KI TI GAN ZI BI
ANISHINABEG



PHT
Peace Hills Trust

TRUST INFORMATION SESSION

Join us for an important information session about the Kitigan Zibi Anishinabeg Trust.

November 18, 2026
5 p.m. - 8 p.m.
KZA Community Hall

A light meal and refreshments will be served.
Door prizes will be available.
To register online;
mailto:kzamembers@kza.qc.ca

MRC DE LA VALLÉE-DE-LA-GATINEAU

MUNICIPALITY OF GRAND-REMOUS

JOB OFFER

DRIVER-OPERATOR FOR RESIDUAL MATERIALS COLLECTION

The Municipality of Grand-Remous is looking for a reliable and self-directed person to collect residual materials (garbage and recycling) throughout its territory and in the municipalities it serves. **This position mandatorily includes replacing the collection attendant when absent** (see the box below).

The position at a glance

Position:	Driver-operator for residual materials collection
Status:	Permanent, full-time (40 hours/week)
Working language:	French
Schedule:	Monday to Friday. The day usually starts at 5:30 a.m.; hours may vary and some days may end as late as 9 p.m.
Workplace:	1508, route Transcanadienne, Grand-Remous (Québec) J0W 1E0, with daily travel on the collection routes
Salary:	**$26.51 per hour**, according to the collective agreement in effect
Benefits:	group insurance and pension plan (mandatory participation), paid leave, work clothing allowance
Reports to:	General Management

IMPORTANT: REPLACING THE COLLECTION ATTENDANT

This is not just a driving job. When the collection attendant is absent (vacation, illness, leave or other), the person holding this position **must replace them and carry out the collection themselves**, meaning:

- picking up residual materials placed along roads and streets and loading them into the truck's hopper;
- leaving each site clean after every collection;
- checking the condition of wheeled bins and whether materials comply, and affixing stickers when there is a problem.

This task is an integral part of the position. It is not optional. Anyone who applies must be ready and able to do it.

GOOD TO KNOW: WHAT THE JOB INVOLVES DAY TO DAY

We want you to know what to expect before you apply:

- **Outdoor work, all year round, in all weather.** Collection takes place in extreme cold, rain, snow and heat. In winter, wearing ice cleats on your boots is mandatory.
- **Odours and dirt.** The work involves daily contact with garbage, recycling and their odours, as well as cleaning the hopper every day.
- **Physical work.** The job requires getting in and out of the truck repeatedly. When replacing the collection attendant, you must pick up materials and handle bins on foot along the entire route.
- **Routine and punctuality.** The routes are the same from week to week, and residents count on regular service at the scheduled time.
- **Basic mechanics and paperwork.** The job is not limited to driving: vehicle maintenance and record keeping are part of every day.
- **Rural setting.** The routes cover rural roads in the Haute-Gatineau, and resources are limited: you need to be resourceful.

This job is for you if you are ready to do the collection yourself when the situation calls for it, you enjoy working outdoors and independently, you are comfortable with physical and repetitive work, and you take pride in delivering an essential service well.

Main duties

Under the authority of General Management, the person holding the position:

- drives and operates the residual materials collection truck on established routes;
- performs the pre-trip inspection every day and completes the inspection sheets;
- carries out basic vehicle maintenance: checking and changing oil, greasing, checking and replacing bulbs and lights, checking and changing tires, checking the battery;
- washes the truck and hopper every day;
- records the weight of materials collected between each municipality's collections and keeps accurate records of work done, hours worked and incidents;
- works closely with the collection attendant;
- **replaces the collection attendant when absent** (see the box above);
- may perform other duties related to municipal operations or public works, as needed.

Requirements

- Valid Class 3 driver's licence with F endorsement (air brakes);
- Good physical condition and ability to work outdoors in all conditions;
- **Ability and willingness to perform manual collection when replacing the collection attendant;**
- Ability to perform basic maintenance on a heavy vehicle;
- Reliability, punctuality and pride in a job well done;
- Ability to work as part of a team and follow instructions;
- Basic knowledge of French;
- Education: high school diploma (or equivalent);
- Experience: at least one year of heavy vehicle driving.

How to apply

Send your résumé no later than **January 8, 2027** by email to **dg@grandremous.ca** (Word or PDF format) or in person at the Municipality of Grand-Remous office, 1508, route Transcanadienne, Grand-Remous (Québec) J0W 1E0. After this date, applications will continue to be accepted until the position is filled. Information: **819-438-2877**.

The Municipality encourages young people, Indigenous people, newcomers to Canada and persons with disabilities to apply.

Only candidates selected for an interview will be contacted.

MRC DE LA VALLÉE-DE-LA-GATINEAU

MUNICIPALITÉ DE GRAND-REMOUS

OFFRE D'EMPLOI

CHAUFFEUR-OPÉRATEUR OU CHAUFFEUSE-OPÉRATRICE POUR LA COLLECTE DE MATIÈRES RÉSIDUELLES

La Municipalité de Grand-Remous est à la recherche d'une personne fiable et autonome pour assurer la collecte des matières résiduelles sur son territoire et dans les municipalités desservies. **Ce poste comprend obligatoirement le remplacement de la personne préposée à la collecte en son absence** (voir l'encadré ci-dessous).

Le poste en bref

Poste :	Chauffeur-opérateur ou chauffeuse-opératrice pour la collecte de matières résiduelles
Statut :	Permanent, temps plein (40 h/semaine)
Langue de travail :	Français
Horaire :	Du lundi au vendredi. La journée commence habituellement à 5 h 30; l'horaire peut varier et certaines journées peuvent se terminer jusqu'à 21 h.
Lieu de travail :	1508, route Transcanadienne, Grand-Remous (Québec) J0W 1E0, avec déplacements quotidiens sur les circuits de collecte
Salaire :	**26,51 $ l'heure**, selon la convention collective en vigueur
Avantages :	assurances collectives et régime de retraite (participation obligatoire), congés payés, allocation pour vêtements de travail
Supérieur :	Direction générale

IMPORTANT : REMPLACEMENT DE LA PERSONNE PRÉPOSÉE À LA COLLECTE

Ce poste n'est pas uniquement un poste de conduite. En l'absence de la personne préposée à la collecte (vacances, maladie, congé ou autre), la personne titulaire du poste **doit la remplacer et effectuer elle-même la collecte**, c'est-à-dire :

- ramasser les matières résiduelles disposées le long des routes et des rues et les charger dans la benne du camion;
- laisser les lieux propres après chaque collecte;
- vérifier l'état des bacs roulants et la conformité des matières, et apposer des vignettes en cas de problème.

Cette tâche fait partie intégrante du poste. Elle n'est pas facultative. Toute personne qui postule doit être prête et apte à l'accomplir.

À SAVOIR : CE QUE LE POSTE IMPLIQUE AU QUOTIDIEN

Nous tenons à ce que vous sachiez à quoi vous attendre avant de postuler :

- **Travail à l'extérieur, toute l'année, peu importe la météo.** La collecte a lieu par grand froid, sous la pluie, dans la neige et la chaleur. En hiver, le port de crampons sous les bottes est obligatoire.
- **Odeurs et salissures.** Le travail implique un contact quotidien avec les déchets, le recyclage et leurs odeurs, ainsi que le nettoyage quotidien de la benne.
- **Travail physique.** Le poste demande de monter et de descendre du camion à répétition. Lors du remplacement de la personne préposée, il faut ramasser les matières et manipuler des bacs à pied, tout au long des circuits.
- **Routine et ponctualité.** Les circuits sont les mêmes d'une semaine à l'autre, et les citoyens comptent sur un service régulier, à l'heure prévue.
- **Mécanique de base et paperasse.** Le poste ne se limite pas à la conduite : l'entretien du véhicule et la tenue des registres font partie de chaque journée.
- **Milieu rural.** Les circuits couvrent des routes rurales de la Haute-Gatineau, et les ressources sont limitées : il faut savoir se débrouiller.

Ce poste vous conviendra si vous êtes prêt ou prête à faire la collecte vous-même quand la situation l'exige, si vous aimez travailler dehors et de façon autonome, si vous êtes à l'aise avec un travail physique et répétitif, et si la fierté d'un service essentiel bien rendu compte pour vous.

Principales tâches

Sous l'autorité de la direction générale, la personne titulaire du poste :

- conduit et opère le camion de collecte des matières résiduelles sur les circuits établis;
- effectue chaque jour la vérification avant départ (VAD) et remplit les fiches de vérification;
- fait l'entretien de base du véhicule : vérification et changement d'huile, graissage, vérification et remplacement des ampoules et des feux, vérification et changement des pneus, vérification de la batterie;
- lave le camion et la benne chaque jour;
- enregistre le poids des matières collectées entre les collectes de chaque municipalité et tient des registres précis des travaux, des heures travaillées et des incidents;
- travaille en étroite collaboration avec la personne préposée à la collecte;
- **remplace la personne préposée à la collecte en son absence** (voir l'encadré ci-dessus);
- peut réaliser d'autres tâches liées aux opérations municipales ou aux travaux publics, selon les besoins.

Exigences

- Permis de conduire de classe 3 valide avec mention F (freins pneumatiques);
- Bonne condition physique et capacité à travailler à l'extérieur en toutes conditions;
- **Capacité et disposition à effectuer la collecte manuelle en remplacement de la personne préposée à la collecte;**
- Capacité à effectuer l'entretien de base d'un véhicule lourd;
- Fiabilité, ponctualité et souci du travail bien fait;
- Capacité à travailler en équipe et à suivre les directives;
- Connaissance de base du français;
- Formation : diplôme d'études secondaires (ou équivalent);

- Expérience : minimum d'un an de conduite de véhicule lourd.

Pour postuler

Faites parvenir votre curriculum vitae au plus tard le **8 janvier 2027** par courriel à **dg@grandremous.ca** (format Word ou PDF) ou en personne au bureau de la Municipalité de Grand-Remous, 1508, route Transcanadienne, Grand-Remous (Québec) J0W 1E0. Après cette date, les candidatures continueront d'être reçues jusqu'à ce que le poste soit pourvu. Renseignements : **819 438-2877**.

La Municipalité encourage les jeunes, les personnes autochtones, les personnes nouvellement arrivées au Canada et les personnes handicapées à poser leur candidature.

Seules les personnes retenues pour une entrevue seront contactées.

Indian Registration System

Band Change Report

Protected A

Runtime : 11/12/2026 @ 9:46

For 2026/10

073 - Kitigan Zibi Anishinabeg **Responsibility Center:** **301 - QUEBEC REGIONAL OFFICE**

Surname	Given Name	Event Type	Recorded Date	Increase	Decrease
BONE	HANNAH EDITH APRIL SHELLY	Addition - First Generation	2026/10/20	X	
COMTOIS	JOSEPH LÉON RÉGIS	Miscellaneous Addition	2026/10/30	X	
CONTOIS	JÉRÔME JOSEPH LAURIER	Addition - First Generation	2026/10/30	X	
FRANK	ELIAS WILLIAM	Addition - First Generation	2026/10/02	X	
GIGANE	ANTONY JOSEPH	Confirmed death	2026/10/22		X
HARRISON	AYLA QUINN	Addition - First Generation	2026/10/28	X	
HARRISON	EMILY MORGAN WYN	Addition - First Generation	2026/10/29	X	
HARRISON	OWYN PATRICK	Addition - First Generation	2026/10/29	X	
KHEHAR	ALKA	Addition - First Generation	2026/10/14	X	
LACROIX ODJICK	FELIX STEPHANE	Addition - First Generation	2026/10/02	X	
LORD	JACOB	Birth - Prior to Current Year	2026/10/14	X	
MASTERS	JUSTINE MARIE	Addition - First Generation	2026/10/01	X	
MC DOUGALL-MARTINEAU	OWEN KWINGWAYAGE	Addition - First Generation	2026/10/06	X	
ROY	MARIE VALENTINE DIANE	Addition - First Generation	2026/10/13	X	
SABOURIN	PIERRE ALAIN	Addition - First Generation	2026/10/22	X	
SOLOMON	THERESA MARIE	Addition - First Generation	2026/10/28	X	
VILLENEUVE	JULIE MARIE MONIQUE	Addition - First Generation	2026/10/29	X	

Total Population Before: 4,512

Total Population After: 4,527

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.

JOB OPPORTUNITY

1st Posting

November 12, 2026

POSITION:	**Elders Outreach and Support Worker**
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours per week
TERM:	One (1) year pilot project
SALARY:	$23.12 (as per KZA Salary Scale)
DUE DATE:	November 20, 2026

The Elders Outreach and Support Worker provides home visits, companionship, and wellness check-ins to Elders and seniors within the Kitigan Zibi community, particularly those experiencing isolation or increased vulnerability. The position promotes social connection, independence, and overall well-being while identifying and reporting potential health and safety concerns. Reporting to the Long-Term Care (LTC) Coordinator and working closely with the KZHSS nursing team, the Outreach Worker maintains an assigned caseload, provides weekly updates, and promptly communicates concerns requiring nursing assessment or follow-up. Through relationship-based and preventative outreach, the position supports Elders and seniors in remaining safe, connected, and independent in their own homes.

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 degrees and/or 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 Janet Brascoupe, Employment/Training Officer**,** at the Band Office by **November 20, 2026, at 11:00 A.M (EST).**

Contact information:
Email: Janet.brascoupe@kza.qc.ca
Phone: 819-449-5170 ext. 1400
Location: 1 Paganakomin Mikan Maniwaki QC J9E 3C9

Please note that no interviews will be conducted for this position. Applicants will be evaluated and selected based on the established screening process. 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.

KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Elders Outreach and Support Worker

Job Description

GENERAL INFORMATION	
Job Title :	Elders Outreach and Support Worker
Category :	Technical
Sector :	Kitigan Zibi Health & Social Services
Location :	Community-Based
Terms :	One-Year Term (Pilot Project)
Hours :	35 hours per week
Salary :	$23.12/hr (as per KZA Salary Scale)
Immediate Supervisor :	Long-Term Care Coordinator
Date of Job Description:	November 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 Elders Outreach and Support Worker provides home visits, companionship, and wellness check-ins to Elders and seniors within the Kitigan Zibi community, particularly those experiencing isolation or increased vulnerability. The position promotes social connection, independence, and overall well-being while identifying and reporting potential health and safety concerns. Reporting to the Long-Term Care (LTC) Coordinator and working closely with the KZHSS nursing team, the Outreach Worker maintains an assigned caseload, provides weekly updates, and promptly communicates concerns requiring nursing assessment or follow-up. Through relationship-based and preventative outreach, the position supports Elders and seniors in remaining safe, connected, and independent in their own homes.

KEY DUTIES

Wellness Outreach & Companionship

- Conduct regular home visits and wellness check-ins with assigned Elders and seniors, providing companionship, conversation, and meaningful social engagement.
- Build trusting relationships through informal visits, storytelling, sharing coffee, playing cards, and other activities based on individual interests and preferences.
- Exercise initiative and sound judgment in determining the frequency, duration, and nature of visits according to individual circumstances and needs.
- Promote community awareness of the pilot project through outreach, existing relationships, and word of mouth, identifying individuals who may benefit from the service.

- Encourage independence, dignity, social connection, and overall well-being while respecting individual choices and personal boundaries.

Wellness Observation & Nursing Collaboration

- Remain attentive to changes in an individual's physical appearance, mobility, behaviour, emotional well-being, daily functioning, or home environment.
- Report health and safety concerns immediately to the nursing team for clinical triage, assessment, and appropriate follow-up.
- Participate in weekly case reviews with the nursing team, sharing observations, recent visits, and emerging concerns.
- Follow established missed-contact and emergency procedures when an individual cannot be reached or circumstances suggest a potential safety concern.
- Collaborate with the LTC Coordinator and nursing team to support referrals, coordinated outreach, and continuity of services, recognizing that clinical assessments and decisions remain the responsibility of nursing professionals.

Caseload Management & Documentation

- Maintain an assigned caseload coordinated by the LTC Coordinator in collaboration with the nursing team, ensuring consistent outreach and avoiding duplication among workers.
- Maintain accurate and confidential records of visits, attempted contacts, observations, concerns, and follow-up activities.
- Report administrative, scheduling, operational, and employment-related matters to the LTC Coordinator, while communicating health and safety concerns directly to the nursing team.
- Maintain basic program statistics and contribute feedback to support the monitoring and evaluation of the one-year pilot project.
- Participate in required meetings and training, adhere to KZA and KZHSS policies and professional boundaries, and perform duties within the non-clinical scope of the position, excluding personal care, medication administration, and medical advice.

KNOWLEDGE AND SKILLS

- Basic understanding of the importance of companionship, social connection, and overall well-being among Elders and seniors.
- Demonstrates strong interpersonal, listening, communication, and relationship-building skills.
- Demonstrates observation and basic reporting skills, with the ability to recognize and communicate potential concerns.
- Flexible and able to adapt to individual needs, circumstances, and changing situations.
- 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.

MANAGERIAL/SUPERVISORY	
Human Resources:	Not applicable in this position.
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Not applicable for this position.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Works independently during community home visits and collaboratively with the LTC Coordinator and nursing team. ▪ Requires patience, attentiveness, emotional sensitivity, and the ability to respond appropriately to changing or potentially distressing situations. ▪ Requires regular travel and mobility between residences and KZHSS facilities.
Working Conditions:	▪ Works primarily within Elders' and seniors' private residences throughout the Kitigan Zibi community. ▪ Generally works regular and consistent weekly hours. ▪ May be required to use a KZHSS vehicle. ▪ May encounter varying home environments and accessibility conditions. ▪ Required to attend staff meetings, workplace safety training, and professional development activities as directed.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ No formal education, diploma or health care certification required; education or training in health care or a related field is considered an asset. ▪ Experience providing companionship, informal support, or volunteer assistance to Elders, seniors, or community members is considered an asset. ▪ Lived experience, community involvement, and established relationships with Elders and seniors are valued. ▪ Willingness to participate in orientation and training provided by KZHSS.
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and awareness of Algonquin culture and communities.
Abilities:	▪ Ability to work independently while maintaining regular communication with the LTC Coordinator and nursing team. ▪ Ability to maintain basic records of visits and observations, with training and support as required. ▪ Ability to communicate orally and in writing in English. ▪ Ability to communicate in Algonquin and/or French an asset.
Personal Suitability:	▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates compassion, patience, kindness and genuine concern for the well-being of others. ▪ Enjoys spending time with Elders and seniors and values meaningful community relationships. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members.
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.

Kitigan Zibi Health and Social Services

Box 160, 8 Kikinamage Mikan
Maniwaki (Quebec)
J9E 3B4

TEL.: (819) 449-5593/4
TEL.: (819) 449-3803
FAX: (819) 449-7411

November 10, 2026

Winter Snow Shoveling Program Workers Employment 2026

Foreman (1 position)

Applications are now being accepted for the Foreman, Winter Snow Shoveling Program within Kitigan Zibi. The salary will be $26.38 per hour.

The successful candidate will supervise the Winter Snow Shoveling Program, which includes the maintenance of the ice rinks, walking path, shoveling eligible clients' homes and other designated locations areas, during periods of inclement weather. Other general labour tasks as directed by the Supervisor or Public Works.

If you are interested in being considered for this position, please complete the attached application form and submit it, as well as copy of valid driver's license and vehicle registration to Janet Brascoupe, Employment/Training Officer at the Band Office (819-449-5170) by Friday, November 20, 2026 at 11:00 a.m.(noon) (EST). Applications received after this date will not be considered. There will be no interviews for this position.

General Conditions:

Schedule and flexible work hours (40 hours per week rotational), with weekend and holiday schedule, depending on weather conditions. This includes weekends. Work hours may be modified with the approval of the Home Care Coordinator.

No interviews will be held. A selection committee will choose the employees for the upcoming season. The following criteria will be taken into account:

1. Attendance record on previous jobs.
2. Prior work performance (history).
3. General good health. Selected workers must sign an attestation that they are physically fit to carry out labour intensive work.
4. Criminal Record Verification. Selected workers must provide a Criminal Record Verification.
5. All KZA employees are obligated to sign a Work Code of Ethics and Oath of Confidentiality form.
6. Shovels will be provided.
7. Must have a valid driver's license, insurance, and a legally registered truck/vehicle capable of carrying sand/salt, and maintain them throughout employment.

Please submit copies of certificate(s) and license(s) to support any specialized training you may have. Documents will be included in your personnel file. Validation of credentials/licenses will be made.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance to the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.

FOREMAN - WINTER SNOW SHOVELLING PROGRAM EMPLOYMENT 2026

APPLICATION FORM

Deadline to apply: Friday, November 20, 2026 @ 11:00 a.m.

Name: _____

Address: _____

Date of Birth: _____/_____/_____ (Must be 18 years of age)

Year Month Date

Telephone number/s: (h): _____ (cell): _____

Do you possess a valid Driver's license and legally registered, insured vehicle? (Required for this position, copy of driver's license and proof of vehicle must be attached) Yes ____ No _____

Do you possess a valid Quebec Health Card? Yes____ No _____

Have you received Employment Insurance (EI) Benefits in the last 52 weeks? Yes____ No _____

Do you have your First Aid certificate Yes _____ No ____

CPR certificate Yes _____ No _____

Do you have training as a Brushcutter? ____ Chainsaw Operator? _____

Other: _____

Please list or attach a resume of any other skills, certificates etc. you may have.

_____

_____

_____

_____

Signature: _____ Date: _____

KITIGAN ZIBI ANISHINABEG

Forman - Winter Snow Shoveling Program

Job Description

GENERAL INFORMATION	
Job Title :	Foreman - Winter Snow Shoveling Program
Category :	Manual Labour
Sector :	Kitigan Zibi Health and Social Services
Location :	Kitigan Zibi Anishinabeg
Terms :	On-contract – Term/Seasonal/Weekend shifts
Hours :	40 hours per week, flexible hours and weekends/holidays
Salary :	$26.38 (as per the KZA Salary Scale)
Immediate Supervisor :	Supervisor, Public Works
Date of Job Description :	November 2026

KZA MISSION STATEMENT

The Kitigan Zibi Anishinabeg through its peoples shall strive to achieve a balanced society where every member has an equal opportunity to fulfill their individual potential, in a safe, sustainable environment on traditional lands, where the spiritual, cultural, physical and mental well being can be achieved and where the basic human needs can be attained

CLIENT SERVICE RESULTS

The Winter Snow Shovellers Program provides snow, ice and debris removal as well as salting/sanding services to designated areas of eligible clients' homes, and other designated areas, during periods of inclement weather. They will also water, shovel and maintain the ice rinks, complete general maintenance of the equipment, rink shack, toilets and surrounding area. Snow removal, sanding and salting will be done on the Walking Path as well as other general labour tasks as directed by the Supervisor for Public Works.

KEY DUTIES

- Supervise the Winter Snow Shovelling Program which includes maintenance of the ice rinks, Walking Path, shovelling eligible clients' homes and other designated locations and areas.
- Supervise the employees assigned to their crew and record the hours each has worked per week; keeps track of snow days for gas allowance.
- Ensures that the Snow Shovellers' tasks are completed efficiently and safely.
- Shovels, clears and applies de-icing compounds or sand to designated areas of assigned client homes/community buildings (e.g. Community buildings – Community Hall, Kiweda Group Home, Walking Path, etc.); shovels entrances, ramps, outdoor steps, mailbox/garbage/ recycle bin areas, before client departure times or scheduled events/activities.
- All entrances of client's home need to be clear of snow and/or ice in case of emergency
- Develops a good rapport with clientele.
- The shoveling of entrances must be large enough for the ambulance personnel to bring a stretcher into the home.
- Shovel pathway to the vehicle.
- When shoveling do not pile snow up on the porch.
- Shovel by the garbage and recycling bins.
- Shovelling may have to go twice a day.

- Clientele may change without notice as the season progresses.
- Responsible for the maintenance of the rink through watering and the removal of snow.
- Checks and maintains all equipment on a regular basis.
- Maintains the rink, rink shack toilets and surrounding areas daily.
- Responsible for the maintenance of the walking path through removal of snow, sanding and salting.
- At all times accounts, documents and relays necessary information to supervisor, including client questions or concerns, and that safety issues are brought to the attention and remedied by pertinent sectors.
- Other general labour duties as specified by the Supervisor for Public Works.

KNOWLEDGE AND SKILLS
▪ Effective interpersonal communications skills, ability to build rapport with others. ▪ Knowledge of all relevant KZA policies: KZA Code of Ethics, KZA Human Resources Manual and Privacy Laws.

CONTACTS
▪ Maintains positive relationships with residents, clients, co-workers, youth, parents, caregivers and community members. ▪ Informs Supervisor of any concerns, questions and submits accurate reports in a prompt and efficient manner.

OTHER RESOURCES	
Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ A $26.00 gas allowance will be available **per snow day worked.**

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Uses proper techniques to carry or lift heavy objects. ▪ Demonstrate physical and mental stamina on planning, preparing and maintenance of the rink ice. ▪ Meet and keep deadlines. ▪ Ability to exercise good judgement.
Working Conditions:	▪ Required to attend professional workshops and/or workplace safety training within KZA. ▪ Required to work early morning hours depending on snowfall. ▪ Required to work flexible hours outside of normal hours, such as on weekends and holidays. Can be prolonged hours during certain temperatures. ▪ Required to work outdoors in adverse and inclement weather conditions. ▪ Exposure to cleaning chemicals. ▪ Possible contact with communicable diseases, body fluids such as vomit, blood, spittle, urine and feces. ▪ Rink and Walking Path must be ready for use for scheduled hours.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Must be in good physical condition to perform manual labour. First Aid/CPR certification (if not, must undergo training, when available). ▪ Workplace Hazards Information Management Systems (WHIMS) (if not, must undergo training, when available).

INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and awareness and Algonquin culture and communities.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate in English. ▪ Basic knowledge of reading and writing in English. ▪ Able to communicate in French or Algonquin is an asset. ▪ Able to communicate with Elders, youth, parents, caregivers and community members.
Personal Suitability:	▪ Discretion and diplomacy. ▪ Reliability. ▪ Ability to work with little to no supervision, establish own workload and possess strong work ethics and interpersonal skills. ▪ Ability to grasp, bend, lift, carry, move, push goods weighing a minimum of 75 lbs. or more. ▪ Honest and trustworthy. ▪ Respectful ▪ Reliable ▪ Possess stress management and time management skills
Certification/Licenses to maintain for 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. ▪ Driver's License and Vehicle Registration maintain throughout employment
Teamwork	▪ Work in collaboration with co-workers

NOTE: The Foreman of the Winter Snow Shoveling and workers are not responsible for removing snow from roofs (of homes, porches, or sheds), or to shovel a path to any other structure than the main residence. The Winter Program Worker is also not responsible for clearing entire driveways or for removing snow for the benefit of any of the client's family members.

Kitigan Zibi Health and Social Services
Box 160, 8 Kikinamage Mikan
Maniwaki (Quebec)
J9E 3B4
TEL.: (819) 449-5593/4
TEL.: (819) 449-3803
FAX: (819) 449-7411

November 10, 2026

Winter Snow Shoveling Program Workers Employment 2026

General Labourers (8 Labour positions)

Applications are now being accepted for the Winter Snow Shoveling Program within Kitigan Zibi. The salary is $18.52 per hour.

Successful applicants will be scheduled to work at the rink and to shovel eligible clients' home and other designated locations and areas, and other general labour tasks as directed by the Winter Snow Shoveling Program Forman.

If you are interested in being considered for these positions, please complete the attached application form and submit it, as well as copy of valid driver's license and vehicle registration to Janet Brascoupe, Employment/Training Officer at the Band Office (819-449-5170) by Friday, November 20, 2026 at 11:00 a.m. (EST). Applications received after this date will not be considered. There will be no interviews for these positions.

General Conditions:

Schedule and flexible work hours (40 hours per week rotational), with weekend and holiday schedule, depending on weather conditions. This includes weekends. Work hours may be modified with the approval of the Community Services Director.

A selection committee will choose the employees for the upcoming season. The following criteria will be taken into consideration:

1. Attendance record on previous jobs.
2. Prior work performance (history).
3. General good health. Selected workers must sign an attestation that they are physically fit to carry out labor intensive work.
4. Criminal Record Verification. Selected workers must provide a Criminal Record Verification.
5. All KZA employees are obligated to sign a Work Code of Ethics and Oath of Confidentiality form.
6. Must have a valid driver's license, insurance, and a legally registered truck/vehicle capable of carrying sand and/or salt, and maintain them throughout employment. **(Copies must be attached).**

Please submit copies of certificate(s) and license(s) to support any specialized training you may have. Documents will be included in your personnel file. Validation of credentials/licenses will be made.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance to the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.

WINTER SNOW SHOVELLING RROGRAM WORKERS EMPLOYMENT 2026 APPLICATION FORM

Deadline to apply: Friday, November 20, 2026 @ 11:00 a.m.

Name: _____

Address: _____

Date of Birth: _____/_____/_____ (Must be 18 years of age)

Year Month Date

Telephone number/s: (h): _____ (cell): _____

Do you possess a valid Driver's license and legally registered, insured vehicle? (Required for this position, copy of driver's license and proof of vehicle must be attached) Yes ____ No _____

Do you possess a valid Quebec Health Card? Yes____ No _____

Have you received Employment Insurance (EI) Benefits in the last 52 weeks? Yes____ No _____

Do you have your First Aid certificate Yes _____ No ____

CPR certificate Yes _____ No _____

Do you have training as a Brushcutter? ____ Chainsaw Operator? _____

Other: _____

Please list or attach a resume of any other skills, certificates etc. you may have.

_____

_____

_____

_____

Signature: _____ Date: _____

KITIGAN ZIBI HEALTH AND SOCIAL SERVICES

Winter Snow Shoveling Program Worker
Job Description

GENERAL INFORMATION	
Job Title :	Winter Snow Shoveling Program Worker
Category :	Manual Labour
Sector :	Kitigan Zibi Health and Social Services
Location :	Various locations
Terms :	On-contract – Term/Seasonal/Weekend shifts
Hours :	40 hours per week, flexible hours and weekends/holidays
Salary :	$18.52 (as per KZA Salary Scale)
Immediate Supervisor :	Winter Snow Shoveling Program Foreman
Date of Job Description :	November 2026

KZA MISSION STATEMENT

The Kitigan Zibi Anishinabeg through its peoples shall strive to achieve a balanced society where every member has an equal opportunity to fulfill their individual potential, in a safe, sustainable environment on traditional lands, where the spiritual, cultural, physical and mental well being can be achieved and where the basic human needs can be attained.

CLIENT SERVICE RESULTS

The Winter Snow Shoveling Program Worker provides snow, ice and debris removal as well as salting/sanding services to designated areas of eligible clients' homes, and other designated areas, during periods of inclement weather. They will also water, shovel and maintain the ice rinks, complete general maintenance of the equipment, rink shack, toilets and surrounding area. Snow removal, sanding and salting will be done on the Walking Path as well. Other general labour tasks as directed by the Winter Snow Shoveling Program Foreman.

KEY DUTIES

- Shovels, clears and applies de-icing compounds or sand to designated areas of assigned client homes; shovels entrances, ramps, outdoor steps, mailbox/garbage/ recycle bin areas, before client departure times or scheduled events/activities.
- All entrances of client's home need to be cleared incase of emergency.
- Develops a good rapport with clientele.
- The shoveling of entrances must be large enough for the ambulance personnel to bring a stretcher into the home.
- Shovel pathway to the vehicle.
- When shoveling, do not pile snow up on the porch.
- Clientele may change without notice as the season progresses.
- All labourers would be expected to perform other general labour tasks as directed by the Winter Snow Shoveling Program Foreman.
- Responsible for the maintenance of the rink through watering and the removal of snow.
- Checks and maintains all equipment on a regular basis.
- Maintains the rink, rink shack toilets and surrounding areas daily.
- Responsible for the maintenance of the Walking Path through removal of snow, sanding and salting.

- At all times accounts, documents and relays necessary information to Foreman, including client questions or concerns, and that safety issues are brought to the attention and remedied by pertinent sectors.
- Other general labour duties as specified by the Winter Snow Shoveling Program Foreman.

KNOWLEDGE AND SKILLS
▪ Effective interpersonal communications skills, ability to build rapport with others. ▪ Knowledge of all relevant KZA policies: KZA Code of Ethics, KZA Human Resources Manual and Privacy Laws.

CONTACTS
▪ Maintains positive relationships with residents, clients, co-workers, youth, parents, caregivers and community members. ▪ Informs Supervisor of any concerns, questions and submits accurate reports in a prompt and efficient manner.

OTHER RESOURCES	
Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ A $26 gas allowance will be available **per snow day worked**.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	▪ Uses proper techniques to carry or lift heavy objects. ▪ Demonstrate physical and mental stamina on planning, preparing and maintenance of the rink ice. ▪ Meet and keep deadlines. ▪ Ability to exercise good judgement.
Working Conditions:	▪ Required to attend professional workshops and/or workplace safety training within KZA. ▪ Required to work early morning hours depending on snowfall. ▪ Required to work flexible hours outside of normal hours, such as on weekends and holidays. Can be prolonged hours during certain temperatures. ▪ Required to work outdoors in adverse and inclement weather conditions. ▪ Exposure to cleaning chemicals. ▪ Possible contact with communicable diseases, body fluids such as vomit, blood, spittle, urine and feces. ▪ Rink and Walking Path must be ready for use for scheduled hours.

INCUMBENT QUALIFICATIONS	
Education and Experience	▪ Must be in good physical condition to perform manual labour. First Aid/CPR certification (if not, must undergo training, when available). ▪ Workplace Hazards Information Management Systems (WHIMS) (if not, must undergo training, when available).
INCUMBENT COMPETENCIES	
Knowledge:	▪ Knowledge and awareness and Algonquin culture and communities.
Abilities:	▪ Monitoring and reporting skills. ▪ Ability to communicate in English.

	▪ Basic knowledge of reading and writing in English. ▪ Able to communicate in French or Algonquin is an asset. ▪ Able to communicate with Elders, youth, parents, caregivers and community members.
Personal Suitability:	▪ Discretion and diplomacy. ▪ Reliability. ▪ Ability to work with little to no supervision, establish own workload and possess strong work ethics and interpersonal skills. ▪ Ability to grasp, bend, lift, carry, move, push goods weighing a minimum of 75 lbs. or more. ▪ Honest and trustworthy. ▪ Respectful. ▪ Reliable. ▪ Possess stress management and time management skills.
Certification/Licenses to maintain for 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. ▪ Driver's License and Vehicle Registration maintain throughout employment.
Teamwork	▪ Work in collaboration with co-workers.

NOTE: The Winter Snow Shoveling Program Worker is not responsible for removing snow from roofs (of homes, porches, or sheds), or to shovel a path to any other structure than the main residence. The Winter Snow Shoveling Program Worker is also not responsible for clearing entire driveways or for removing snow for the benefit of any of the client's family members.

Family Bowling

Tuesday -November 24th, 2026

5:30 PM to 7:30 PM

Quille-O-Rama 105

370 Bd Desjardins, Maniwaki, QC J9E 2G1

Theme: Flannel Night

Free drink & snack provided



To register: please call Òde Widòkàzowin

819-449-2323

Òde Widòkàzowin

Where Courage Flows:

A DAY TO HONOUR THE JOURNEY OF RECOVERY

Please join the Kitigan Zibi Health and Social Services NNADAP Program, Wanaki Centre and the Maniwaki Native Friendship Centre for A Day to Honour the Journey of Recovery – a community gathering of healing, strength, and unity.

SPEAKERS | FEAST | PHOTO BOOTH | SOBRIETY COUNTDOWN



This year's logo draws on the bear's teaching of courage, the North Star's guidance and a place of reflection, and the perseverance of flowing water. Together, they remind us that recovery is not without obstacles, but setbacks do not diminish our worth. These teachings call us to extend the same compassion we offer one another to ourselves. We, too, are worthy of the compassion we give so freely to others. In doing so, we strengthen our own healing and the circle of care that supports our families, communities, and future generations.

FRIDAY, NOVEMBER 20, 2025
3:00PM - 9:00PM
COMMUNITY HALL

We would be honoured to welcome you.

NNADAP

MANIWAKI NATIVE FRIENDSHIP CENTRE
CENTRE D'AMITIÉ AUTOCHTONE DE MANIWAKI

WANAKI

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



Registration for the 2026 Christmas Basket Program

The Vallée-de-la Gatineau free 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) or at the Health Centre.
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 & the Health Centre.
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)



Kwey, Hello, Bonjour. I am pleased to introduce myself as the new **Ode Widokazowin Coordinator**. I am excited and honoured to take on this new position and look forward to continuing to work alongside our community members in this new role.



I have been working at Kitigan Zibi Health and Social Services for over 10 years, where I have had the opportunity to take on several different roles and gain valuable experience working with individuals, families, and the community.

Throughout the years, my positions have included:

- Events Organizer
- Family Wellness Worker
- Social Worker
- Sports and Recreation Organizer

Each of these roles has allowed me to build meaningful relationships, gain a deeper understanding of our community's needs, and develop a strong passion for supporting the well-being of our people. I am grateful for the experiences, connections, and knowledge I have gained along the way.

As I begin this new chapter as the Ode Widokazowin Coordinator, I look forward to building on those experiences, creating opportunities, supporting community initiatives, and working together to strengthen our community.

I believe that working together, sharing ideas, and supporting one another are important steps toward creating positive change and building a stronger future for our people.

I look forward to meeting with community members, hearing your ideas, and working together in this new role. Your input, support, and involvement are always welcomed and valued.

Migwetch for your continued support. I look forward to this new journey and to working with you all!

Sincerely,

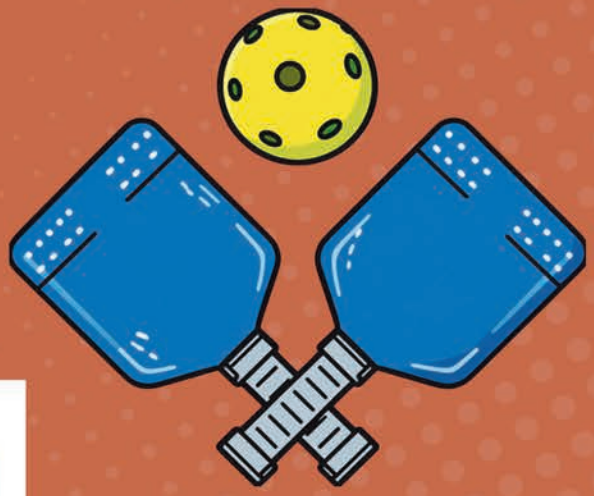
Ode Widokazowin Coordinator

Kane Dumont



ÒDE WÌDÒKÀZOWIN

EVENING OPEN GYM



TUESDAYS
6:00 pm– 8:00 pm

LOCATION
Kitigan Zibi School Gym

Our open gym program is for everyone, from total beginners to experienced players. It is a friendly space to build your skills and connect with others.



If you have any questions, please call Òde Wìdòkàzowin at:
819-449-2323



Òde Widòkàzowin



INDIAN BOARDING HOMES
Class Action

TIME IS RUNNING OUT! Deadline: February 22, 2027

Were you placed in a boarding home to go to school between 1951 and 1992?

You may be eligible for compensation.

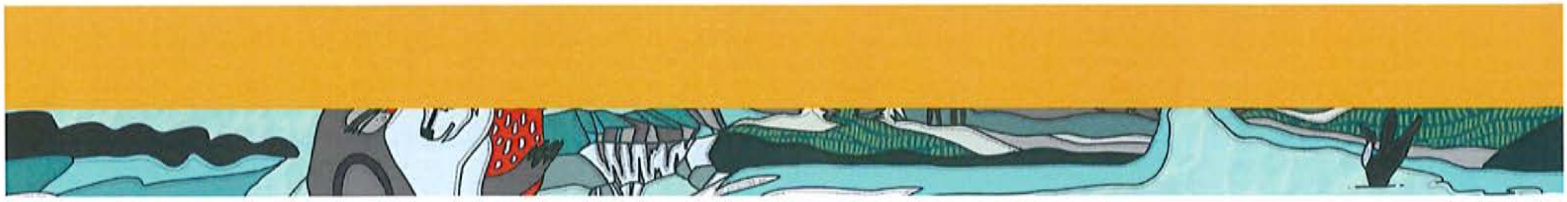
For info on eligibility and how to apply, scan here:

boardinghomesclassaction.com

If you are unable to access the information online, please call us at:

1-888-499-1144

For comfort and emotional support, you can contact the Hope for Wellness Help Line toll-free at 1-855-242-3310.





INDIAN BOARDING HOMES
Class Action

TIME IS RUNNING OUT! Deadline: February 22, 2027

INDIAN BOARDING HOMES CLASS ACTION SETTLEMENT

Were you placed in a private family home away from your Indigenous community to attend school? You may be eligible for compensation through the Indian Boarding Homes Class Action Settlement.

The Indian Boarding Homes Program placed Indigenous children in private family homes away from their communities to attend school, primarily between September 1, 1951 and June 30, 1992. You may also be eligible if you were placed after June 30, 1992 and Canada was responsible for your placement. Estates may apply on behalf of eligible people who were placed in private homes and died on or after July 24, 2016.

Find out more

Information is available about:

- Who may be eligible
- Category 1 and Category 2 claims
- How to submit a claim
- Claim forms and step-by-step guides
- Virtual information sessions
- Mental health and wellness supports

Scan here:

Mental Health & Wellness Support

Hope for Wellness Help Line
1-855-242-3310 | 24 hours a day, 7 days a week
Visit: hopeforwellness.ca

Legal Support

Klein Lawyers LLP
1-604-874-7171
ibhclassaction@callkleinlawyers.com
Quebec Class Members: Dionne Schulze s.e.n.c.
1-888-232-3778
percival@dionneschulze.ca

Additional info available at:
boardinghomesclassaction.com | 1-888-499-1144



INDIAN BOARDING HOMES
Class Action

Were you put in a private boarding home to go to school (1951-1992)?

You may be eligible for compensation.

Learn how in a **Virtual Information Session.**

NEXT SESSIONS

NOVEMBER 2026

Nov 2, 6 AM PCT / 7 AM CST / 8 AM EST
Click to attend

Nov 4, 4 PM PCT / 5 PM CST / 6 PM EST **(FRENCH)**
Click to attend

Nov 9, 5:30 PM PCT / 6:30 PM CST / 7:30 PM EST
Click to attend

Nov 12, 3 PM PCT / 4 PM CST / 5 PM EST
Click to attend

Nov 17, 5 AM PCT / 6 AM CST / 7 AM EST
Click to attend

Nov 19, 7 AM PCT / 8 AM CST / 9 AM EST
Click to attend

Nov 23, 12 PM PCT / 1 PM CST / 2 PM EST **(FRENCH)**
Click to attend

Nov 25, 6 AM PCT / 7 AM CST / 8 AM EST
Click to attend

1-888-499-1144 claims@boardinghomesclassaction.com boardinghomesclassaction.com

TIME IS RUNNING OUT! APPLY BY FEBRUARY 22, 2027

REPORT CARD NIGHT!

PRIZES!

ATTENTION PARENTS AND GUARDIANS!

Join us to meet with the teachers and see how your children are progressing!

Meal Provided

5 Prizes of $100!
Winners announced following day on CKWE Radio 103.9

Wednesday, November 18
4pm - 6pm

41 Kikinamage Mikan, Maniwaki, QC J9E 3B1

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:

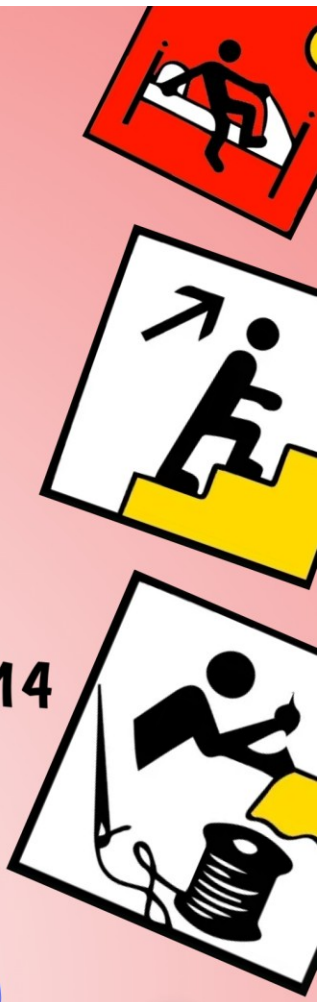
Date: Tuesday November 17, 2026

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.

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

NEXT MASS
HOLY ROSARY CHURCH
NOVEMBER 15/26
11: 00 AM



WELCOME

MASS FOR: Verena Rae Jerome from her Godmother.

Ken Brazeau from Roselyn Brazeau.

Thanksgiving to St Joseph and St Theresa from a parishnioner.