KITIGAN ZIBI ANISHINABEG

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

Dear Band Members,

This letter is to inform you that the Assembly of Quebec First Nations organization (AFNLQ) negotiated an alcohol tax refund for alcohol beverages purchased in community stores situated on Reserve from January 1, 2008, to July 1, 2023.

The amount of tax paid by the Kitigan Zibi Band members during that period was $2,793, 981.45 to be divided amongst all KZA members 18 years of age during said period above.

To determine the per capita distribution, we will need to access information on KZA members who were 18 years of age and registered as band members with KZA during said period above. Two percent of the total amount will be retained for administrative purposes to hire two contract employees to gather and verify all relevant information.

To be eligible for the alcohol tax refund, you will be required to apply on an established KZA application form. The application period will be maintained from November 2, 2026, to January 12, 2027. No application will be accepted after that date. To be eligible for the refund you will be required to apply and confirm your residency on Reserve OR within a 30km radius of the community. After the closing date of January 12, 2027, information will be validated and the per capita amount will be determined and paid in February 2027.

Please be advised that no payments will be issued to estates for community members that have passed away before May 31, 2026.

If you have any questions regarding this letter, please contact me at 819-449-5170 extension 1001, or any member of the Band Council at your discretion.

Migwech

Chief Jean-Guy Whiteduck

On behalf of the Council, Kitigan Zibi Anishinabeg

KITIGAN ZIBI ANISHINABEG

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

Chronological No. - *Numéro consécutif*
BCR No. 27

BAND COUNCIL RESOLUTION
RÉSOLUTION DE CONSEIL DE BANDE

DATE 10 June AD 20 2026

At a duly convened meeting held by the Kitigan Zibi Anishinabeg Council on June 10, 2026 at, the following resolution was enacted:

Subject: Approval of the agreement between the AFNQL and the Minister of Finance, the Minister Responsible for Canadian Relations and the Minister Responsible for Relations with the First Nations and the Inuit, which agreement is regarding the refund of the specific tax on alcoholic beverages.

WHEREAS in 2012, it was found that the specific tax on alcoholic beverages had been paid by members of the First Nations communities of Québec when purchasing alcoholic beverages on a reserve or a First Nation settlement in Québec;

WHEREAS the retail sales of alcoholic beverages were made in the community of Kitigan Zibi at some point between January 1, 2008, and July 1, 2023;

WHEREAS in 2012, the AFNQL applied to the ARQ for a refund of the specific tax on alcoholic beverages paid by members on purchases of alcoholic beverages in a community in Québec;

WHEREAS following discussions, the AFNQL and Revenu Québec reached an agreement under which a global sum will be redistributed among the eligible communities for the benefit of their members, in proportion to the share attributable to each of these communities;

WHEREAS the amount allocated in the agreement for Kitigan Zibi community members is $ 2,780,520.45 as of May 31, 2026, plus additional interest up to the date of signing of the agreement by the parties;

WHEREAS, as a condition precedent to the payment of the amount provided for in the agreement, each band council of eligible communities must: a) adopt a resolution approving the agreement and b) undertake to allocate the amount of the payment for community purposes.

It is moved by Councillor Frank Meness and seconded by Councillor Gordon McGregor and resolved by a majority of the members present at the duly convened board meeting that:

- The Band Council of the community of Kitigan Zibi approves the agreement between the AFNQL and the Minister of Finance, the Minister responsible for Canadian Relations and the Minister responsible for First Nations and Inuit Relations in relation to the refund of the specific tax on alcoholic beverages.

- More specifically, the Band Council of the community of Kitigan Zibi accepts that, under this agreement, the amount of $ 2,780,520.45, plus additional interest up to the date of signing of the agreement, will be paid to it through the AFNQL for the benefit of its members, as full and final payment.

- The Band Council acknowledges that the agreement and the amount allocated to the community of Kitigan Zibi are confidential and cannot be disclosed, in whole or in part, directly or indirectly to anyone.

A quorum for this Band
Pour cette bande le quorum est
consists of 4
fixé à
Council Members
Membres du Conseil

(Chief - *Chef*)

(Councillor - *conseiller*)

(Councillor - *conseiller*)

(Councillor - *conseiller*)

(Councillor - *conseiller*)

(Councillor - *conseiller*)

(Councillor - *conseiller*)

REMINDER

ALL SOPFEU FIREFIGHTERS

RETURN OF OVERALLS

It's that time of year again to hang up the fire fighter overalls for another season!

Therefore, please return ALL Sopfeu safety clothing to **Amy Morin, at the Forestry office, by Friday, October 30, 2026, by 12:00 p.m.**

If you have returned the safety clothing to the Sopfeu warehouse, kindly let me know. Please note all clothing must be **SIGNED IN.**

After the date of return, anyone who does not return their safety clothing will be charged **$640.00** for the cost, an accounts receivable will be set up in your name for this amount.

DEADLINE FOR RETURN: FRIDAY. OCTOBER 30, 2026 by 12:00 p.m.

THANK YOU TO ALL THE FIREFIGHTERS FOR YOUR SERVICE FOR THE 2026 SEASON!!

KITIGAN ZIBI ANISHINABEG

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

ALTO information session

Alto is a company currently managing the upcoming High Frequency Rail project that will connect Quebec City to Toronto via railway, it will be passing directly through Kitigan Zibi Anishinabeg territory. Alto would like input from community members about the project.

Alto will be providing technical, environment, general information and will answer all questions regarding the project.

Supper will also be provided

Where: Cultural Centre
When: November 4th, 2026
Time: TBA (evening)
This will be a catered event

Any questions before the event can be sent to: corey.twenish@kza.qc.ca

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

October 15, 2026

JOB OPPORTUNITY 1st Posting

Position:	Janitor
Sector:	Kitigan Zibi Community Services
Hours:	40 hours per week (days, evenings and weekends).
Term:	Indeterminate
Salary:	Level 3 of the KZA Salary Scale
Deadline:	**October 30, 2026, at 11:00 a.m.**

The Janitor is responsible for cleaning and maintaining the Band Office, Community Service buildings and grounds including the KZA Funeral Home. The position also provides general maintenance services to other KZA buildings and follows established infection prevention and control practices to promote a clean, safe, and sanitary environment for clients, employees, and visitors.

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, copy of your diploma, three (3) work references and any additional documentation supporting your qualifications and demonstrating that you meet the required criteria.

Please submit your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources Department by **October 30, 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 ANISHINABEG

Janitor
Job Description

	GENERAL INFORMATION
Job Title:	Janitor
Category:	Maintenance/Labor
Sector:	Kitigan Zibi Community Services
Location:	Band Office, Community Hall, Funeral Home
Terms:	Full Time - Indeterminate
Hours:	40 hours per week (days, evenings and weekends)
Salary:	Level 3 of the KZA Salary Scale
Immediate Supervisor:	Community Services Director or designate
Date of Job Description:	October 2026

CLIENT SERVICE RESULTS

The Janitor is responsible for cleaning and maintaining the Band Office, Community Service buildings and grounds including the KZA Funeral Home. The position also provides general maintenance services to other KZA buildings and follows established infection prevention and control practices to promote a clean, safe, and sanitary environment for clients, employees, and visitors.

KEY DUTIES

- Follows an established weekly cleaning schedule to clean, disinfect, and sanitize the Band Office and designated Community Service buildings in accordance with infection prevention and control principles, standards, and procedures.
    - Collects and disposes of garbage and recyclables in appropriate bins
    - Floors: Sweeps and washes floors and stairways; deep cleans when required (e.g. buffs and waxes, shampoos carpets)
    - Bathrooms: Cleans, disinfects and sanitizes all surfaces
    - Offices, Kitchen and main areas: Cleans, disinfects, sanitizes and polishes furniture and surfaces using appropriate products
    - Windows: cleans exterior/interior windows where accessible
    - Supplies: stocks sanitation supplies/dispensers (e.g. toilet paper, Purell)
    - Entrances: keeps clear of debris, snow and/or other hazards
    - Maintenance according to manufacturer's instructions: Power tools, industrial cleaning equipment
- Building maintenance and minor repairs:

- Interior: replacing light bulbs, fuses air conditioning & heating components (e.g. filters); ensure control of vermin and insects; repairs to furniture, fixtures, and other office furnishings
- Exterior: ground maintenance, snow removal, mow small areas of grass, trim shrubs; repairs and reports vandalism

- Maintains janitorial storage area in clean, tidy and hazard-free manner; keeps well-stocked inventory of cleaning supplies; launders rags/mop heads for re-use; Inspects, reports and follows up on any safety hazards
- Assists with set-up facilities for various activities (e.g. conferences, meetings, events); moves furniture, supplies, and equipment

KNOWLEDGE AND SKILLS

- Knowledge of infection, prevention and control principles and procedures
- Knowledge of building repair and maintenance procedures
- Knowledge of appropriate use of cleaning products, personal protective equipment and WHMIS principles
- Knowledge of effective and efficient electrical building systems and their components (e.g. heating/cooling, air quality) for optimal comfort within the building
- Ability to uphold and promote KZA values, philosophy, ethics and integrity
- Ability to maintain professionalism, discretion and confidentiality at all times
- Knowledge of all relevant KZA policies: KZA Code of Ethics, KZA Code of Professional Ethics, KZA Policies and Procedures Manual, KZA Human Resources Manual and Privacy Laws

CONTACTS

- Works with KZA staff when assisting with various activities
- Informs Community Services Director and/or Designate of any issues/concerns
- Reports any building hazards or safety issues to the Community Services Director and/or designate
- Networks with companies selling cleaning /sanitation products and supplies

MANAGERIAL/SUPERVISORY

Human Resources:	• Plans, assigns, and supervises other cleaners, students and temporary help
Financial Resources:	• Not applicable for this position
Material Resources:	• Controls inventory/stock of cleaning supplies and refillable sanitation products

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	• Requires good physical condition to lift heavy objects, push industrial cleaning equipment • Good balance to climb on ladders

Working Conditions:	• Works both inside and outside the Band Office, Community Hall and Funeral Home • May require working with staff in building at beginning of shift and working alone during second part of work shift • May be required to drive a truck for snow removal; or a truck and trailer for transporting heavy objects • The incumbent of this position may come into contact with communicable diseases, body fluids such as vomit, blood, spittle, urine and feces • May be required to receive updated training and/or attend safety meetings
INCUMBENT QUALIFICATIONS	
Education and Experience	• Completion of Secondary School
INCUMBENT COMPETENCIES	
Knowledge:	• Knowledge and awareness and the KZA culture and community.
Abilities:	• Able to work fluently in English • Able to work independently • Willingness to receive updated training • Legally able to work in Canada
Personal Suitability:	• Honest and trustworthy • Respectful • Reliable • Possess stress management and time management skills
Certification/Licenses to maintain for duration of employment:	• Valid driver's license for the duration of employment • 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
Assets:	• Ability to communicate in French • Ability to communicate in Algonquin

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

POTENTIAL TRAINING PROGRAM

TO: ALL KITIGAN ZIBI ANISHINABEG
RE: Plant Operator – Drinking Water/Wastewater Operator Program

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Kitigan Zibi Anishinabeg, in partnership with the Circuit Rider Program is looking to offer certification training opportunity for Drinking Water/Wastewater Operator Program in January, if there is interest. This notice is to garner interest at this time.

This opportunity offers a diploma in Water/Wastewater management and is recognized throughout Quebec, for serious and committed individuals. There will be theory and practical components to this program and will require a prerequisite of Secondary 3 Math.

If you are interested in partaking in this program and have the necessary pre-requisite, please leave your name and phone number with Janet Brascoupe, Employment/Training Officer, KZA Community Services office, 819-449-5170.

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

KZA CASUAL EMPLOYMENT 2026

To: KZA Members:

From time to time, there is a need for the services of temporary staff to perform work in different areas within the various sectors of KZA, as well as employers from outside the community, on a short term basis. Some examples of short-term replacements needed:

- Office support/Receptionist
- Janitorial/cleaner replacement
- Labourers (various)
- Flyer delivery
- Working with children
- Working with elderly
- Daycare workers

There is a list of Casual Employment, which is updated and renewed every fiscal year on April 1. An application form must be completed to be put on the list.

Should you wish your name to be added to our casual employment list, **please fill out the attached application form, and drop it off at the KZA Community Services Administration Office Reception. Kindly attach your most recent resume. Additional applications can also be picked up at the KZA Administration Office reception.**

(09-2017)

KITIGAN ZIBI ANISHINABEG
APPLICATION FOR CASUAL EMPLOYMENT

FOR OFFICE USE ONLY: Date Received: _____ Exp. Date: _____ Initials of Rep.: _____

APPLICANT INFORMATION

SURNAME	FIRST NAME	BAND NUMBER

HOME ADDRESS	EMAIL ADDRESS

MAILING ADDRESS	HOME PHONE NUMBER
	( ) -

CITY, PROVINCE	OTHER PHONE NUMBER
	( ) -

POSTAL CODE		

LANGUAGES	ENGLISH:	FRENCH	ALGONQUIN
	☐ Spoken ☐ Written ☐ Some Fluency ☐ Fluent	☐ Spoken ☐ Written ☐ Some Fluency ☐ Fluent	☐ Spoken ☐ Written ☐ Some Fluency ☐ Fluent

DO YOU HAVE A VALID *QUEBEC* DRIVER'S LICENSE? ☐ YES ☐ NO IF YES, WHAT CLASS: _____

IF NO, DO YOU HAVE A VALID DRIVER'S LICENSE FROM ANOTHER PROVINCE OR COUNTRY? ☐ YES ☐ NO

IF YES, INDICATE FROM WHERE:_____ HOW LONG HAVE YOU HAD A LICENSE? _____ years.

DO YOU HAVE ACCESS TO A LEGALLY INSURED VEHICLE? ☐ YES ☐ NO

DO YOU HAVE A VALID *QUEBEC* MEDICAL CARD? ☐ YES ☐ NO

DO YOU HAVE A VALID First Aid Certificate? ☐ YES ☐ NO

WHAT TYPE OF EMPLOYMENT ARE YOU SEEKING?

☐ RECEPTION ☐ OFFICE SUPPORT ☐ JANITORIAL ☐ FLYER DELIVERY ☐ **CONSTRUCTION** { **must complete the** *Construction Application Form* }

☐ RESEARCH ☐ LABOURER ☐ FORESTRY ☐ COOK ☐ **MEDICAL TRANSPORTATION** { **submit a copy** *valid driver's license* }

☐ WORKING WITH ELDERLY ☐ WORKING WITH CHILDREN (SUBSTITUTE AT DAYCARE/SCHOOL)

☐ OTHER, PLEASE SPECIFY:_____

ARE THERE ANY SPECIFIC SECTORS YOU ARE INTERESTED IN?

☐ BAND OFFICE ☐ KZ FORESTRY ☐ BAND GARAGE ☐ KZ POLICE . ☐ KZ HEALTH CENTRE ☐ ODE WIDOKAZOWIN

☐ KZ.EDUCATION ADMIN. ☐ KZ SCHOOL ☐ PAKINAWATIK/ODEKAN ☐ WAZOSON ☐ CULTURAL CENTRE ☐ CKWE RADIO

TYPE OF POSITION(S) FOR WHICH AVAILABLE

☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY ☐ SHIFT WORK ☐ NIGHTS

☐ WEEKENDS ☐ IN SHORT NOTICE (WITHIN 30 MIN.)

WHEN ARE YOU AVAILABLE TO BEGIN WORK?

_____/_____/_____
Dd Mm Yy

ARE YOU ABLE TO WORK A MODIFIED WORK SCHEDULE IF NEEDED?	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN CANADA?	ARE YOU WILLING TO TRAVEL, IF NEEDED?
☐ Yes ☐ No | ☐ Nights ☐ Weekends	☐ Yes ☐ No	☐ Yes ☐ No

WOULD YOU LIKE TO BE REFERRED TO A PRIVATE EMPLOYER? ☐ Yes ☐ No

IF YES, PLEASE SPECIFY: _____

WOULD YOU LIKE TO BE REFERRED TO EXTERNAL EMPLOYERS (OFF RESERVE)?

☐ Yes ☐ No | ☐ Local ☐ Out of Town

IF INTERSTED WORKING WITHIN THE K.Z.E.S., PLEASE CHECK WHICH POSITIONS.
AND PLEASE NOTE: A CRIMINAL VERIFICATION CHECK IS REQUIRED BY THE K.Z.E.S. (IF HIRED AND RELEVANT)

☐ SUBSTITUTE TEACHER	☐ SUBSTITUTE CLASSROOM ASSISTANT	☐ IT SUPPORT
☐ SUBSTITUTE CLERK/ ADMINISTRATIVE SUPPORT	☐ SOUND SYSTEM WORK	☐ TRANSLATION
☐ RECEPTIONIST	☐ FRENCH LANGUAGE TEACHER	☐ FLYER DELIVERY
☐ ALGONQUIN LANGUAGE TEACHER	☐ SUBSTITUTE ATTENDANT/ ONE TO ONE SUPPORT	☐ SUBSTITUTE ASSISTANT COOK
☐ LIGHT CLEANING/ ORGANIZATION WORK	☐ EVENT SET UP/TAKE DOWN	☐ EVENT COORDINATION
☐ CONSTRUCTION/REPAIRS	☐ DECORATING	☐ RESEARCH/WRITING
☐ JANITORIAL WORK	☐ PAINTING/PLASTERING	☐ CATERING

EMPLOYMENT EXPERIENCE (PAID AND/OR VOLUNTEER)

Please list your work experience, starting with the most recent. Include full-time and part-time positions. Attach addition sheets if necessary.

EMPLOYER'S NAME	TELEPHONE ( ) - *	
ADDRESS	DATES OF EMPLOYMENT (Month/Year) From / To /	
TYPE OF BUSINESS	☐ PAID ☐ VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
NAME OF SUPERVISOR	MAY WE CONTACT YOUR SUPERVISOR? ☐ Yes ☐ No	TELEPHONE ( ) - *

EMPLOYER'S NAME	TELEPHONE ( ) - *	
ADDRESS	DATES OF EMPLOYMENT (Month/Year) From / To /	
TYPE OF BUSINESS	☐ PAID ☐ VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
NAME OF SUPERVISOR	MAY WE CONTACT YOUR SUPERVISOR? ☐ Yes ☐ No	TELEPHONE ( ) - *

EMPLOYER'S NAME	TELEPHONE ( ) - *	
ADDRESS	DATES OF EMPLOYMENT (Month/Year) From / To /	
TYPE OF BUSINESS	☐ PAID ☐ VOLUNTEER	HOURS PER WEEK
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
NAME OF SUPERVISOR	MAY WE CONTACT YOUR SUPERVISOR? ☐ Yes ☐ No	TELEPHONE ( ) - *

ADDITIONAL COMMENTS REGARDING WORK EXPERIENCE:

EDUCATION

HIGH SCHOOL GRADUATE OR D'EQUIVALENCE D'ETUDES SECONDAIRES (GED) TEST PASSED? ☐ Yes ☐ No	HIGHEST GRADE COMPLETED
SCHOOL	LOCATION

POST SECONDARY EDUCATION OR TRAINING (COLLEGE/UNIVERSITY)

NAME AND LOCATION	MAJOR/MINOR	DID YOU GRADUATE?	DEGREE OR DIPLOMA	COPY ATTACHED?
		☐ Yes ☐ No		☐ Yes ☐ No
		☐ Yes ☐ No		☐ Yes ☐ No
		☐ Yes ☐ No		☐ Yes ☐ No
		☐ Yes ☐ No		☐ Yes ☐ No

CERTIFICATES/LICENCES

Please attach copy of License(s)/Certificate(s)/Credential(s)

LICENSE/CERTIFICATE ISSUED BY	FIELD/TRADE/ SPECIALIZATION	LICENSE/CERTIFICATE NUMBER	DATE OF ISSUE	EXPIRATION DATE
			/ /	/ /
			/ /	/ /
			/ /	/ /

ARE YOU FIRST AID/CPR CERTIFIED? ☐ Yes ☐ No | W.H.M.I.S. CERTIFIED? ☐ Yes ☐ No

REFERENCES

Please list three references, not related to you, whom we may contact to validate your information.

NAME	TELEPHONE ( ) - *	RELATIONSHIP
NAME	TELEPHONE ( ) - *	RELATIONSHIP
NAME	TELEPHONE ( ) - *	RELATIONSHIP

DECLARATION

I attest that the information provided and contained herein is said to be true and correct in every aspect. The Applicant is responsible to keep this information updated. I understand this is not a guarantee of employment. I understand that this is for casual employment only. Information and data contained in this application are maintained for employment and statistical purposes and is subject to the Privacy Act. This application is good for a duration of six months only.

Signature:_____ Date:_____

TRICK OR TREAT WITH KZPS

CALLING ALL GHOSTS AND GOBLINS

The Kitigan Zibi Police Service invites all our little witches, superheroes, monsters and princesses to stop by the police station for a Halloween treat!

Come say BOO! 👻 to our officers and pick up some Halloween goodies!

Oct 31st, 2026

8 NIBI MIKAN

5:30 PM



👻 HALLOWEEN SAFETY TIPS

BE SEEN! 🔦
WEAR BRIGHT COLOURS, USE REFLECTIVE ACCESSORIES AND CARRY A FLASHLIGHT OR GLOW STICK.

STAY TOGETHER! 👨‍👩‍👧
YOUNG CHILDREN SHOULD ALWAYS TRICK-OR-TREAT WITH A TRUSTED ADULT.

WATCH FOR TRAFFIC! 🚗
CROSS AT INTERSECTIONS, LOOK BOTH WAYS AND STAY ALERT FOR VEHICLES.

CHECK YOUR TREATS! 🍬
HAVE AN ADULT INSPECT YOUR CANDY BEFORE DIGGING IN.

STAY SAFE! 🎃
STICK TO FAMILIAR, WELL-LIT AREAS AND NEVER ENTER A STRANGER'S HOME OR VEHICLE.

HAVE A SPOOKTACULAR AND SAFE HALLOWEEN!

KZHSS
Influenza and COVID-19
Vaccination Clinic

Date: November 5 and 12, 2026

Time: 1:00 pm to 5:00 pm

Where: The Health Centre
8 Kikinamage Mikan

Age: 14 years old and older

Please bring your medical card and wear a comfortable, short-sleeved top (or loose sleeves) for easy access. To ensure your safety and well-being, we will ask you to stay with us for 15 minutes after the vaccination.

Mīgwetch!

JOB OPPORTUNITY

Open until filled

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

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

PREAMBLE

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

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

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

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

KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse
Job Description

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et 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.
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 (Ordes 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 Infirmieres du Quebec (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 Cananda (PHAC), le Centre integré 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 *or at a minimum:* ▪ 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 *Ordre des infirmiers et infirmières du Québec* and the nursing functions of the *Profession d'infirmières ou d'infirmiers du Québec*; o 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 heath 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 (Ordes 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 Infirmieres du Quebec (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 Cananda (PHAC), le Centre integré 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 *or at a minimum:* ▪ 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 *Ordre des infirmiers et infirmières du Québec* and the nursing functions of the *Profession d'infirmières ou d'infirmiers du Québec*; o 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 heath if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescriber's license.
Assets:	▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.

JOB OPPORTUNITY
3rd Posting

October 22, 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:	November 6, 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 **November 6, 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 Kikinamage 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.

JOB OPPORTUNITY

3rd Posting

October 7, 2026

POSITION:	Youth Protection Social Worker
LOCATION:	Ōde Wīdōkāzowin
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate
SALARY:	KZA Salary Scale Level 8 (Range negotiable)
DUE DATE:	October 23, 2026

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

PREAMBLE

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

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor**,** at the Human Resources Department by **October 23, 2026, at 11:00 AM (EST).**

Contact information:

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

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

KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Youth Protection Social Worker

Job Description

GENERAL INFORMATION	
Job Title :	Youth Protection Social Worker
Category :	Professional
Sector :	Kitigan Zibi Health & Social Services
Location :	Ōde Wīdōkāzowin
Terms :	Indeterminate
Hours :	35 hours per week + varied hours
Salary :	KZA Salary Scale Level 8 (Range negotiable)
Immediate Supervisor :	KZHSS Director Clinical Supervision by Le Centre Jeunesse de l'Outaouais
Date of Job Description:	July 2026

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

Child Protection & Intervention

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

Case Management & Family Support

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

Legal, Documentation & Professional Practice

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

Community Collaboration & Program Development

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

KNOWLEDGE AND SKILLS

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

- Strong organizational and time management skills to manage competing priorities, coordinate workflow and meet deadlines.
- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.

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

MANAGERIAL/SUPERVISORY	
Human Resources:	Not applicable in this position.
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Maintains administrative and legal files and records, ensuring their accuracy, organization, confidentiality and security.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Works collaboratively as part of a team and independently as required. ▪ Manages medium to high-level stress and urgent situations. ▪ Mental alertness to changing and challenging situations.
Working Conditions:	▪ Works mainly within indoor setting. ▪ Required to make home visits. ▪ May be required to use KZHSS vehicles to transport clients. ▪ Flexibility for a varied work schedule when required. ▪ Required to attend professional workshops, staff meetings, and training within KZA and may be required to travel outside of the community.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Degree in Social Work or Criminology (with relevant specialization), Psychoeducation, or another related field acceptable under the *Youth Protection Act*. ▪ Current membership, or eligibility for membership, with an appropriate professional order (*Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec (OTSTCFQ)* or *Ordre des psychoéducateurs et psychoéducatrices du Québec (OPPQ)*), or eligibility to exercise reserved acts under *Act 21*.

	▪ Experience working with children, youth, and families in child protection, youth justice, or a related social services setting is considered an asset.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Understanding of Indigenous health issues and community wellness approaches. ▪ Knowledge and awareness and the KZA culture and community.
Abilities:	▪ Demonstrates sound judgment, professionalism, and the ability to maintain confidentiality in accordance with ethical and legislative requirements. ▪ Demonstrates strong assessment, observation, monitoring, and reporting skills. ▪ Communicates effectively, both orally and in writing, and establishes positive working relationships with children, youth, families, and community partners. ▪ Ability to work independently, prioritize competing demands, and manage a complex caseload with minimal supervision. ▪ Ability to communicate in French is an asset. ▪ Legally entitled to work in Canada.
Personal Suitability:	▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
Certification/Licenses to maintain for duration of employment:	▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.

Kwey Kakina!

Please see the information below, in regards to the food bank **Aux goûts du jour** located in Maniwaki at 177 Des Oblats (former Foyer Pere Guinard building)

DO YOU NEED EMERGENCY FOOD ASSISTANCE?

A volunteer team will welcome you without an appointment.

Practical Information:

- **Maximum of one assistance visit per month**
- **$4 contribution per visit**
- **Proof of residence required**
  (Hydro bill, Internet bill, Drivers licence, etc.)
- **Please bring your own reusable bags**
- **Open Wednesday & Thursday**
  9:00 am-11:30 am & 1:00 pm-3:00 pm
  (September-December)

Aux goûts du jour



If you have any questions, please feel free to contact: **(819) 441-0333**

You can also contact myself as well. Migwech!

Laurie Decontie

Community Food Systems Coordinator

819-449-2323 ext.2815

Laurie.decontie@kza.qc.ca

FULL MOON GATHERINGS



NNADAP is excited to announce a new series of programming designed to support everyone on their healing journey, whether you are seeking recovery, maintaining your recovery, or supporting a loved one along the way.

Let's get together to honour this month's moon with a small potluck feast, songs, offerings, and a sharing circle.



NAMEGOSI KĪZIS
MOON OF THE LAKE TROUT



Monday, October 26, 2026

7:00 pm to 9:00 pm

The Health Centre Tipi
8 Kikinamage Mikan

It is encouraged to bring your feast bundles if you have one for the potluck feast. You can also bring your personal bundles and drums and/or rattles along. Ribbon skirts and traditional attire are encouraged.

For more information, please contact:

Mariah Smith Chabot
NNADAP Substance Abuse Counselor
819-449-5593 ext 2013
mariah.smith-chabot@kza.qc.ca.

ÒDE WÌDÒKÀZOWIN

TEEN HUNTING CAMP RECAP



The Òde Wìdòkàzowin Teen Hunting Camp was spectacular!

We were thrilled to welcome a total of 10 youth to this year's camp. Together, we shared plenty of laughs, enjoyed delicious food, caught lots of fish, and created memories that will last a lifetime.

Bringing this activity back was deeply important for both our youth and our community. It offered our young people a hands-on opportunity to learn and practice hunting and fishing on Anishinabeg territory. It also created a meaningful space for adults to pass down teachings for the next generation to carry forward, and our youth taught us a thing or two as well.







ÒDE WÌDÒKÀZOWIN

TEEN HUNTING CAMP RECAP



We would like to send a huge migwetch to everyone who played a part in making this activity possible:

- **Andre Racine & Keith Jacko**
- **Kokom Shirley for leading the opening ceremony**
- **Rene Racine for sharing a song**
- **Lisa Thomas & Robin Chief**
- **Mariah Smith Chabot for the visit and supplies**
- **Jeremy Whiteduck & Eva Racine for their help and supplies**
- **Maurice Racine**

Most importantly, we want to extend a special thank you to all the youth who participated. Thank you for showing up with open minds, taking full advantage of this opportunity to learn, and putting in the hard work out on the land. Your enthusiasm, respect, and effort made us all proud.

ALL AGES ARE WELCOME TO
ÒDE WÌDÒKÀZOWIN'S

PUMPKIN CARVING CONTEST

TUESDAY, OCTOBER 27TH
WEDNESDAY, OCTOBER 28TH
(PLEASE REGISTER FOR ONE NIGHT ONLY)

AT THE YOUTH CENTRE
6:00 PM TO 8:00 PM

WINNER WILL BE ANNOUNCED ON FRIDAY, OCTOBER 30TH AT NIBA MADWESIN EVENT.

To register, please call Youth Wellness Workers Emery or Annie at:

819-449-2323 ext. 2804/2807

FAMILY BOWLING

Thursday - October 29th, 2026

5:30 PM to 7:30 PM

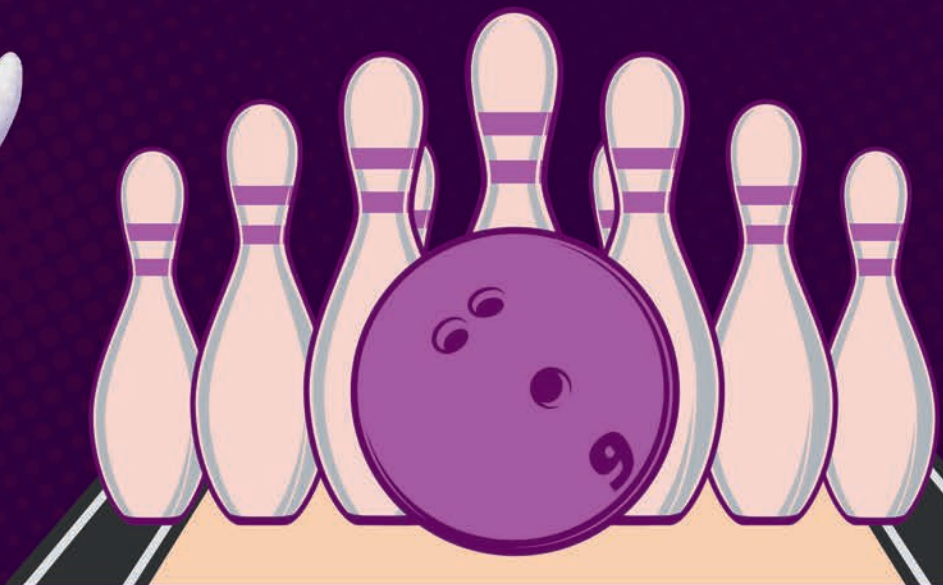
Quille-O-Rama 105

370 Bd Desjardins, Maniwaki, QC J9E 2G1

Theme: Halloween Costume Dress Up

Free drink & snack provided







To register: please call Colten or Kane

819-449-2323 ext. 2811/2812

Ode Widokàzowin

HALLOWEEN COSTUME VOLLEYBALL



THURSDAY, OCTOBER 29, 2026
AT KZ SCHOOL GYM:
41 KIKINAMAGE MIKAN

FOR AGES 16 +

COME DRESSED IN COSTUME FOR A CHANCE TO WIN PRIZES!



6:00 PM to 8:00 PM

FOR MORE INFORMATION, PLEASE CONTACT COLTEN & KANE:
819-449-2323 EXT: 2811/2812

Ode Widokàzowin

ALL ARE WELCOME

to a spooktacular evening hosted by
KZHSS (Òde Wìdòkàzowin, Nicholas Stevens Centre, NNADAP)
and the Maniwaki Native Friendship Centre

NIBA MADWESIN

HALLOWEEN JAMBOREE

Bring the whole family for an unforgettable night featuring a halloween dance, a thrilling haunted walk, an outdoor scary movie, and delicious pizza from 800 Degrees.

Friday, October 30, 2026
Starting at 5:00 PM
At KZ School Gym



800 DEGREES WOOD FIRED Pizza
"It's all about the dough!"

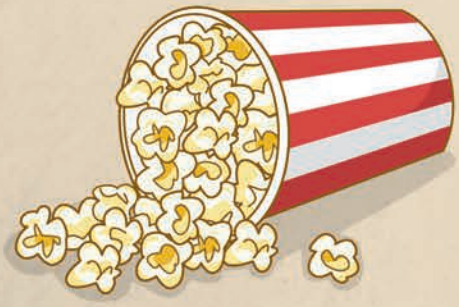
KZHSS and the Maniwaki Native Friendship Centre

NIBA MADWESIN

HALLOWEEN JAMBOREE

Halloween Dance

Winner announcement for Òde Wìdòkàzowin's Pumpkin Carving Contest.
Pumpkin giveaway.
Costume participation prizes for 0-15 years old.
Sensory space for children with disabilities (cookie and cupcakes decorating).
Canteen by Secondary 5.



Outdoor Scary Movie

Please bring your own chair.
Drive in option available.
Scariest adult costume contest for 16+ years old.

Volunteer

We are looking for community volunteers to help bring the Halloween magic to life! Whether you love bringing the scares as an actor or working behind the scenes, we have a spot for you.

If you are interested in volunteering, please contact Hunter at KZHSS:
819-449-5593 ext. 2015 or **hunter.dewache@kza.qc.ca**

800 DEGREES WOOD FIRED Pizza
"It's all about the dough!"

WE WELCOME ALL TO A KZHSS

TAGWAGI-MAGOSHEWIN

FALL COMMUNITY FEAST

SATURDAY, NOVEMBER 7, 2026

5:00 PM

COMMUNITY HALL

To honour the change in seasons, bringing us together as one community to share, connect, and support one another.

HOT OFF THE PRESS!

For the LOVE of Anishinàbemowin

15 BRAND NEW STORYBOOKS HAVE ARRIVED!

FIRST 50 FAMILIES! TAKE HOME MiNi BOOK SET!

TUESDAY

OCTOBER 27, 2026

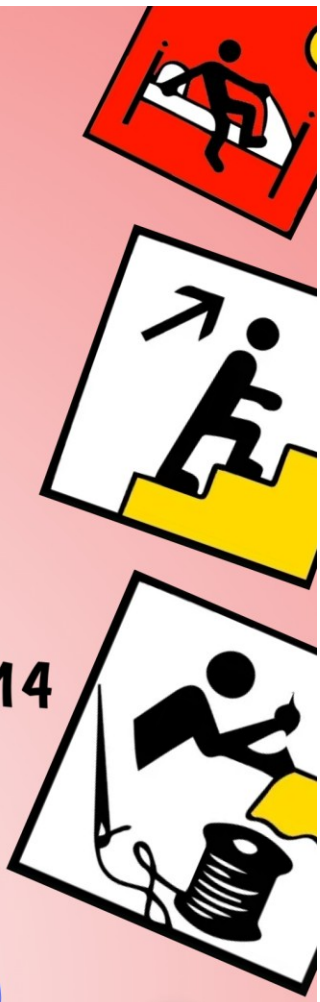
CULTURAL CENTRE

12 TO 4PM



COME FOR THE BOOKS. STAY FOR THE SNACKS.

VERBO NIGHTS



10 Monday Night Sessions

Beginning October 12 – Ending December 14

6:30–8:30 PM

Community Hall – Downstairs

Come join us for Verbo Nights — 10 evenings of learning Anishinàbemowin grammar through games, activities, and a fun BINGO-style learning activity!



Each session will include:

- A short grammar lesson to get us started
- Fun games and activities to practice what we're learning
- A BINGO-style activity to help reinforce the grammar
- Printed resources to take home and support you on your language-learning journey

Please Commit to All 10 Sessions

Open to all Kitigan Zibi residents.
All ages are welcome!

Space is limited to 15 participants!



To Register

Call the Cultural Centre at (819) 441-1655
Please leave your name with Cathy Tenascon

NAMEGOSÌ-KÌZIS

Grammar Sheet Contest – Negations

Complete the following Grammar sheet and email it along with your name and number to odaminowin2021@gmail.com or drop it off at the Cultural Center for your chance to win a **$100 gift certificate** at KZ GAS before October 25, 2025.

It is easy to negate a verb by adding the following prefix and suffix. The prefix **kàn** and the suffix **sì** are added to the verb to form the negation. For example: nidija = I am going to **kàn** nidijà**sì** = I am not going.

_____ _____

Name Number

Add the prefix and suffix to the following sentences and write them in the box.

Ni gìwe → I am going home.	I am not going home.
Ni nibà I am sleeping.	I am not sleeping.
Ni minwenindan (i) I like it.	I do not like it.
Ni dàkoz (i) I am sick.	I am not sick.
Ni wì-wìsin. (i) I am hungry.	I am not hungry.
Ni chìbakwe. I am cooking.	I am not cooking.
Ni nigam. (o) I am singing.	I am not singing.
Ni maw. (i) I am crying.	I am not crying.
Ni mamidonenindan. (i) I am thinking.	I am not thinking.
Ni bap. (i) I am laughing.	I am not laughing.

If the verb ends in a consonant then a connecting sound is used between the verb and the suffix to aid in fluency.

Kitigan Zibi Anishinabeg Cultural Centre
54 Makwa Mikan, Maniwaki, Quebec J9E 3B1 Phone 819-441-1655 Fax 819-441-2665

BEAD MAN

The Bead Man from Shenendoah Beads from Kahnawake will be at the Cultural Centre:

Date: Thursday October 29, 2026

Time: 9:00 am to 3:00 pm

Place: Cultural Centre
(54 Makwa Mikan)

Please note that the Bead Man accepts cash, Interac and purchase orders.

CKWE 103.9

Presents

SUPER MONSTER BINGO

THURSDAY October 29th at 7:00 PM

$7150 in prizes!

Cost: **$30** for a 5 strip pad (15 Faces)

$2 for extra Jackpot Cards (1 Strip 3 Faces)

Outlets to purchase cards:

KZ Freshmart
Wabano's Gas
KZ Gaz
Star Tobacco
Smileys
CKWE
Hawks Trading Post
Spearhead Store
Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

Game 1 – Regular Bingo $200

Game 2 – Regular Bingo $200

Game 3 – Regular Bingo $200

Game 4 – Regular Bingo $200

Game 5 – Regular Bingo $200

Game 6 – Regular Bingo $200

Game 7 – Regular Bingo $200

Jackpot Game – Letter X $750

Continuing for

Full Card $5000

Outlets to purchase cards:

KZ Freshmart
Wabano's Gas
KZ Gaz
Star Tobacco
Smileys
CKWE
Hawks Trading Post
Spearhead Store
Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

The inside or outside corners ***WILL COUNT*** for a Regular Bingo

For more information, contact CKWE at 819-449-5097