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

November 4, 2026

TO: KITIGAN ZIBI ANISHINABEG COMMUNITY

Kwey/Hello:

Vanessa Tolley and I (Brenda Odjick) have been hired by the Kitigan Zibi Anishinabeg Administration as Claimant Support Coordinators for the next ten (10) weeks.

Our job is to assist registered Kitigan Zibi Anishinabeg band members who are the age of eighteen (18) years or older between January 1, 2008 to July 1, 2023 in the application for the Alcohol Tax Refund.

Attached is the KZA's Alcohol Tax Refund Application Form.

Please fill out the attached form along with proof (photocopy) of eligibility that you reside on the Kitigan Zibi community or within thirty (30) kms outside the KZA reserve.

Proof of eligibility can be the following: copy of hydro bill, copy of band house rental agreement, copy of tax assessment that shows your address, along with copy of your status card.

If any family member is legally authorized as an Executor to an Estate or acting as Power of Attorney, please submit a valid copy of an official document.

Should you wish for direct deposit, please submit a void cheque (specimen) along with proof of documentation or state that you prefer a cheque that will be mailed to you.

All documents can now be submitted to the following email address: alcoholtaxrebate@kza.qc.ca.

If you need further assistance, please reach out to either one of us at (819)449-5170 extension 1020. We would be happy to help you. We are located at 316 rue Principale, Kitigan Zibi Anishinabeg (beside the Hall). Our office hours are from 8 am to 4:30 pm – Monday to Thursday, and Friday from 8am to noon.

Please note that parking is limited due to Endong activities, we urge everyone to park up on Fafard street.

Migwech/thank you for your attention.

Vanessa Tolley
Claimant Support Worker

Brenda Odjick
Claimant Support Worker

Attach.

KITIGAN ZIBI ANISHINABEG

ALCOHOL TAX REFUND APPLICATION FORM

Application Period: November 2, 2026 to January 12, 2027 by 4:00 p.m.

Applications received after 4:00 p.m. on January 12, 2027 will not be accepted.

1. APPLICANT INFORMATION

Full Legal Name: _____

Date of Birth (YYYY-MM-DD): _____

KZA Band / Registry No.: _____

Current Mailing Address: _____

_____

City / Province / Postal Code: _____

Telephone Number: _____

Email Address: _____

2. ELIGIBILITY INFORMATION

Please check each box that applies. All eligibility information is subject to verification by KZA.

- ☐ I was 18 years of age or older at some point during January 1, 2008 to July 1, 2023.
- ☐ I was a registered Kitigan Zibi Anishinabeg Band Member during the eligible period.
- ☐ I resided on the Kitigan Zibi reserve or within a 30 km radius of the community during the eligible period.

Residency during the eligible period (January 1, 2008 to July 1, 2023):

Address / Community	From (YYYY-MM)	To (YYYY-MM)

Please attach documents proving residency and membership to this application.
Acceptable documents may include: copies of identification, proof of residency (e.g., utility bills, rental agreements, government correspondence), and proof of KZA membership (e.g., membership card or letter).

3. DECLARATION AND CONSENT

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that KZA may verify my age, Band membership and residency information for the purpose of determining eligibility for the Alcohol Tax Refund Distribution. I understand that submitting an application does not guarantee payment and that the final per capita amount will be determined after all eligible applications have been reviewed and verified.

☐ **I consent to KZA accessing and verifying the records necessary to determine my eligibility for this distribution.**

Applicant Signature: _____ Date: _____

Printed Name: _____

Please be advised that no payments will be issued to estates for community members who passed away before May 31, 2026, which is the date on which the settlement agreement was finalized.

4. FOR KZA OFFICE USE ONLY

Date Application Received: _____

Age / DOB Verified: ☐ Yes ☐ No

KZA Membership Verified: ☐ Yes ☐ No

Residency Verified: ☐ Yes ☐ No

Eligibility Determination: ☐ Approved ☐ Not Approved ☐ Further Information Required

Verified by: _____ Date: _____

Notes: _____

To send your application and documentation by email please send it to the following address:
alcoholtaxrebate@kza.qc.ca

To drop off application in person or by mail, please bring/ send your application and documents to the following address:
316 rue Principale, Kitigan Zibi QC, J9E 2A6

If you have any questions, please reach out to our Claimant Support Coordinators:
819-449-5170 ext. 1020

COLLÈGE ASHBURY COLLEGE

Job Advertisement
Director of Financial Accounting and Reporting
Full-Time, Permanent

Ashbury College is a leading not-for-profit independent day and boarding school for students in Grades 3 to 12 located in Canada's capital and on the traditional, unceded territory of the Anishinàbe Algonquin Nation. We serve a diverse community, including students from over 60 nationalities from the National Capital Region, the diplomatic community, and international boarding and day students.

Our mission is to inspire students in a dynamic learning environment to be intellectually curious, compassionate, and engaged global citizens. Our strategic direction is centred on the highest standards in teaching and learning, whole-student development, access and inclusion within our pluralistic community, community engagement, and resource stewardship for long-term sustainability.

Located in central Ottawa, Ashbury College is seeking a full-time, permanent Director of Financial Accounting and Reporting to support Ashbury College's educational mission by delivering actionable financial insights to senior leadership. This role reports to the Chief Financial Officer and works collaboratively with accounting staff and other departments to ensure efficient and effective financial operations throughout the year and a smooth and timely year-end close and audit process.

Minimum Requirements:

- A bachelor's degree in finance, Accounting, Economics, or a quantitative field.
- At least seven years of progressive experience in audit or corporate finance
- Demonstrated experience in full cycle accounting and preparing financial reports
- Extensive hands-on experience with accounting systems (e.g. Multiview) including development or maintenance of chart of accounts (COA).
- Successful completion of required background screening, including a Vulnerable Sector Check, as a condition of employment

Preferred Qualifications:

- CPA, CFA or MBA
- Proficiency with data visualization software (e.g., Power BI, Tableau, or Looker)
- Demonstrated Knowledge of best practices in data presentation and formatting principles.
- Ability to translate complex financial data into plain language for non-finance business partners
- Strong problem-solving mindset with a history of driving analysis from raw data to final recommendation.
- Fluency in French and English would be an asset

Specific responsibilities include:

- **Annual Budgeting:** Coordinate the annual budget planning processes for the College and Foundation, across all departments.
- **Global projections:** Prepare and update annual projections including Cash flow, Budget projections, long-term Strategic Plan projections, Global Plans. Projections must be dynamic to allow analysis of variance scenarios.
- **Forecasts:** Prepare and update budget and other forecasts for Board presentation.
- **Variance Analysis:** Analyze variances and report deviations with useful context to management.
- **Audit management:** Prepare comprehensive working papers, and draft financial statements including Notes. Respond to auditor requests.
- **Account review:** Review accounting data regularly to confirm coding accuracy; identify and investigate unusual or incorrect entries; provide coaching and support to accounting staff as needed.
- **Team support:** Work with accounting team to achieve deadlines; review departmental and other reports generated by team for accuracy; attend and participate in College professional development and other staff activities.
- **Accounting:** Prepare year-end closing entries; maintain and enhance existing extensive library of working papers to support entries, account balances, and audit.
- **Financial Reporting:** Prepare financial reports including quarterly investment and Foundation reports, College budget updates and internal reports for bank, and year-end statements and Notes for audit.
- **Variance Reporting:** Prepare Budget to Actual reports; identify and analyze variances.
- **Scenario Planning:** Build robust "what-if" models to evaluate long-term strategic projects and market shifts.
- **Return on Investment (ROI) Evaluation:** Analyze the profitability of proposed new programs or investment in capital projects.
- **Board Presentations:** Assist CFO in the preparation of reports and presentation slide decks for the College's and Foundation's Finance Committees and Board of Directors meetings. Presentations must be clear and provide decision-ready insights to support strategic governance.
- **System Optimization:** Serve as the functional owner and super-user of the College's financial software platforms including Multiview and banking platforms.
- **CFO support:** Provide support and coverage for the CFO as needed.

Ashbury College provides a competitive compensation and group health benefits package. You are encouraged to visit us at ashbury.ca to learn more about our facilities, internationalism, community engagement, and school values and culture.

This posting is for a new position and will close on **November 13th, 2026**. All applications should be completed on or before that date. Kindly note that only short-listed applicants will be contacted. We

encourage all qualified candidates to submit their applications at their earliest convenience. Please note that the posting will be removed once the position is successfully filled.

We welcome applications from qualified individuals of all backgrounds, including those from groups that have faced historical and/or systemic barriers to equity. Joining Ashbury means contributing to a dynamic learning environment where your unique perspectives and experiences help shape a more inclusive future.

If we contact you about an employment opportunity and you require an accommodation, we will work with you to meet your needs. The compensation range for this position is between **$107,000 and $124, 000.** To apply, please visit our **Candidate Portal**.

COLLÈGE ASHBURY COLLEGE

Job Advertisement
Library and Archive Assistant
Full-Time, Permanent

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Our mission is to inspire students in a dynamic learning environment to be intellectually curious, compassionate, and engaged global citizens. Our strategic direction is centred on the highest standards in teaching and learning, whole-student development, access and inclusion within our pluralistic community, community engagement, and resource stewardship for long-term sustainability.

Located in central Ottawa, Ashbury College is seeking a full-time, permanent Library and Archive Assistant to support Ashbury College's educational mission by delivering integrated library and archival services. This role reports to the Head Librarian and provides library, research, and archival support to students, faculty, staff, alumni and other members of Ashbury's community. If you enjoy working with children and have a passion for children's literature, this position is for you.

Minimum Requirements:

- Library and Information Technician diploma, Archives and Records Management certificate, or related post-secondary education in Library Science, or a related field
- At least three years of relevant experience in a library, archives, museum, educational, or similar information services environment
- Written and verbal fluency in English is required

Preferred Qualifications:

- Experience working in a school setting is an asset
- Experience working with library management systems, electronic information resources, archival databases, and digitization projects is an asset
- Creativity in designing displays in the physical library space is an asset
- Fluency in French and English is an asset

Specific responsibilities include:
Library Functions:

- Carries out the preparation, cataloguing, circulation, organization, display, and maintenance of print and digital information, books and materials to provide a comprehensive range of reading and research materials that meet the needs of students and foster a passion for reading and learning.

- Applies library policies and procedures that reflect current and emerging technologies and advancements to promote the effective use of library resources and engage students in an enjoyable and productive library experience.
- Carries out collection maintenance activities, including shelving, inventory management, processing of new materials, and weeding of outdated resources, to ensure collections remain accessible, current, and relevant.
- Maintains the physical library space as well as develops creative displays for various activities, programs and initiatives.
- Responds to student requests, provides coaching on the identification and location of materials suitable for student academic needs and personal interests, and encourages the development of research and digital literacy skills.
- Responds to requests from faculty and other staff for print and digital materials, and assists in identifying resources that support teaching, learning and curriculum delivery.
- Supports library programming, events, book fairs, and reading initiatives.
- Assists with supervision of students using library facilities.

Archive Functions:

- Carries out the acquisition, organization, preservation, storage, and maintenance of archival materials related to the history and heritage of the College.
- Works to ensure the long-term protection, security, and accessibility of historical records and materials.
- Responds to requests from students, faculty, staff, alumni, researchers, and external stakeholders for archival information and historical materials, supporting research, communications, advancement activities, and special projects.
- Identifies, evaluates, and preserves records of historical significance to the College.
- Assists in the preparation of displays, exhibits, publications, presentations, and special events that promote awareness and appreciation of the College's history, traditions, and archival collections.

Ashbury College provides a competitive compensation and group health benefits package. You are encouraged to visit us at ashbury.ca to learn more about our facilities, internationalism, community engagement, and school values and culture.

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We welcome applications from qualified individuals of all backgrounds, including those from groups that have faced historical and/or systemic barriers to equity. Joining Ashbury means contributing to a dynamic learning environment where your unique perspectives and experiences help shape a more inclusive future.

If we contact you about an employment opportunity and you require an accommodation, we will work with you to meet your needs. The compensation range for this position is between **$58,000 and $65,900.** To apply, please visit our **Candidate Portal**.

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

OPEN UNTIL FILLED

October 28, 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:	OPEN UNTIL FILLED

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.

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.

WE WELCOME ALL TO A KZHSS

TAGWAGI-MAGOSHEWIN

FALL COMMUNITY FEAST

SATURDAY, NOVEMBER 7, 2026

5:00 PM

COMMUNITY HALL

LIVE MUSIC BY: LOOSE CHANGE

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

Òde Wìdòkàzowin Program Calendar

NOVEMBER - ADIKAMEG-KÌZIS 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Fitness First: 9-11am	3 Open Gym: 6-8pm	4 Fitness First: 9-11am Open YC: 6-7:30pm	5 Volleyball: 6-8pm	6 Fitness First: 9-11am Broomball: 9:30-11:20pm	7
8	9 Fitness First: 9-11am	10 Open Gym: 6-8pm	11 Holiday: Closed	12 Volleyball: 6-8pm	13 Fitness First: 9-11am Teen Dance & Karaoke: 7-10pm	14 
15 	16 Fitness First: 9-11am	17 Open Gym: 6-8pm	18 Fitness First: 9-11am	19 Volleyball: 6-8pm	20 Fitness First: 9-11am Broomball: 9:30-11:20pm	21
22	23 Fitness First: 9-11am	24 Open Gym: 6-8pm	25 Fitness First: 9-11am	26 Volleyball: 6-8pm	27 Fitness First: 9-11am Broomball: 9:30-11:20	28
29	30 Fitness First: 9-11am					

For more information, please contact Òde: **819-449-2323**
Each employee's extension number is listed next to their name.

Directory:

Youth Wellness:
Annie (2807)
Emery (2804)

Inclusive Care:
Kristy (2814)

Sports & Rec :
Colten (2812)





80'S THEME
TEEN DANCE & KAROKE NIGHT

TEENS AGES 13-17

FRIDAY, NOVEMBER 13, 2026

7:00 TO 10:00 PM

AT THE YOUTH CENTRE

Participation prizes to be won if you come dressed for 80's theme

For more info, please contact
Annie or Emery at Òde Wìdòkàzowin:
819-449-2323

NEW THIS YEAR!

The Respiratory Syncytial Virus (RSV) vaccine is free for people aged 75 and older.

What is RSV?

The RSV is a respiratory virus that causes cough, fever, and breathing difficulty, especially in older adults and infants.

Why get vaccinated against RSV?

Respiratory syncytial virus (RSV) is a very common virus in fall and winter. In some people who are more at risk of complications, such as older adults, it can cause pneumonia and lead to hospitalization.

If you are interested in getting the vaccine, please contact the KZHSS Medical Office Assistant and leave your name and phone number. A clinic will be organized shortly.

819-449-5593



AFTER-SCHOOL CLUBS

NOW OPEN

DISCOVER EXCITING OPPORTUNITIES BEYOND THE CLASSROOM.

- SPORTS
- ARTS & CRAFTS

Girls Club on Mondays 3 pm to 5:30 pm
Boys Club Tuesdays 3 pm to 5:30 pm
Ages 6 to 12 years old

Starting November 16

Location: Youth Center

Parents are required to pick up their kids by 5:30 pm

PLEASE REGISTER WITH ANNIE AND EMERY AT ODE 819-449-2323

Òde Widòkàzowin

NNADAP Monthly Calendar

November - Adikameg Kizis

Darren McGregor
Darren.McGregor@kza.qc.ca

Mariah Smith Chabot
Mariah.Smith-Chabot@kza.qc.ca

Patricia Brazeau
Patricia.Brazeau@kza.qc.ca

819-449-5593

Weekly Program

- Recovery Meeting
- Sharing Circle
- Wellness Activity

Monthly Events

- Sweat Lodge Ceremony

Holidays & Special Events

- Remembrance Day
- Honoring Sobiety Awamess Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Recovery Meeting	4	5 Sharing Circle	6 Wellness Activity	7
8	9 Women's Sweat Ceremony	10 Recovery Meeting Men's Sweat Ceremony	11	12 Sharing Circle	13 Wellness Activity	14
15	16	17 Recovery Meeting	18	19 Sharing Circle	20 Wellness Activity Honoring Sobiety Event	21
22	23 NNADAP Training	24 NNADAP Training	25 NNADAP Training	26 Sharing Circle	27 Wellness Activity	28
29	30	31 Recovery Meeting				

NNADAP PRESENTS:

CELEBRATING SOBRIETY EVENT

SAVE THE DATE

FRIDAY, NOVEMBER 20TH, 2026

KITIGAN ZIBI COMMUNITY HALL

Sweat Lodge Ceremony

Hosted by NNADAP

Women's Sweat with Mariah
Monday, November 9, 2026
4:30 PM to 9:00 PM

Men's Sweat with Darren
Tuesday, November 10, 2026
4:30 PM to 9:00 PM

Location: Health Centre Tipi

Everyone is welcome to join us and participate in ceremony.

For those who have questions or concerns about the ceremony, please contact the conductors.

Sign-up with the NNADAP team by calling:
819-449-5593



NNADAP Team:
Darren Mcgregor
Mariah Smith Chabot
Patricia Brazeau

Endong Senior Activities November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9-10 AM Gym	3	4 9-10 AM Gym	5	6	7
8	9 9-10 AM Gym	10	11 9-10 AM Gym	12	13	14
15	16 9-10 AM Gym	17 BOWLING 1 PM	18 9-10 AM GYM	19 Nutrition Talks with Marie-Eve 9:30 "Dry Snacks" Muffin Mix	20	21
22	23 9-10 AM Gym	24	25 9-10 AM Gym	22	23	24
29	30 9-10 AM Gym					

Transportation to and from Endong Senior Meals & Activities (55+) is available. Please call Roonie Tenasco at 819-449-8372 to arrange transportation for these activities at the Hall. Migwetch

WEEKLY SCHEDULE

Monday
Soup & Sandwiches
11:30 am



Tuesday
Breakfast 9:30 am
Swimming 11:00 am



Wednesday
Endong Meal 11:30 am
Bingo 1:00 pm



Thursday
Breakfast 9:30 am





Registration for the 2026 Christmas Basket Program

The Vallée-de-la Gatineau Christmas basket program is back! In 2026, the organization **Aux goûts du jour** and the partners of the VG Social Development Table are joining forces to support as many people as possible.

How to Participate:

1. Fill out the form Online, QR code, or paper forms. Printed forms are available at the front reception desk at the Òde Wìdòkàzowin building. (main entrance area is near the rink)
2. A volunteer will contact you to complete/finalize your registration.
3. In December, pick out your own groceries! For your Christmas basket thanks to our new option!

How to Submit Your Form:

1. In-person completed form drop-off locations: 177 rue Des Oblats in Maniwaki, QC (former Foyer Pere Guinard) or at Òde Wìdòkàzowin - 148 Paganakomin Mikan
2. Online: https://forms.gle/Hm1CRefEYAbcjzRX7
3. QR code: Scan the code to the right.

Need Help?

If you have questions or need help filling out the form, please contact:

Aux goûts du jour: 819-441-0333
Laurie Decontie: 819-449-2323 ext. 2815
(Community Food Systems Coordinator)



ODEKAN HEADSTART NOVEMBER CALENDAR 2026

ADIKAMEG KIZIS – MONTH OF THE SPAWNING WHITE FISH

Sagabigoni Program
Monday–Friday
8:30–11:30am
Ages: 3–4 yrs old

Caregiver's Afternoon Out
Monday, Tuesday & Wednesday
1:00–3:00pm
Ages: 15 months – 3 yrs old
(Monday & Wednesdays)
Ages: 6 months – 15 months
(Tuesdays)

Any questions/info contact:
Katrina Whiteduck
Odekan Headstart Coordinator
katrina.whiteduck@kza.qc.ca

Odekan Headstart
367 Paganakomin Mikan
Maniwaki,Qc, J9E 3B1
Tel: (819) 449-2702
Fax: (819) 449-3361

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	3 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	4 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	5 Sagabigoni Program 8:30-11:30am — Curriculum prep/Cleaning/Home Visits	6 Sagabigoni Program 8:30-11:30am — **CLOSED**	7
8	9 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	10 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	11 **CLOSED** **Remembrance Day** 	12 Sagabigoni Program 8:30-11:30am — Curriculum prep/Cleaning/Home Visits	13 Sagabigoni Program 8:30-11:30am — **CLOSED**	14 
15 EARLY CHILDHOOD WEEK FIRST NATIONS	16 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	17 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	18 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm	19 Sagabigoni Program 8:30-11:30am — Curriculum prep/Cleaning/Home Visits	20 Sagabigoni Program 8:30-11:30am — **CLOSED**	21
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29 	30 Sagabigoni Program 8:30-11:30am — Caregiver's Afternoon Out 1:00-3:00pm					


REMEMBRANCE DAY
- 11 / 11 / 2026 -
Join us at the Cultural Center as we give thanks to our veterans and military service men & women of Kitigan Zibi, Canada & the United States.
10:50 - Ceremony Begins (Words of Welcome)
OPENING PRAYER (Anishinabemowin)
10:58- Last Post
11:00- Moment of Silence
Lament
Reveille
HONOR SONG (KZ Drummers)
In Flanders Fields (Gunner Dumont)
Official Wreaths
Public invited to put tobacco down to honor their loved
LIGHT LUNCHEON

ITS ALL ABOUT MONZ

THURSDAY
NOVEMBER 12TH

10 am to 3 pm
KZ Cultural Centre





- SMOKE HIDE
- SMOKE MEAT
- BANNOCK TREATS

COME ON OUT, BE PART OF THE FUN, AND ENJOY A BOWL OF SOUP WITH US!

For more information contact Steph
Cultural Centre (819) 441-1655

CELEBRATING
EARLY CHILDHOOD WEEK
FOR CHILDREN 0-6YRS OLD

FAMILY PHOTO SESSIONS
FRIDAY NOV 20,2026

FAMILY PHOTO SESSIONS WITH ALICE BEAUDOIN
REGISTRATION IS REQUIRED
PLEASE CALL
ODEKAN 819-449-2702
STARTING MONDAY NOV 16TH @1PM TO RESERVE A PHOTO SESSION SPOT

LOCATION: CULTURAL CENTRE

CKWE DRAWS

TO CELEBRATE EARLY CHILDHOOD WEEK WE ARE GIVING AWAY PRIZE PACKAGES TO: DISNEY ON ICE AND COSMIC ADVENTURES

TO ENTER: SHOW US HOW YOU ARE CELEBRATING UNIVERSAL DAY OF THE CHILD NOVEMBER 20TH WITH YOUR FAMILY
DEADLINE: FRIDAY NOV 20 @NOON
SEND TO: KATRINA.WHITEDUCK@KZA.QC.CA

DRAWS WILL BE DONE MONDAY NOV 23 ON CKWE





EARLY CHILDHOOD WEEK — FIRST NATIONS

November 16-22, 2026

OUR CHILDREN,
OUR ROOTS,
OUR FUTURE

Adikameg Kìzis

November Grammar Contest

Changing a verb into a command is simple – add an **N** suffix to the end of the verb. Add an **N** to the following verbs to make them into commands. Email it to **odaminowin2021@gmail.com** or drop it off at the Cultural Center by November 23 for your chance to win a $100 gift certificate at KZ GAS.

Verb	Command
namadabi - s/he is sitting	(Sit!)
nànìbawi – s/he is standing	(Stand!)
wìsini – s/he is eating	(Eat!)
inàbi – s/he is looking	(Look!)
pimose – s/he is walking	(Walk!)
agòdo – s/he is hanging it	(Hang it!)
kizìndji– s/he is washing hands	(Wash hands!)
pozi – s/he is getting on	(Get on!)
pimibito – s/he is running	(Run!)
bapiwo – s/he is waiting	(Wait!)
pìndige – s/he is coming in	(Come in!)
pìjà– s/he is coming	(Come!)
minikwe – s/he is drinking	(Drink!)
wanishkà – s/he is waking up	(Wake up!)
pìdjkonaye – s/he is dressing up	(Dress up!)
kwashkwani -s/he is jumping	(Jump!)
pazigwì – s/he is getting up	(Get up!)

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: Tuesday November 17, 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.

MINWASHIN

INVITATION TO ANICINABEKWE WOMEN

ACITC PROJECT

"When women share their voices,
they nurture the memory, strength, and future of their community."



An invitation to come together to share, write, and create.

We invite Anicinabekwe women to participate in a gathering and writing workshop as part of the ACITC Project, an artistic initiative that will culminate in the creation of a theatrical work inspired by the words, experiences, memories, and visions of women from our communities.

Through these workshops, we hope to create a space where women can express themselves freely, with respect for their own pace, lived experiences, and personal choices.

A Safe and Supportive Space

- No writing experience required
- No performance expectations
- Each participant is free to engage at her own pace
- Psychosocial support available

Confidentiality Above All

- All writing is anonymous. The words and stories shared will be received with the utmost respect and will be used solely as part of the creative process of the ACITC Project.

How Does the Workshop Unfold?

- • Duration: 2.5 hours
  • Welcome and introductions
  • Sharing circle and discussion
  • Personal writing time
  • Optional group discussion

INFORMATION

📍 Location: Kitigan Zibi Multi-Use Building 137C Kichi Mikan
📅 Date: Tuesday, November 10th 2026.
🕒 Time: Group A: 12:00pm noon-3:30 pm or Group B: 5:30pm - 8:00pm
☎ Information and Registration: Jolene@minwashin.org

Jolene Commanda (819)833-0024 to confirm your attendance.

MA MUSÉE D'ART

CALQ Conseil des arts et des lettres du Québec

Fondation Canadienne FCSCJ



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TARIFS DE MASSAGE

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343-322-0269

Tiffany Levesque