, research and data collection on annual priorities established by the Natural Resource and Wildlife Office to demonstrate a presence on traditional territory including lands and waters; • Integrate local and traditional knowledge to manage and steward lands and waters; • Aid in analyzing and use of data to recommend decisions to Forester/Chief and Council; • Carries out administrative duties related to the consultation/accommodations process; • Maintain and promote cultural presence and continuity; • Clerical support as required in the office.	

RESPONSIBILITIES	KEY DUTIES
Monitor, research and collect data on annual priorities	• Monitoring and research of climate change through industry approved and identified indicators; • Monitoring of forestry and mining activities within KZA traditional territory (Aki); • Study and analysis of species at risk within KZA traditional territory (Aki); • Ensure compliance of land and water use as well as environmental activities within KZA traditional territory (Aki); • Monitor illegal or any other activities that compromise planning and sustainability; • Collects data and delivers scientific presentations and workshops on the data collected; • Assists in defining, developing, implementing and monitoring projects;

	• Sets priorities and conducts ecological restoration work.
Analysis and use data collected to aid in informing natural resource management decisions.	• Provide recommendations on natural resource decisions; • Drafts and edits memos for approval; • Attends meetings with various levels of governments and/or agencies on natural resource issues; • Provides information to targeted KZA audiences on activities occurring within KZA traditional territory (Aki) and documents the comments.
Actively patrols, monitors and demonstrates a presence on the land.	• Identify different activities occurring within KZA Aki; • Identify sites of interest (illegal dumps, cultural sites, wildlife, rare habitats, etc.); • Builds relationships with other resource to educate the public and other agencies on the uses and enhance the understanding of key stewardship and management issues; • Preparatory work to advance and uphold KZA authority to steward lands and waters.
Provides ongoing technical assistance	• Analyze collected and technical data; • Prepares and presents scientific information to varied audiences; • Attends national, provincial and local meetings/conferences.
Aids in integration of local and traditional knowledge into stewardship of lands and waters (Aki)	• Maintains and promotes cultural continuity (knowledge transfers, etc.); • Organizes community-based activities which will promote local scientific capacity in KZA youth; • Organizes and participates in events and activities related to forestry and natural resources;
Logistical	• Purchase, maintenance of scientific and transportation equipment; • Aids in development of safety protocols; • Ensures all scientific and workplace protocols are strictly followed; • Record detailed meeting notes and briefing notes.

ACCOUNTABILITY	
	• Accountable to follow proper research methods; • Accountable to employer and funding agencies; • Accountable for proper care and maintenance of equipment; • Accountable to ensure operational requirements are met • Accountable to ensure carryout duties related to the job description • Accountable to remain current knowledge and expertise in the field; • Accountable to uphold KZA policies, Safety regulations, Privacy Laws and Code of Conduct.

WORKING RELATIONSHIPS	
Interpersonal relationships	• Establishes and maintains positive working relationships with coworkers, clients, community members and partners; • Exercise sound judgement; • Flexible; • Self-motivated and self reliant; • Effective communicator both verbally and in writing; • Strong interpersonal skills conducive to an office environment; • Service and goal oriented;
Leadership	• Strong stewardship ethics; • Ensures safety protocols are met; • Takes initiative for project development; • Ability to maintain confidentiality is required for this position.
Team work	• Works collaboratively as a team and independently as required; • Participates in meetings as required
Training	• Willing and ready to learn; • Be willing to take language, cultural, GIS and technical classes; • Attends professional development workshops • Transfer knowledge to community members and youth;

ENVIRONMENTAL FACTORS	
Deadlines	• Meets work objectives within established time frames; • Manages time effectively; • Manages and ensures projects and priorities are responded to on time.
Mental and physical effort	• Manages medium level stress and multi-tasks daily; • Physical stamina; • Lifts and maintains technical equipment 20 pounds plus.
Working conditions	• Local and longer-term travel; • Overnight travel; • Seasonal outdoors work on land and water; • Hours are flexible, possible overtime in summer.
Cultural competency	• Knowledge and awareness of KZA culture, practices, traditions and community; • Willing and ready to learn; • Knowledge of territory.

QUALIFICATIONS REQUIRED	
Experience and Education	• High School diploma required. • Technical experience in sampling, monitoring and research, which might include forestry and mining compliance, water monitoring, environmental contaminants, population studies; • Knowledge of plant and wildlife species in KZA territory (Aki); • Must be comfortable handling wildlife species;

	• Knowledge and experience of variety of forestry operations (road construction, harvesting, silviculture, inventory, etc.); • Knowledge of environmental and compliance monitoring; • Knowledge using scientific equipment (radio-telemetry, secchi disc, etc).
Core Competencies Skills and Knowledge	• Excellent competence in Global Positioning System GPS, navigation and mapping skills; • Strong research and analytical skills, detailed oriented; • Organized, able to keep clear and detailed log books; • Excellent oral, reading and writing skills in English; • French oral skills beneficial; • Standard office computer literacy, Word, excel, instant messaging and use of the Internet and ability to keep current on software usage; • Boating skills; • Able to effectively use technical equipment, such as transponder/receiver, tablets, etc.
Conditions of employment require the candidate to maintain these licences/certification throughout employment	• No Criminal conviction related to the field of work; • Valid Driver's License with no restrictions; Must be 21 years of age with three years of experience to be an insured driver with a band vehicle; (must maintain driver's licence throughout employment); • Must follow all safety precautions and protocols; • Must attain and maintain medical certificate of good health and ability to be fit for work; • Valid First Aid and CPR Training Certification or ability to undergo training within three months of being hired; • Legally able to work in Canada.
Assets	• Knowledge of Algonquin Language an asset



Un message en français suivra

Invitation to Participate in an Archaeological Field School for the Alto High-Speed Rail Project

Kwaï, K8e, Kwe, Kwei, Kuei, Shé:kon, Kwe', Qey, Bonjour, Hi,

Alto and Cadence are partnering with the Anishinabe Odjibikan Field school to invite interested individuals to participate in an Archaeological Field School in the **Ottawa region from September 21-25, 2026.**

This collaborative archaeological field school forms part of Alto and Cadence's ongoing efforts to build meaningful relationships with Indigenous communities in the potential project area.

The field school aims to foster engagement in the identification, understanding, and stewardship of archaeological resources while creating opportunities for Indigenous participation in archaeological fieldwork. Through hands-on learning alongside experienced Indigenous archaeologists, the program supports skill development, knowledge sharing, and collaborative approaches to future archaeological studies and excavations anticipated in 2027.

Please note that instruction and field activities will be conducted in English.

Participants

The archaeology field school is open to Indigenous communities within the Central Segment (Montréal to Ottawa) of the project. We are seeking a maximum **of 12 participants**, who will be supervised by **Indigenous archaeologists from Anishinabe Odjibikan Field School** and led by **Cadence's Senior Archaeologist**.

Participants **will be compensated** for the duration of the field school (35 hours). Meals, accommodation, and transportation will also be reimbursed.

Duration and Teaching Plan

In 2026, the Alto archaeological field school will be five days in length. Participants will receive:

- **1 day of interactive learning**, where students will be introduced to the cultural history of the region, basic principles of archaeology, methods and techniques of archaeological fieldwork (including tools, recording, photos, drawings, GPS, etc.), and health and safety practices in archaeological fieldwork.
- **3 days of fieldwork (Stage 2 Assessment)**, where participants will apply field techniques used to verify the presence of an archaeological sites, including test-pitting, troweling, sifting, technical drawing, stratigraphy recording, use of a level, photography, geo-referencing of units, and more.
- **1 day of laboratory work and collections visits**, where the students will learn the basics of artifact processing, identification, and recording.

Registration Form for the Archeological Field School in September 21-25, 2026, in the Ottawa region

If you have any questions, please contact **Stéphane Noël** (snoel@systra.com).

Please click on the link below to register. Kindly complete it by August 26th to confirm your registration.

→ **[Registration Form](#)**



Invitation à participer à une école de terrain en archéologie dans le cadre du projet de train à grande vitesse Alto

Kwaï, K8e, Kwe, Kwei, Kuei, Shé:kon, Kwe', Qey, Bonjour, Hi,

Alto et Cadence, en partenariat avec l'École de terrain Anishinabe Odjibikan, invitent les personnes intéressées à participer à une école de terrain en archéologie qui se tiendra dans la région d'Ottawa du **21 au 25 septembre 2026**.

Cette école de terrain collaborative s'inscrit dans les efforts continus d'Alto et de Cadence visant à développer des relations significatives avec les communautés autochtones situées dans la zone potentielle du projet.

L'école de terrain vise à favoriser l'identification, à la compréhension et à la gestion responsable des ressources archéologiques, tout en créant des occasions de participation autochtone aux travaux archéologiques. Grâce à un apprentissage pratique aux côtés d'archéologues autochtones expérimentés, le programme soutient le développement des compétences, le partage des connaissances et l'adoption d'approches collaboratives en vue des études et fouilles archéologiques prévues en 2027.

Veillez noter que toutes les activités de formation et de terrain seront offertes en anglais.

Participants

L'école de terrain en archéologie est ouverte aux communautés autochtones situées dans le **segment central du projet (Montréal à Ottawa)**. Nous recherchons un maximum de **12 participants**, qui seront encadrés par des archéologues autochtones de l'École de terrain Anishinabe Odjibikan et supervisés par l'archéologue principal de Cadence.

Les participants recevront une rémunération pour la durée de l'école de terrain (**35 heures**). Les repas, l'hébergement et les frais de déplacement seront également remboursés.

Durée et programme de formation

En 2026, l'école de terrain en archéologie d'Alto se déroulera sur une période de **cinq jours**. Les participants recevront :

- **1 journée d'apprentissage interactif**, au cours de laquelle les participants seront initiés à l'histoire culturelle de la région, aux principes fondamentaux de l'archéologie, aux méthodes et techniques de terrain (utilisation des outils, consignation des données, photographie, dessin, GPS, etc.), ainsi qu'aux pratiques de santé et de sécurité propres aux travaux archéologiques.
- **3 journées de travaux de terrain (évaluation de stade 2)**, durant lesquelles les participants mettront en pratique les techniques utilisées pour vérifier la présence de sites archéologiques, notamment les sondages, le travail à la truelle, le tamisage, le dessin technique, l'enregistrement stratigraphique, l'utilisation d'un niveau d'arpentage, la photographie, le géoréférencement des unités, et plus encore.
- **1 journée de travail en laboratoire et de visites de collections**, au cours de laquelle les participants apprendront les notions de base liées au traitement, à l'identification et à l'enregistrement des artefacts.

Formulaire d'inscription à l'école de terrain en archéologie du 21 au 25 septembre 2026 dans la région d'Ottawa

Si vous avez des questions, veuillez communiquer avec **Stéphane Noël** à l'adresse snoel@systra.com.

Veuillez cliquer sur le lien ci-dessous pour vous inscrire. Nous vous invitons à remplir le formulaire **au plus tard le 26 août 2026** afin de confirmer votre participation.

→ [**Formulaire d'inscription**](#)

Registration Form / Formulaire d'inscription

Archaeological Field School for the Alto Project - September 21-25, in the Ottawa Region / Stage de terrain en archéologie pour le Projet Alto - 21 au 25 septembre, dans la région d'Ottawa

Please leave at NRWO (Forestry Office) Attn: Corey Twenish

1. Last Name / Nom de famille

2. First Name / Prénom

3. Community / Communauté

4. Email Address / Courriel

5. Do you have any dietary restrictions or food allergies? / Avez-vous des restrictions ou allergies alimentaires?

Yes / Oui - No / Non

6. If you answered Yes, please specify / Si vous avez répondu oui, SVP spécifier

**7. Do you require any accessibility accommodations or mobility-related assistance? /
Avez-vous besoin d'aménagements pour l'accessibilité ou d'une assistance liée à la
mobilité?**

Yes / Oui - No / Non

8. If you answered Yes, please specify / Si vous avez répondu oui, SVP spécifier

**9. What method of transportation do you plan to use to travel from your community
to Ottawa, to attend the field school? / Quel moyen de transport prévoyez-vous
d'utiliser pour vous rendre de votre communauté à Ottawa afin de participer au
stage de terrain ?**

- ☐ Personal vehicle / Véhicule personnel
- ☐ Train
- ☐ Airplane (air travel must be approved in advance by Alto) / Avion (les voyages en avion doivent être approuvé au préalable par Alto)
- ☐ Other

10. Questions or comments / Questions ou commentaires

Kidà minwenindam kidji mawinzonan Mìnan?

Would you like to pick Blueberries?

The Land, Water and Animals Advisory Committee are heading out to pick blueberries.

You are all invited to join us to harvest some blueberries. We all will also be making blueberry jam after picking.

Come and meet us at the KZ Cabin on: Friday, August 21, 2026

We will be there for 10 am.

Let me know if you will need a ride, I will try to accommodate you.

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



Scavenger Hunt

the Land, Water and Animals Advisory Committee
invite you all for another Scavenger Hunt in our
Territory

Please Pack and bring with you:

- axe
- empty 4L water bottle
- Algonquin lexicon
- writing pad & pen
- Lunch
- toilet paper
- warm/dry clothes
- binoculars
- camera/cell phone
- empty metal coffee can or kettle

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!!

Àndapìch/when: Saturday, August 29, 2026

Taso-tibahiganek/time: 8:00 am

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

To sign up or 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



Community Hunt

Introducing a community hunt.

The Land, Water and Animals Advisory Committee are inviting community members of all ages to come and experience a hunting trip.

The goal is to supply Kiweda clients with fresh moose meat, to deliver meat to the seniors, and for a Community Feast.

It will also be a great experience for those that never hunted, to promote and revitalize one of many cultural activities and become familiar with KZ territory.

This hunting trip will include workshops during the day:

- The work with hide
- Hunting story-telling
- The uses of moose bones
- Tasting moose parts rarely eaten, tongue, nose, etc...
- Hunting guides will be on site to demonstrate good hunting skills and tips

This hunting trip will be near end of September or early October.

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



JOB OPPORTUNITY

Open until filled

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

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

PREAMBLE

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

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

Contact information:

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

Phone: 819-315-0667 ext. 1601

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

To the professional governing bodies (Ordres des 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, 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 ABCdair Growth & Development and Nutrition Voucher Incentive Program.

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

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

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

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

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



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

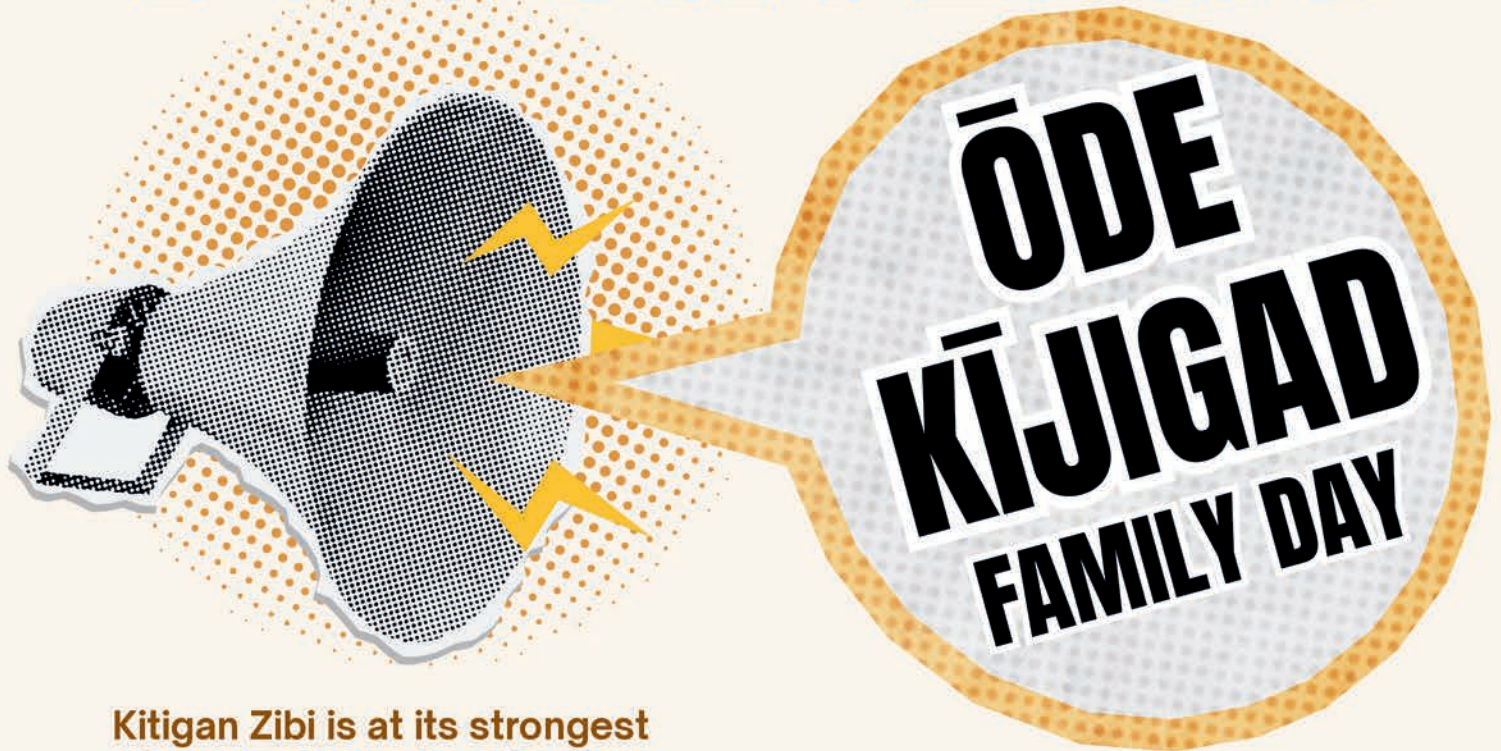
Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Manages medium to high-level stress and urgent situations. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Works mainly within indoor setting. ▪ Required to make 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.

×××× 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



NNADAP FAMILY MOVIE *Night*

**FRYBREAD
FACE AND ME**



**BRING YOUR OWN
CHAIRS OR
BLANKETS!**

**POPCORN, SNACKS
AND DRINKS
PROVIDED!**

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



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

KZHSS IS HOSTING A BIG COMMUNITY GIVEAWAY



USED ITEMS SUCH AS

- Furniture
- Clothing & Accessories
- Home items
- Decor
- Kitchenware
- ...and much more.

TUESDAY
AUGUST 25, 2026

9:00 AM – 3:00 PM

10 Kikinamage Mikan – old KZPD building

EVERYTHING IS FREE

ON A FIRST-COME, FIRST-SERVED BASIS





WE'RE HIRING!

KZHSS is looking for community members interested in short-term maintenance contracts. If you're looking for casual work and enjoy hands-on projects, we'd love to hear from you.

To express your interest, contact:

Bill Ottawa (Building Maintenance Technician)

☎ Phone: 819-449-5593 ext. 2300

✉ Email: Kzhss.maintenance@kza.qc.ca





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.



REGISTRATION FORM FOR SCHOOL SUPPLIES 2026-2027

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

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

If you wish to make an application:

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

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

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



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

In-School Program
Student School Supplies Application Form

(For registered Kitigan Zibi Anishinabeg students attending Provincial Schools)

Student's Name: _____

D.O.B.: _____

(DD/MM/YYYY)

Male ☐

Female ☐

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

Mother's Name: _____

Father's Name: _____

Home Address: _____

Telephone #: _____

Parent's Email: _____

Name of School: _____

Grade Level: _____

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

Parent's Signature

Date

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



BACK TO SCHOOL



**CLASSES START ON:
AUGUST 26**



CURRENTLY ACCEPTING REGISTRATIONS!



**OFFICE HOURS
8 AM - 4 PM
MONDAY - FRIDAY**

Due to roadwork, please expect delays in your child's regular bus pick-up and drop-off times. Migwech for your patience and understanding.

**WE ARE LOOKING FORWARD
TO SEEING EVERYONE BACK!**

QUESTIONS | 819-449-1275 | KITIGAN ZIBI KIKINAMADINAN

QUESTIONS | 819-449-2848 | PAKINAWATIK KIKINAMADINAN



YOU'RE INVITED TO ODEKAN HEADSTART'S OPEN HOUSE

When: Wednesday August 26, 2026

Time: 1:00-3:00pm

Where: 367 Paganakomin Mikan (Odekan Building)

**-Registrations available for the
Sagabigoni program 3-4 yrs old and
Caregiver's Afternoon Out
6 months-3 yrs old**

**-Door Prize
-Light refreshments
-Visit the Odekan Headstart**

***Program to start Monday
August 31st, 2026**

Any questions please contact Katrina Whiteduck at
819-449-2702 or email
katrina.whiteduck@kza.qc.ca

10th Anniversary of A National Celebration

THE TRAGICALLY HIP



Watch with us!

Saturday Aug 22nd at 7:00pm, the CBC and The Tragically Hip present 'The Tragically Hip: A National Celebration' re-broadcast of their final show.

We will be having an outdoor viewing at 32 Kichi Mikan (The Mix) starting at 6:30pm. Bring a chair or blanket to sit on. We have some drinks and snacks.

If you need more information, you can contact Cory Whiteduck at 819-441-4806

Open to anyone who wants to relive that magical night!





Clara D's Pizza

MADE WITH LOVE · DELICIOUS FOOD

819-441-5097

Takeout & Delivery

Claradecontie@yahoo.com

PIZZA

Pepperoni & Cheese

Personal	\$13	XL
Small	\$15	XXL
Medium	\$18	
Large	\$25	

All Dressed

Personal	\$14	XL
Small	\$16	XXL
Medium	\$23	
Large	\$28	

Meat Lover's

Personal	\$15	XL
Small	\$19	XXL
Medium	\$25	
Large	\$32	

Meat Lover's All Dressed

Personal	\$16	XL
Small	\$20	XXL
Medium	\$26	
Large	\$33	

MORE PIZZA

BBQ Chicken with balsamic glaze

\$33	Personal	\$15	XL
\$35	Small	\$20	XXL
	Medium	\$26	
	Large	\$33	

Mexican

\$34	<i>Choice of beef or chicken</i>		
\$36	Personal	\$17	XL
	Small	\$21	XXL
	Medium	\$27	
	Large	\$34	

Fully Loaded

\$37	Personal	\$18	XL
\$39	Small	\$22	XXL
	Medium	\$28	
	Large	\$36	

WINGS

\$38	6 pieces	\$12
\$40	12 pieces	\$24

Sauces

BBQ · Honey Garlic · Red Hot · Hot Honey BBQ · Lemon
Pepper · Garlic Parmesan

OTHER

Hamburger	\$6
Cheeseburger	\$8
Italian Sausage	\$9

DRINKS

Water	\$2
Pop	\$4

Prices subject to change · Call ahead for delivery availability · Made by Akobi Diabo