



KITIGAN ZIBI ANISHINABEG

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

FINAL NOTICE of EXTENSION WATER AND SEWER INSURANCE

Payments are now being accepted for the Water and Sewer Insurance years 2026-2027, **extension deadline, due on or before September 18, 2026.**

No exceptions beyond this date.

The coverage period is from September 1, 2026, to August 31, 2027.

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

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

Rates for this year are as follows:

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

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

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



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Reminder to payment holders:

1. For employees, arrangements must be entirely paid no later than September 29, 2026, to ensure coverage.
2. For persons in receipt of Income Security or OAS, the maximum amount of 6 monthly installments, ending no later than January 29, 2027.

The following are various methods to make payment:

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

Meegwech for your attention and cooperation.

KZA Community Services





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NOTICE OF ADDITIONS TO THE KZA MEMBERSHIP LIST

Kwey Kakina,

The Lands, Membership and Estates Department is providing notice to Kitigan Zibi Anishinabeg community members of recent additions to the KZA Membership List.

Indigenous Services Canada (ISC) determines an individual's eligibility and entitlement to registration under the Indian Act. Kitigan Zibi Anishinabeg does not make this determination.

Band Change Reports are required to be posted in a location accessible to community members for a period of **three years**. These reports are posted at the front entrance of the Band Office and are linked to the three-year protest period. During this period, an individual or Council may lodge a protest regarding a decision to add, delete or omit an individual from the Band List if they have relevant or valid information that may affect the Minister's decision.

These notices are also being included in the community flyer to increase community awareness of recent additions to the KZA Membership List and to inform members with new additions to our community.

Migwetch,

Nick Ottawa
Angel Odjick
Bob Decontie
Peggy Commonda



Indian Registration System

Band Change Report

Protected A

Runtime : 09/15/2026 @ 9:55

For 2026/08

073 - Kitigan Zibi Anishinabeg

Responsibility Center: 301 - QUEBEC REGIONAL OFFICE

Surname	Given Name	Event Type	Recorded Date	Increase	Decrease
ANDERSON JR	ISAAC CRAIG	Addition - First Generation	2026/08/11	X	
ARDIES	ANNIE MARIE	Addition - First Generation	2026/08/11	X	
ARDIES	JOAN BARBARA	Addition - First Generation	2026/08/11	X	
ARDIES	JOYCE EVELYN	Addition - First Generation	2026/08/24	X	
ARDIES-DIONNE	ZACHARY ANDREW	Addition - First Generation	2026/08/24	X	
BUTINEAU	QUINN KENNEDY CONNOR	Addition - First Generation	2026/08/25	X	
CLÉROUX	CAROLINE MARIE AUGUSTINE	Addition - First Generation	2026/08/05	X	
DAIL	MELISSA LOUISE	Addition - First Generation	2026/08/11	X	
DECONTIE	SHELDON LUC DAVIS	Addition - First Generation	2026/08/28	X	
GRIEVES	HUNTER RANDY CHARLES	Confirmed death	2026/08/27		X
KORNEGAY	LINDSAY KATHERINE	Addition - First Generation	2026/08/11	X	
LABORDE	JUVANTÉ DALESON	Addition - First Generation	2026/08/13	X	
LAFOND	JEANNINE MARIE CÉCILE	Addition - First Generation	2026/08/11	X	
LARIVIÈRE	JANET BEATRICE	Addition - First Generation	2026/08/05	X	
MATHURIN	ALEXIS JOSEPH THOMAS	Birth - Prior to Current Year	2026/08/04	X	
	HUGHES				
MATHURIN	KÉLIANE LAMOUREUX	Birth - Prior to Current Year	2026/08/04	X	
MAYER	JEAN CLAUDE	Confirmed death	2026/08/27		X
WAWATIE	MILAYNA KIZIS	Addition - First Generation	2026/08/03	X	
WAWATIE-TREMBLAY	MILEAH-KONABUYN	Addition - First Generation	2026/08/03	X	
WHITEDUCK	ROWYN GARFIELD OMINIK	Addition - First Generation	2026/08/20	X	
WHITEDUCK	RUBYN LLOYD WASHÈGAM	Addition - First Generation	2026/08/20	X	
WILLIAMS-ARDIES	ANDREW PHILIP	Addition - First Generation	2026/08/11	X	
WILSON	ETHAN NICHOLAS	Addition - First Generation	2026/08/18	X	

Total Population Before: 4,494

Total Population After: 4,513



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September 11, 2026

JOB OPPORTUNITY – 1st Posting

POSITION:	Human Resources Assistant
LOCATION:	Human Resources Department (315 Fafard Street)
WORK SCHEDULE:	35 hours per work week, Monday to Friday
TERM:	Indeterminate
SALARY:	Level 5 of the KZA salary scale
DEADLINE:	September 25, 2026, at 11:00 a.m.

SUMMARY:

Under the guidance of the Human Resources Advisor, the Human Resources Assistant is responsible for preparing documentation and information packages related to employee benefit enrollment, group insurance applications, and worker's compensation (CNESST). This role provides clerical and administrative support to the HR Advisor, including tasks such as filing, photocopying, scanning, and data entry into reporting templates.

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, a criminal verification and any additional documentation that supports your qualifications and demonstrates 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 **September 25, 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

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted. The selection process is intended to recruit the most suitable and competent employee who can best serve the interests of KZA as well as provide quality services to its members.



Kitigan Zibi Anishinabeg Human Resources Assistant Job Description

GENERAL INFORMATION	
Job Title	Human Resources Assistant
Category	Administration
Sector	Corporate Services
Location	Human Resources Department
Hours	Monday-Friday, (35 hours)
Salary	Level 5 of the KZA salary scale
Immediate supervisor	Human Resource Advisor
Date of job description	September 2026
JOB SUMMARY	
Under the guidance of the Human Resources Advisor, the Human Resources Assistant is responsible for preparing documentation and information packages related to employee benefit enrollment, group insurance applications, and worker's compensation (CNESST). This role provides clerical and administrative support to the HR Advisor, including tasks such as filing, photocopying, scanning, and data entry into reporting templates.	

RESPONSIBILITIES	KEY DUTIES
Provides administrative and clerical support to the HR Advisor	- Provide day-to-day administrative support to the HR Advisor; - Maintains accurate and confidential employee personnel files and HR records; - Enter and update employee information using MS Office and databases; - Assists with preparation and maintenance of HR forms, correspondence, reports, spreadsheets, and tracking documents; - Ensure HR records are organized, current, and properly filed; - Perform other related HR administrative duties as assigned by the HR Advisor.
Staffing and Recruitment	- Assists the HR Advisor with advertising job vacancies using internal and external methods; - Assists in responding to general inquiries regarding job postings;

Staffing and Recruitment	• Receive, organize, and track applications; • Assists in the preparation of documentation and correspondence related to staffing positions; • Prepare interview materials, scoring sheets, and other recruitment documents at the request of the HR advisor; • Prepare onboarding packages and required employment documentation.
Leave and Attendance Administration	• Receive and process employee leave requests and supporting documentation. • Maintain vacation, sick leave, personal leave, bereavement, and other leave records. • Update leave tracking spreadsheets; • Monitor leave balances and bring discrepancies or concerns to the attention of the HR Advisor; • Assist with maintaining attendance records and reports.
Payroll and Benefits Support	• Provide payroll-related information and documentation to the appropriate personnel; • Assist with tracking employee changes affecting payroll, such as new hires, terminations, status changes, and approved leave; • Assist employees with general questions regarding benefits and direct complex matters to the HR Advisor or appropriate provider; • Maintain benefit enrollment and employee documentation as required.
Training and Compliance Administration	• Maintain employee training and certification records. • Track mandatory training requirements and renewal dates. • Assist with scheduling training sessions and communicating training requirements to employees. • Maintain documentation related to HR policies and compliance initiatives.

ACCOUNTABILITY
• Accountable for providing HR support to HR Advisor and the CEO; • Accountable for the upholding employee code of ethics and code of conduct; • Accountable for maintaining client confidentiality and upholding privacy laws; • Responsible for following established HR policies, procedures, and administrative processes; • Escalates complex, sensitive, or potentially contentious matters to the HR Advisor; • Accountable for maintaining regular and reliable attendance and meeting the scheduled hours of work; • Demonstrates dependability in completing assigned responsibilities.

WORKING RELATIONSHIPS	
Interpersonal relationships	• Maintain appropriate professional boundaries in all interactions and contribute to a respectful and positive workplace environment; • Demonstrate tact, discretion, and professionalism when dealing with confidential or sensitive employee information; • Work collaboratively with the HR Advisor and other sectors to support HR processes, and administrative requirements.
Leadership	• Demonstrate willingness to learn and develop knowledge of HR policies, procedures, systems, and best practices; • Does not have direct supervisory authority over employees but may provide administrative coordination and guidance on established HR processes as directed by the HR Advisor.
Teamwork	• Contribute positively to teamwork and maintain respectful working relationships with employees, coordinators/supervisors, Directors and the Chief Executive officer.
External communications	• Excellent communication skills required to communicate with the general public, clients, external agencies and employees in English.
Training	• May be required to take training as requested.

ENVIRONMENTAL FACTORS	
Deadlines	• Strong organizational and time management skills required to deal with multiple sector requests and concurrent demands on a daily basis; • Must remain diligent in job posting closing dates.
Mental and physical effort	• Office environment which requires extended periods of viewing computer screen, sitting at a desk and long periods of concentration; • Ability to multi-task in a highly demanding work environment with frequent interruptions; • Ability to deal with highly emotionally charged situations with diplomacy; • Medium to high stress level.
Working conditions	• Fast paced environment; • Ability to prioritize tasks based on need; • Regular and reliable attendance is an essential requirement of the position.

ESSENTIAL QUALIFICATIONS REQUIRED	
Education and experience	• College diploma in Human Resources Management, Business Administration, Office Administration, Management, or a related field; OR • Secondary school diploma with a minimum of three (3) years of experience in human resources;

	• Experience maintaining confidential records and handling sensitive information; • Experience with data entry, record keeping, scheduling, correspondence, and administrative support.
Skills and knowledge	• General knowledge of Federal and Provincial Labour Standards; • General knowledge of the Canada Labour Code, legislation related to occupational health and safety standards, and Privacy Act; • Oral and written communication skills in English essential; • Standard office computer literacy, MS Teams, and use of the Internet and software for reporting; • Knowledge of change management.
Conditions of Employment	• Police Reference check is required for the position and ability to maintain throughout employment; • Must not possess any criminal convictions related to the field; • Legally able to work in Canada.
Assets	• Knowledge of Algonquin language and Culture; • Ability to communicate in French is an asset.



Land use consultation

On a fish farm project by SAMONIX Inc.

WHEN: Monday September 21st, 2026

TIME: 5:30 pm - 8:00 pm

WHERE: Cultural Center KZA



DINER SERVED TO PARTICIPANTS

By Natural Ressources Wildlife Office and
Land Water Animal Advisory Committee





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P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5270 Fax: (819) 449-5673

Attention: Kitigan Zibi Community

Please be advised that there are significant forestry hauling activities on Lepine/ Clova Road up to kilometer 22, just passed the community cabin.

Please use caution when travelling the roads.

If possible, please travel with a CB radio

Meegwetch,
KZA Forestry office

Fall Pontoon Ride for KZ Seniors at Big Cedar Lake

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

Màdji àndàden anìbìshan. Àjaye kìgàd/The leaves are starting to change color. Pretty soon.

When: As soon as the leaves show their pretty colors

WHERE: BIG CEDAR LAKE

Time: 11:00 am at Landing

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

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

Stay Tuned for Date



For further information, feel free to contact LWAAC Coordinator at 819-449-5170 or 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 or those that cannot hunt, 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 storytelling
- 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 is set for:

Departure: Wednesday, September 30, 2026

Return to KZ: Monday, October 4, 2026

Stay tuned for the next flyer for more information on what will be needed.

To register or for further information, feel free to contact Mariette Buckshot at

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



Kà-Nàgadawenindamodjig Akì, Nibì ashidj Awesinzag
Land, Water and Animals Advisory Committee
313 Fafard St. Maniwaki Quebec, J9E-3B1
819-449-5170 ext: 1850

September 14, 2026

With Hunting season beginning, The Land, Water and Animals Advisory Committee strongly recommend not to dispose of moose parts and hides, blatantly within our community and near residents' homes. The recommendation is to donate what is not going to be used or disposed of far from homes.

Concerns were raised by community members last year of disposed moose parts near homes.

For the safety of family members, children, family pets and farm animals and due to a growing population of coyotes, wolves and an introduction to mix coyotes/wolves, we must be careful when disposing of moose parts, especially near homes.

The practice of harvesting moose is to use all of the moose. Meat to feed families and friends, fur and hide to make into clothing and footwear, bones for good bone soups and toys/games.

The Land, Water and Animals Advisory Committee would like to recommend donating any unused moose meat and parts. We have Tammy Cote that works with hide and fur, artisans such the Cayer and Tolley families, Grace Ratt accepts donations of moose bones. Donations of extra meat to the elderly, Kiweda group Home or to those that would like to have moose meat but cannot hunt anymore.

If you are not sure who to contact to make donations, or need information, feel free to contact the Land, Water and Animals Advisory Committee Coordinator, Mariette Buckshot at:

819-449-5170 ext: 1850

Or

LWAAC.Coordinator@kza.qc.ca



Kà-Nàgadawenindamodjig Akì, Nibì ashidj Awesìnzag
Land, Water and Animals Advisory Committee
313 Fafard St. Maniwaki Quebec, J9E-3B1
819-449-5170 ext: 1850

September 2, 2026

The Land, Water and Animals Advisory Committee would like to share a note to KZ Community members.

Hunting season has begun and LWAAC would like to send a message for hunters.

In 2020, there was moose moratorium. The population of the moose was on a decline and during this time, studies were done, tracking the moose, reasons for the decline in population and so on.

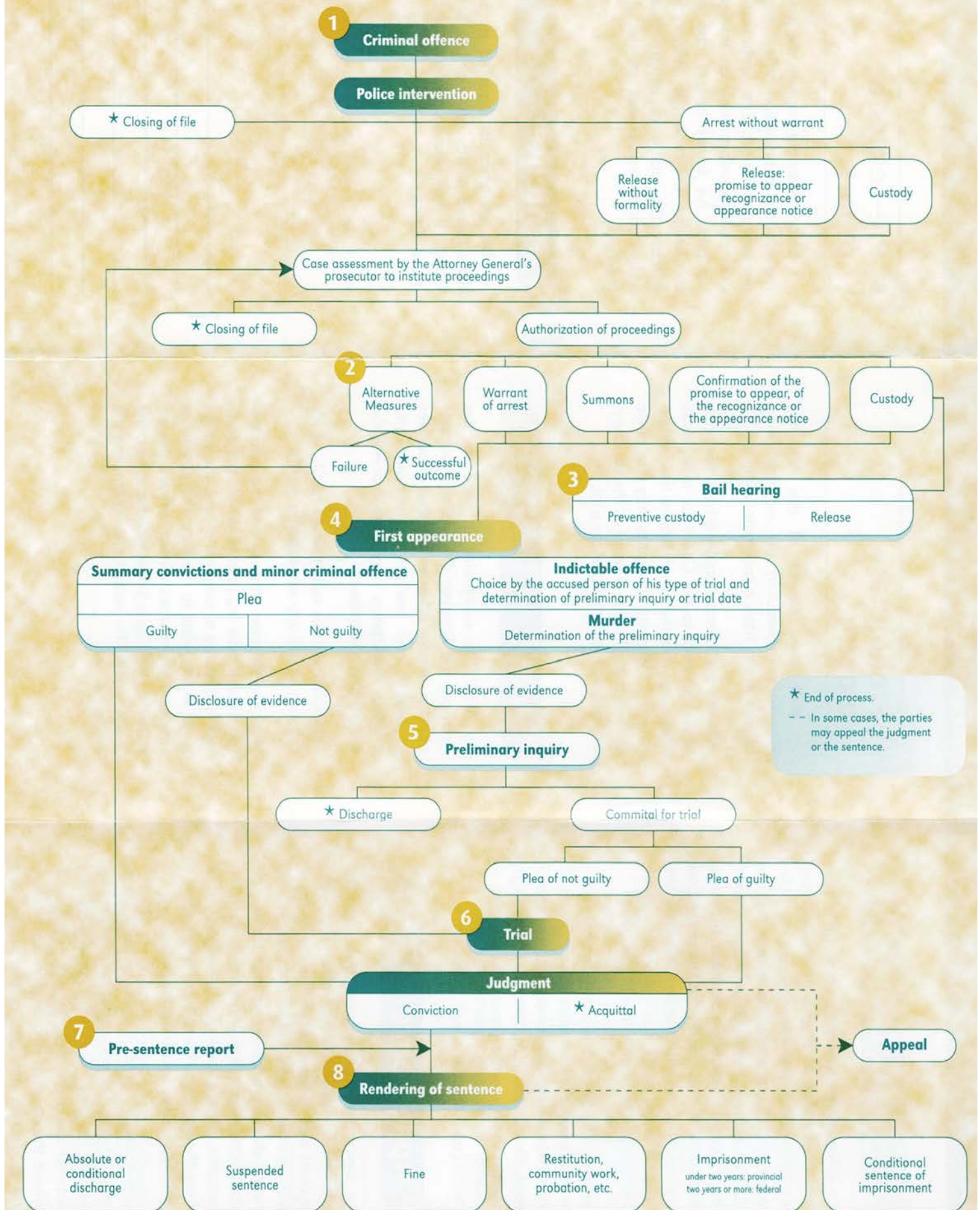
Our message for hunters;

Preservation and sustainability: in efforts of preserving a traditional source of protein that is part our diets, we recommend harvesting 2- to 3-year-old males. Give the calves a chance to grow and the females for the reproduction and the sustainability of the population of the moose for future generations. To harvest just enough to feed your family. Make any donations of the harvest to elderly or those that can not hunt, also artisans such as Tammy Cote who works on hides. When harvesting moose, we encourage you to harvest in the Fall.

Protection of our Rights: our rights to hunt, fish and occupy our territory and to continue living our traditional ways of life on our territory. The abuse of our rights may determine and affect our future of occupying the territory and harvesting for our survival and sustainability. In recent years, some community members are seen bringing non-natives hunting and fishing, harvesting to sell for profit, which is illegal but it has happened, harvesting moose but only taking certain meat then leaving the rest of the moose behind, also conversations overheard such as "summer calves are so delicious", which is disheartening, along with conversations of poaching activity.

The Land, Water and Animals Advisory Committee would like to ask you all, if you see any illegal hunting, fishing and over harvesting of traditional plants that are on a "Species at Risk" like the wild garlic within our territory, we ask to report to LWAAC or game warden. If you do not want to be named, this can be done anonymously. If possible, all we ask for is vehicle plates, photos and the possible illegal activity.

Adult criminal judicial process





JOB OPPORTUNITY **2nd Posting**

September 17, 2026

POSITION:	Executive Assistant
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 5 (Range negotiable)
DUE DATE:	October 2, 2026

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

PREAMBLE

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

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department by **October 2, 2026 at 11:00 AM (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601 **Fax:** 819-315-0666
Location: 315 Fafard Street, Maniwaki, QC J9E 3B4

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Executive Assistant

Job Description

GENERAL INFORMATION

Job Title : Executive Assistant
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamag Mikan)
Terms : Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 5 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: July 2026

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

Executive Administration & Leadership Support

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

Governance & Operational Coordination

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

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

Financial & Administrative Services

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

Human Resources & Program Support

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

KNOWLEDGE AND SKILLS

- Knowledge of office administration principles, practices and procedures.
- Effective communication, interpersonal and client service skills, including professional telephone etiquette.
- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- Knowledge of applicable privacy legislation, confidentiality requirements and records management practices.
- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

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

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

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

Open until filled

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

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

PREAMBLE

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

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

Contact information:

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

Phone: 819-315-0667 ext. 1601

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q - *Protocole d'immunisation du Quebec*) and database reporting systems; (e.g. SI-PMI - *système d'information en protection des maladies infectieuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

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

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



JOB OPPORTUNITY

(OPEN TO UNTIL FILLED)

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

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

PREAMBLE

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

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

Contact information:

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

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



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse (Maternal and Child Health) Job Description

GENERAL INFORMATION

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

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

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

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

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



Kwey Kitigan Zibi



It gives me great pleasure to announce to our community that I am now working for KZHSS as the **Crisis Response Coordinator**.

I have taken a one-year sabbatical from my previous role with the Kitigan Zibi Police Service.

I will be working in my new role as Kitigan Zibi's Crisis Response Coordinator until September 2027.

I look forward to continuing to serve our community in this new capacity.

Keep an eye out for upcoming flyers and updates about this program!

**Migwetch,
Lisa Commanda**

I can be reached Monday-Friday

 **819-449-5593**

 **lisa.commanda@kza.qc.ca**

In case of an emergency, please call

 **819-449-5037**





Kwey Kitigan Zibi Anishinabeg!

I'm happy to announce that I've been hired as the **Community Food Systems Coordinator**. I'm incredibly grateful for this opportunity and eager to take on this new role. I look forward to contributing to work that is meaningful to me and supports the well-being of our community, particularly in the areas of food security and food sovereignty.



Please stay tuned for more information as it develops!

**Migwech,
Laurie Decontie**

☎ 819-449-2323 Ext. 2815

✉ Laurie.decontie@kza.qc.ca





Kwey Kitigan Zibi,

Tash Mitchell nindijinakaz. I am excited to introduce myself as your new **Community Elders Wellness Worker**.

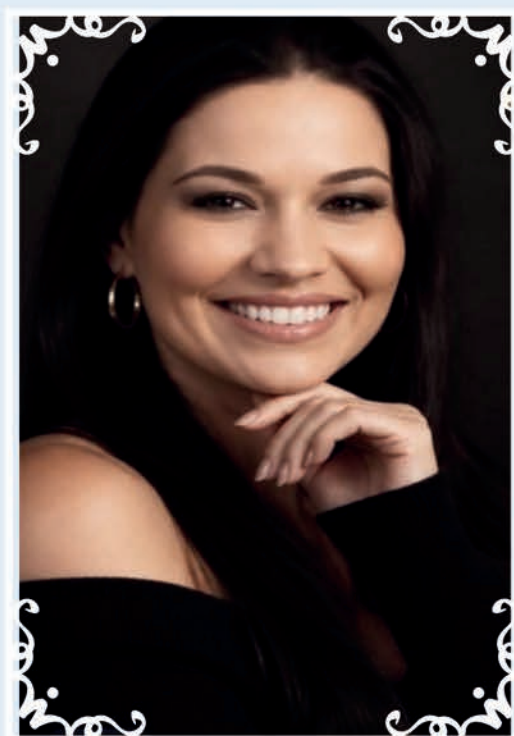
I will be based at the Community Hall (314 Rue Principale). In this role, I will organize Endong Program and Kiweda activities for seniors aged 55+, perform wellness checks for seniors in the community, and visit residents at the new hospital expansion.

I look forward to using my experience to deliver meaningful programming that supports seniors' quality of life and advocates for their well-being.

Tash Mitchell

 819-449-5593

 Natasha.Mitchell@kza.qc.ca





First Nations Child and Family Services
and Jordan's Principle Settlement

Information Session

Claims Helpers are available to help you complete your Claim for compensation.

Details:

Date:

Time:

Location:

To learn more about the Settlement, visit www.FNChildClaims.ca.

Call the Administrator at **1-833-852-0755** (toll free). Choose your language and then press 2 to speak with a Claims Helper. Une assistance en français est disponible.

Do you require accessibility accommodation?

Please submit a request to Accessibility@FNChildClaims.ca.

THURSDAY NIGHT VOLLEYBALL

@ KZ SCHOOL GYM
41 KIKINAMAGE MIKAN
FOR AGES 16+

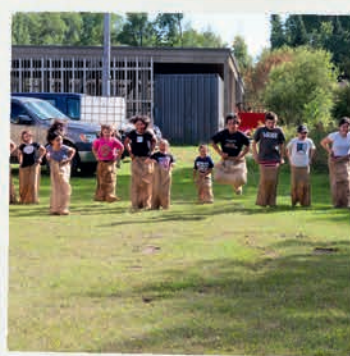
DRINKS & SNACKS
PROVIDED

6:00-8:00PM

For more information, please contact
Colten & Kane: 819-449-2323
EXT: 2811/2812



MĪGWETCH KZA!



More than 350 community members came out for KZHSS Family Day, and we want to say a huge mĭgwetch to everyone who helped make the day such a success.

When we started planning Family Day, what we wanted most was simple: community. We wanted everyone to come together, visit, share a meal, laugh, play and enjoy the day together.

We also wanted to bring back some of the old games and activities that community members remembered and had been asking for. It was wonderful to see them come to life again and to see children, adults and Elders all taking part.

Most of all, Family Day was made possible by people who showed up and pitched in. Whether you volunteered your time, shared your talents, provided food or services, helped with an activity, or simply came out and participated, you were part of what made the day special.



MIGWETCH TO OUR VOLUNTEERS

Alexis Odjick
Amanda Decontie
Andre Racine
Bill Ottawa
Candice Mitchell
Celine Whiteduck
Charlotte Commonda
Colten Jerome
Darren McGregor
Drew McDougall
Eddy Cote
Emery Racine
Flo Cote
Frank Cote
Freeda Cote
George Miller
Gilbert Whiteduck
Hunter Dewache
Jamie Commonda
Jean-Guy Whiteduck

Jeremiah Wawatie
Jerry Miljour
Johnny Dewache
Julianne Dumont
Julie Gagnon
Kane Dumont
Laurie Decontie
Margaret Kost
Mercedes Cote
Monica Cote
Pauline Whiteduck
Robert Fortin
Sandra Ann Tenasco
Sasha McGregor
Shannon Whiteduck-Odjick
Sophia Dumont
Soriyah Thusky-Decontie
SoSo Commonda
Winona Tenasco





MĪGWETCH TO OUR VENDORS & CONTRIBUTORS

Kaleb Rodgers
Keesha Chief
Migwuhn Twenish
KZ Sound
KZ Freshmart
KZPS

FunnyBoom
Kristina Decontie
Capital Drone Show
Aura's Ice Cream
The Sip Side
CKWE

Family Day reminded us how good it feels to gather as a community: good food, old games, laughter, volunteering, visiting and generations spending time together. If we missed mentioning anyone by name, please accept our sincere apologies, we truly recognize and appreciate all the hard work and support that went into making the day a success.

MĪgwetch, KZA, for making Family Day a day of community.





ON-CALL JAILORS WANTED

Kitigan Zibi Police Service (KZPS)
is looking for dependable individuals who may
be interested in working as on-call Jailors



POSITION TYPE

Casual, on-call position
with no guaranteed
hours



SHIFTS MAY INCLUDE

Evenings, overnight hours
and weekends, depending
on operational needs



RATES OF PAY

\$20.00/hours - Regular hours
\$25.00/hours - Overnight Shifts

We are looking for individuals who are:



Reliable and professional



Able to maintain strict
confidentiality



Available for occasional
evening, overnight and/or
weekends



Able to successfully pass a
criminal record verification

Interested?

Please contact us at

819-449-6078

You do not need to be available for
every type of shift. When contacting
us, please let us know your general
availability and any restrictions you
may have.



All individuals considered for on-call jailor duties
will be required to successfully complete a
criminal record verification.

Kakone Kìzis Grammar Contest

Complete the crossword puzzle below and email it to odaminowin2021@gmail.com or drop it off at the Cultural Center before September 28.

In Anishinàbemowin you can transform a noun into a place or location by adding the locative ending. These are: ng, ing, eng, ong or ang,



Random Draw Prize
\$100 KZ GAS Gift Card

Across

- 2. in, at, to the bush
- 6. in, at, to Ottawa
- 7. in, at, to the water
- 9. in, at, to the school
- 10. in, at, to the store
- 11. in, at, to the hospital
- 12. in, at, to the back

Down

- 1. in, at, to the lake
- 3. in, at, to the grocery store
- 4. in, at, to the town
- 5. in, at, to the restaurant
- 8. in, at, to the outside

Add a locative ending to these nouns.

sagihigan	Ottawa	agwadjihì	nopimi
ishkweya	kikinàmàdinàn	mìdjim-gamig	nibì
akozi-gamig	odenaw	wìsini-gamig	akozi-gamig

HOLY ROSARY CHURCH

SEPTEMBER 20 /26

11: 00 AM



WELCOME

Mass for: Michael & Jacqueline Dumont from their daughter Claudette.

Louise & Francois Lacroix from Rachel.

Deceased friends & family from Clarie.

All Souls in Puratory from Paquerette.