



KITIGAN ZIBI ANISHINABEG

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

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





Progress Update on the First Nations Drinking Water Settlement September 2026

Introduction

We are sharing an update on Individual Damages and Specified Injuries claim processing. Below you'll find the latest information on claim processing, what to expect next, and where to get support if you need it.

Individual Damages payments: nearly complete

As of July 2026, more than 90% of Individual Damages claims have been processed, and approximately 89% of eligible claimants have received payment.

For most of the remaining claims in process, we are waiting for additional information from claimants. If you received a request for missing information, please send it before your deadline. Claims may be cancelled if the required information is not received on time. If you are unsure what is needed, please contact the Administrator.

Specified Injuries compensation coming soon

Compensation for Specified Injuries claims will be distributed in late 2026. As outlined in the Settlement Agreement, Eligible Class Members will each receive a proportional share of the fixed \$50 million Specified Injuries Compensation Fund.

The \$50 million fund has accrued interest over time and will be added to the fund. If there is a surplus after all Individual Damages claims have been paid, it will also be added to the Specified Injuries Compensation Fund and distributed among Eligible Specified Injury Class Members.

Of the nearly 220,000 claims submitted for this Settlement, over 30%, or approximately 70,000 claims, reported that they experienced Harm and included a claim for Specified Injuries. Many Eligible Class Members reported experiencing more than one type of Specified Injury Harm related to long-term drinking water advisories, resulting in approximately 150,000 total individual Harms being claimed.

Current status of Specified Injuries claims

Approximately half of all Specified Injuries claims have been processed. More than 95% of these have been approved. The Administrator began sending out Eligibility Letters for Specified Injuries claims in late 2025 and will continue until all of these claims have been assessed.

What happens next?

Once eligibility has been determined for all Specified Injuries claims and any appeals resolved by the Third-Party Assessor, the Administrator will, in accordance with the Settlement Agreement, calculate:

- The total amount in the Specified Injuries Compensation Fund with accrued interest and any surplus funds remaining after all Individual Damages claims have been paid,
- The total number and value of all approved Specified Injuries claims, and
- The Specified Injuries payment amount each approved claimant will receive.



Progress Update on the First Nations Drinking Water Settlement - September 2026

The Administrator expects to begin issuing Specified Injuries payments in late 2026. The payment letter will confirm the Specified Injuries approved for compensation and the amount you will receive. Your compensation amount will be calculated based on the total number of eligible claims, the type of Harm(s) you experienced, the level of Harm, and the amount available in the Specified Injuries Compensation Fund.

If you requested payment by cheque, it will be enclosed with your Specified Injuries Payment Letter. Direct deposits will be issued within three business days of the date on your Specified Injuries Payment Letter.

If you believe there was an error in how your Specified Injuries compensation payment was calculated, you will have 60 days from the date on your Specified Injuries Payment Letter to submit an appeal.

Contacting the Administrator

Claimants are encouraged to contact the Administrator if they have any questions. Please note that at certain times we experience a high volume of calls to our Contact Centre. We answer each call as quickly as possible, and we appreciate your patience. Alternatively, you may wish to submit your question via email, and you will receive an email acknowledgement immediately and a response to your enquiry as soon as possible.

If you have questions or need help, please contact us:

Email: FirstNationsWater@deloitte.ca

Phone: 1-833-252-4220

Hours: Monday to Friday 9 am to 5 pm EST, except statutory holidays

If you need emotional support, please contact the Hope for Wellness Helpline. Call 1-855-242-3310 or visit www.HopeForWellness.ca.

KITIGAN ZIBI/ABL MEMBERS

BUILD YOUR FUTURE ONE SKILL AT A TIME

Registration deadline: October 2th 2026

DEP-CARPENTRY COURSE (1350HRS)

Admission Requirements

Applicants must meet one of the following:

- Secondary School Diploma (or equivalent), or a postsecondary diploma.
- Age 16+ with Secondary IV credits in language, second language, and math (or equivalent).
- Age 18+ and pass the General Development Test (GDT) and any required assessments.
- Secondary III credits in language, second language, and math, with missing Secondary IV courses completed concurrently.

Program Prerequisite

- English: ENG-3101-1 and ENG-3102-2 (or ENG-3070-3)
- No second language or math prerequisite.

Required Documents

- Birth Certificate
- Transcript or Report Card
- Status cards (ID)



WE ARE CURRENTLY RECRUITING FOR AN UPCOMING DEP CARPENTRY TRAINING PROGRAM STARTING IN JANUARY, 2026. PRIORITY CONSIDERATION WILL BE GIVEN TO INDIVIDUALS WHO ARE REGISTERED WITH ABL OR KZA.

This training offers an opportunity to develop practical skills in carpentry and pursue employment in construction and related trades.

Christine Poucachiche, wdlo-barrierelake@cdrhpnq.qc.ca
Janet Brascoupe, janet.brascoupe@kza.qc.ca



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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.



Pre-Employment Workshops

Skills Today. Brighter Tomorrows.

EDUCATION
TRAINING
EMPLOYMENT
OPPORTUNITY
INDEPENDENCE

**YOU MUST BE ON
SOCIAL ASSISTANCE
TO BE ELIGIBLE.**

The Pre-Employment program is designed to help you move forward. Through these workshops, you will receive guidance, tools and resources to:



Help you complete and further education.



Provide job training.



Help with job search.



Assist with eliminating barriers to employment.

UPCOMING WORKSHOP DATES



Monday, September 14, 2026



Monday, October 5, 2026



Monday, November 9, 2026



Monday, December 7, 2026



Time: 9:00 a.m.



Location:
KZA Community Services
Boardroom

*Take the next step
towards your goals!*



For more information, please contact:
Pre-Employment Services Counselor
Jerrie Lea Printup
819-449-5170 ext. 1402
jerrie.printup@kza.qc.ca

..... KANAWENDAN IYO KED IJIWEBAGI SAVE THE DATE/ DATE À RETENIR!

ANISHINABE ALGONQUIN DAYS

FRIDAY SEPTEMBER 18 AND SATURDAY SEPTEMBER 19

FREE EVENT AT THE HORTICULTURE BUILDING (LANDSOWNE PARK, 1525 PRINCESS PATRICIA WAY, OTTAWA)

Join the Anishinabe Algonquin nation in celebrating their history, culture, land and people. workshops, displays, food, vendors, art, performances, music and more!



ANISHINÀBE ALGONQUIN KÌJIGON

CHÌBAYÀTIGO KÌJIGAK KAKONE KÌZIS 18 KAYE MÀNÌ KÌJIGAK KAKONE KÌZIS 19

KIDA MÀMANDÒSENÀNÌWAN HORTICULTURE-WOGAMIGONG

(LANDSOWNE PARK, 1525 PRINCESS PATRICIA, OTTAWA)

Wìdjideyamaw Anishinàbeg Algonquin kakina kidji minowànigoziwàdj manàdjìtòwàdj odànikeyàdjimòwiniwà, pimàdjiwowin, akì kaye Pemàdizidjig. Kinàmàgewinan, wàbandahiwewinan, madwewechigewin kaye anòdj kegon!



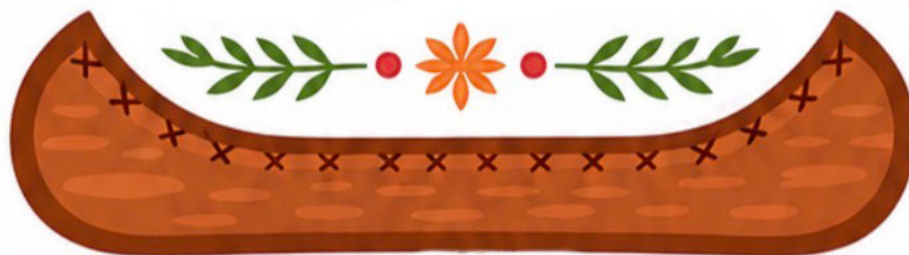
JOURNÉES ANISHINABEG ALGONQUINES

VENDREDI 18 SEPTEMBRE ET SAMEDI 19 SEPTEMBRE

ÉVÉNEMENT GRATUIT À BÂTIMENT DE L'HORTICULTURE

(PARC LANDSOWNE, 1525, RUE PRINCESS PATRICIA, OTTAWA)

Rejoignez la Nation Anishinabe Algonquin pour célébrer son histoire, sa culture, son territoire et son peuple. Ateliers, expositions, stands de restauration, artisans, spectacles et bien plus encore!



MORE INFORMATION WILL BE PROVIDED CLOSER TO THE EVENT.

DE PLUS AMPLES INFORMATIONS SERONT COMMUNIQUÉES À L'APPROCHE DE L'ÉVÉNEMENT.



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 Infirmieres du Quebec* (Nurses Code of Ethics), 17 reserved activities for nurses.

Service Responsibilities:

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

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

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

KNOWLEDGE AND SKILLS

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

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

CONTACTS

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

MANAGERIAL/SUPERVISORY

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

ENVIRONMENTAL FACTORS

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

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

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



JOB OPPORTUNITY

Open until filed

August 26, 2026

POSITION:	Crisis Response Support Worker (1)
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	26 weeks
SALARY:	\$24.97/hour
DUE DATE:	Open until filed

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.

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.

New location for Bloodwork in Maniwaki

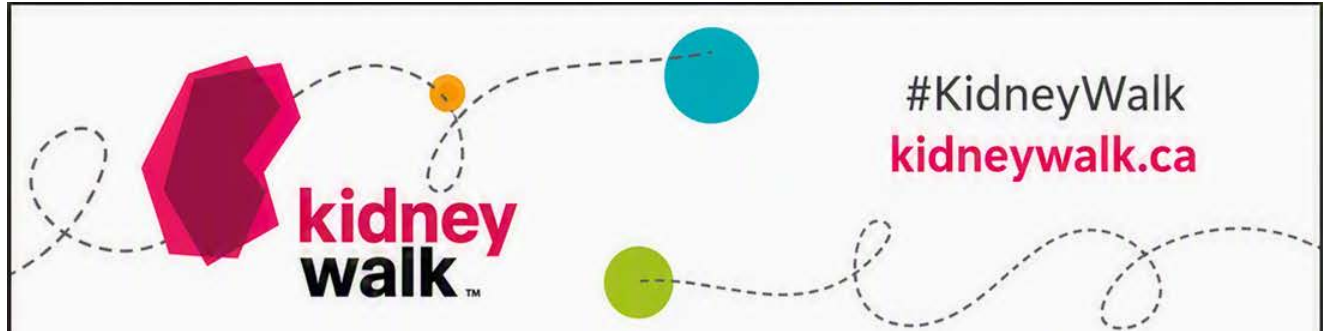


**Please be advised that as of August 31,
bloodwork will now be located at 177 Oblats
Street (Previously Foyer Père Guinard).**



**Please use the back door behind the
establishment.**





REGISTER TODAY

Kidney Walk 2026 – Maniwaki

Titigosi pimosewin 2026 - Maniwaki

**Together, we can overcome
kidney disease.**



Sunday, September 13, 2026

Registration at 9:00 a.m. and
walk starts at 10:00 a.m.

118 Laurier Street, Maniwaki, QC J9E 1Z9

For more information, please contact:

Yves Kabasele
yves.kabasele@rein.ca



FALL HARVEST

WITH NNADAP

Gather the medicine ~ Make the tea~ Share the healing

Join us on the land as we harvest traditional medicines together,
followed by a medicine-tea-making activity the next day.
Open to those new in recovery, those already well into their
journey, and loved ones who walk alongside them.

Harvest Medicine
12:45-4:30PM

SEPTEMBER 23, 2026

DEPARTURE FROM KZHSS AT 12:45PM.

Making Medicine Tea
9:00- 12:00AM

SEPTEMBER 24, 2026

LET'S MEET AT ODE WIDOKAZOWIN.

REGISTER NOW

SPOTS ARE LIMITED!



CONTACT US

KZHSS- NNADAP TEAM
819-449-5593

Family **BOWLING**

TUESDAY, SEPTEMBER 22ND, 2026

QUILLE-O-RAMA 105

370 BD DESJARDINS, MANIWAKI, QC J9E 2G1

THEME: FALL COLOURS; ORANGE, YELLOW, RED AND/OR BROWN

FREE DRINK & SNACK PROVIDED



TO REGISTER: CONTACT COLTEN OR KANE

819-449-2323 EXT. 2811/2812



ODEKAN - SEPTEMBER 2026 CALENDAR

Kakone Kizis - Month of the Harvest Moon



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Caregiver's Afternoon Out, please call in the morning of by 11 am to register your child for the afternoon. 819-449-2702.		1 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Babies 6months-15months	2 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	3 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/Home visits	4 Sagabigoni Program 8:30—11:30 am CLOSED	5
6 Play, Learn and Grow... Together!	7 Labour Day Holiday	8 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00pm Babies 6months-15months	9 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	10 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/Home visits	11 Sagabigoni Program 8:30—11:30 am CLOSED	12
13	14 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	15 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00pm Babies 6months-15months	16 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	17 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/Home visits	18 Sagabigoni Program 8:30—11:30 am CLOSED	19
20	21 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	22 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00pm Babies 6months-15months	23 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	24 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/Home visits	25 Sagabigoni Program 8:30—11:30 am CLOSED	26
27	28 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15months-3yrs old	29 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00pm Babies 6months-15months	30 CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION	Sagabigoni Program Monday-Friday 8:30-11:30am Ages: 3-4yrs old Caregiver's Aft Out Monday & Wednesday 1:00-3:00pm Ages: 15months-3yrs Tuesdays 1:00-3:00pm Ages: 6months-15months		

367 Paganakomin Mikan,
Maniwaki, Quebec J9E 3B1
Tel: (819) 449-2702 ext 3204
Fax: (819) 449-3361



Any questions contact:
Katrina Whiteduck
Odekan Headstart Coordinataor
Email: katrina.whiteduck@kza.qc.ca

ODEKAN BABY CONGRATULATIONS!



Bliss White

Proud Parents
Shaynah Thusky

&

Blaze White

Proud older siblings Teia &
Kiwedinek

BORN

July 31, 2026

7lbs 9oz

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

You're Invited
— TO OUR —
Reception

We would be honored to
have you join us for an evening of
love, laughter and celebration!



Join us for our reception

— at —

9:00 PM



SATURDAY
SEPTEMBER 12, 2026



KZ COMMUNITY HALL



WEDDING EVENT



FORMAL WEAR
ATTIRE



CASH BAR

*Thank you for being a part of
our happily ever after.*