



Pikwakanagan Tíbadjūmowín

Chibayatigo-kìjigad Kenozidj Kìzis 28, 2022

Friday January 28, 2022

view on-line at: www.algonquinsopikwakanagan.com

Facebook : Algonquins of Pikwakanagan First Nation

Email: reception.admin@pikwakanagan.ca

Algonquins of Pikwakanagan First Nation

COVID-19 Situation Report

January 28, 2022

AOPFN COVID-19 Situation Report

Pikwakanagan

Cases: 72

Active from PCR test:
10

We have 33 people
isolating based off of a
positive Rapid Tests in
their household.

Province Updates

Effective January 31, 2022 at 12:01a.m Ontario will begin the process of gradually easing restrictions, while maintaining protective measures, including but not limited to:

- Increasing social gathering limits to 10 people indoors and 25 people outdoors
- Increasing or maintaining capacity limits at 50% in indoor public settings, including but not limited to:
- Restaurants, bars and other food or drink, retailers (including grocery), shopping malls, meeting and event spaces, sport and recreational facilities (gyms), casinos, bingo halls, etc., religious services, rites or ceremonies.

AOPFN Office Status

AOPFN Offices remain closed to the general public and non-essential staff continue to work remotely.

If you know the extension for the person you wish to get a hold of, you can phone their office number and leave a voice message. Voice mails are programmed to automatically route to emails, and therefore all staff have access to their voice mails.

School Updates

Pikwakanagan school busses have resumed regular bussing schedule. Protocols on the bus remain the same, all students **MUST** wear a face mask, if your child is sick or showing symptoms please ensure they remain home. If there is a person in your household that is ill or awaiting COVID results, please keep your child home. **Mindiwin Manido Child Care Centre will remain closed until further notice.**

PCR Testing

AOPFN Health Services encourages our First Nation members to call **613-625-1175** to book a COVID test if you are experiencing symptoms.

This week Health Services will be offering testing and Rapid Test pick up on the following mornings from **9:00 am to 10:00 am**. Monday, Tuesday and Thursday

***There will be no testing or pick up on Wednesday or Friday**

Vaccine Clinics

Please contact **613-625-1175** to schedule an appointment. The next youth clinic targeting youth 5-12 years old will be held on **February 15, 2022**.

If your child received their first dose by us in December, a nurse will be phoning to book in their second dose. Booster Clinics for those 18 and over will be scheduled for **February 15, 2022**.

Business Updates

We thank the businesses for their continued support in our fight against COVID-19. We are monitoring the situation and hope to be able to resume normal business operations soon. Until further notice, businesses are open for curbside pick up only.

Where To Get Help

AOPFN Covid Hotline—613-401-0428
available between 8:30 and 4:30
Pikwakanagan Family Health Team (613) 625-1175
Food Security Support—613-639-1633
VTAC-Renfrew County Virtual Triage and Assessment
Centre 1 (844) 727-6404.

Attention

Students should have received 2 RAT tests to be used when symptoms appear.



Regalia*Program Postponed



Until further notice



Omàmiwininì Pimàdjwown
is hosting virtual
Algonquin Language Classes
for all AOPFN members and their
families

Mondays & Wednesdays
January 31 to March 31
7:00 to 8:00 p.m.

With Michele Whiteduck

Contact Katie Commanda to register
Email: katie@thealgonquinway.ca





Trapping

Looking to see if the membership has an interest in taking a trapper's course

The intent is to gather a list of names who would be interested

If you are interested, please provide your name to Curtis Jahn at 613-625-2800 or email:

assistant.lem@pikwakanagan.ca

If you have already taken the trapper course and /or require assistance to renew your trappers licence, please contact Kassandra Sackaney or Curtis Jahn at 613-625-2800 or email: assistant.lem@pikwakanagan.ca as soon as possible



SAFETY OF OUR COMMUNITY

We need your help to make our community a healthier and safer place to live. Investigations are ongoing on potential illegal activities that are taking place within our community.

We are asking if you see any type of illegal activity taking place to call and report it every time you see it happening. By doing this you will be providing information that is necessary for police investigations.

CrimeStoppers

**1-800-222-TIPS (8477) or
613-735-477**

The police need the support and help of the community to stop criminal activity that is putting our community at risk.



Canadian Food Inspection Agency's (CFIA) - Food Safety Recalls

Check to see if you have the recalled product (s) in your home

Evive - Immunity Super Functional Smoothie

BB Date: JN 08 – MA 08, 2023.

Health Hazard: Raw elderberries, which contain cyanogenic glycosides, a natural toxin.

Distribution: Sold on-line.

Recalling Firm: Evive Nutrition Inc.

What to do: Do not use, recall product should be thrown out, or return to location of purchase.

Quality fast foods brand & Hygaard fine foods sandwiches

BB Date: All best before dates up to and including 11 Feb 22.

Health Hazard: Microbial Contamination » Listeria.

Distribution: Sold in ON.

Recalling Firm: HQ Fine Foods.

What to do: Do not use, recall product should be thrown out, or return to location of purchase.



Kenozidj Kizis

Long and High Cold
Moon

January

NNADAP

Matt Hutten

BEST WAY TO REACH

MATT:

613-570-0356

Monday-Friday

8:30AM-4:30PM

ALTERNATIVE CONTACT INFORMATION

• Email:

addictions.mhs@pikwakanagan.ca

• Office: 613-625-2259 ext. 238

Community Justice Worker

Available 8:30-4:30

justice.mhs@pikwakanagan.ca

mobile: 1-613-633-3586

- Help to understand the justice system and processes
- Help to access Mental Health Court
- Support to access Restorative Justice practices
- Support for individuals AND family members whose loved ones are attending court
- Support for people who are witnesses or victims of crime
- Information, advice and referrals for people who are navigating the Criminal Justice system
- Need help accessing Victim Services
- Need to apply for Legal Aid



DIABETES SHARING CIRCLE

***Every 3rd Friday of the month from 10am-12 noon
at the Elders Lodge.***

Come learn about different topics in relation to type 2 Diabetes.

Stay for the group discussion and healthy snacks afterwards.

***Unfortunately, due to ongoing Pandemic safety protocols,
January's session has been cancelled.***

***Please join me on Friday February 18th for a discussion on
diabetes and heart disease.***

Please call/text or email Natalie Mooy

***@ diabetic.navigators@pikwakanagan.ca
or 613-401-3679 to confirm attendance.***

The Renfrew County Legal Clinic Seniors' Program Now Offers:

What: Free Wills and Powers of Attorney

Who: Low-Income Seniors aged 60 plus in Renfrew County

For more information, call us at 613-432-8146 or 1-800-267-5871.

INDIGENOUS CRISIS LINE

1-800-588-8717

Available 24/7 for you or anyone you know who needs to talk due to the current events and findings from residential schools

Please know that Sandi and the mental health team is available for support as well

Sandi Wright: Adult Mental Health Counsellor

613-639-9189

Monday-Friday
8:30am-4:30pm

Algonquins of Pikwakanagan
Elders Lodge

For Rentals contact Sandy
© 613 717 2894

Food Bank in Pikwakanagan Information

Current Schedule

The Food Bank will be open for pick-up or delivery services (if isolating or ill ONLY)

You can call or text 613-639-1633 to place your order on Monday, Tuesday, Wednesday or Thursday by NOON each day.

You will be notified as soon as your order is ready for pick-up.

We ask you to be mindful of these accommodations and ensure you place your order as outlined again below.

- Call 613-639-1633 and place an order over the phone
- Text 613-639-1633 and place an order via text

The Food Bank team works very hard each week to provide this service for all who are in need. We ask everyone to be considerate, to be kind, to be supportive to each other. These last two years have been an extremely difficult time for everyone, more kindness is needed in our world!

Always remember we are doing the best we can to help you and your families during this time so in return a nice smile and a thank you means the world!

Miigwech...

Kerry Andrews, Interim Manager, Food Security





EMPLOYMENT OPPORTUNITY

Job Title	Supervisor, Mindiwin Manido, Daycare Center
Department	Social Services
Supervisor/Manager	Karen Levesque, manager, Social Services
Salary Scale	Commensurate with Experience
Job Status	Full- Time Permanent
Hours Per Week	40 hours per week
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada.
Posting Status	Internal Only Internal/External X
Start Date of Posting	Friday, January 21, 2022
Closing Date of Posting	Friday, February 4, 2022
Selection Process	Interview X Rating X Selection X
Job Description	<p>The Supervisor, Day Care will be responsible for the development and delivery of all Day Care programs, providing quality care, services and supports to the child and their parents/guardians and their families; will ensure Day Care programs designed are age appropriate and will meet ratio for the legislative requirements under the Child Care Modernization Act, 2014, the Early Years Child Care Act, 2014 and the Child Care Quality Assurance and Licensing Branch to ensure the health safety and well-being of all children in the program; will be responsible for maintaining the Day Care Centre, Mindiwin Manido and the supervision of all day care staff.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Identifies and prioritizes community needs for day care centre programs and services. • Develops and delivers a comprehensive day care program and services; provides tutoring and academic counselling. • Ensures that the Language & Culture programming is secure and directed. • Ensures that the Special Needs programming is secure and implemented where needed. • Provides guidance to other instructors relative to the instructor teaching assignments. • Specifies or approves learning approaches and necessary resources, etc. • Assesses child program periodically to ensure the children are receiving the maximum benefit while remaining within the policies and procedures established. • Recommends the employment, promotion, demotion, discipline, and termination of staff. • Supervises and provides direction to staff. • Schedules temporary/replacement staff as required. • Reports issues related to professional standards and performance. • Implements measures to address fire code and health & safety. • Assists with preparing budgets, proposal submissions, monitoring specific expenditures and financial reporting. • Completes all administrative reporting requirements according to policies and funding agent mandates including briefing notes and discussion papers. • Collaborates with other community resources and services to compliment the programs delivered in the day care. • Periodically review policies and procedures of the Day Care Centre and recommend and implement changes as required. • Attends and participates in workshops relative to the supervision of the Day Care Centre that are deemed necessary by the Manager, Social Services • Responsible to maintain and make recommendations as to the initiation, improvement, development, implementation, monitoring and modification of the policies, guidelines, and regulations of the Day Care Centre to ensure maximum continued benefit for its students and effective management of its financial and human resources. • Adheres to the Child Care Centre Licensing Manual 2019, and regulatory updates. • Assists with draft policies and procedures according to the Child Care & Early Years Act; to be approved by the Licensing Agent (MOE). • Reports Serious Occurrences.

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Post Secondary Diploma in Early Childhood Education with two years work experience in a licensed childcare setting; knowledge and experience of special needs and supervisory skills. • Must be a registered member and in good standing with the College of Early Childhood <p>Condition(s) of employment</p> <ul style="list-style-type: none"> • Proof of RECE Membership. • Clear Vulnerable Sector Check • First Aid/ Infant CPR certification • Current Immunization Record, Recent Clear TB Test Results. <p><i>Full vaccination against COVID-19 is a condition of hire (subject only to any legislation or legal principles that may apply). This applies to all classifications of employees. Official proof of COVID-19 vaccination in the form of a copy of an Ontario Ministry of Health vaccination certificate (or its equivalent from another jurisdiction) must be submitted prior to the commencement of employment.</i></p>
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 employment.officer@pikwakanagan.ca Subject Line: Supervisor, Mindiwin Manido Day Care Centre</p>
<p>How to Apply</p>	<p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>Screening Procedure: Applicants will be screened on the following: 1.) Conflict of Interest – the applicant must not be a member of the Supervisor’s immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements</p> <p>Interviews: Due to Covid-19 all interviews will be conducted virtually by Teams Meeting. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p>
<p><i>We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.</i></p> <p><i>AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.</i></p>	



EMPLOYMENT OPPORTUNITY

Job Title	Executive Director of Operations		
Department	Algonquin of Pikwakanagan First Nation		
Supervisor/Manager	Wendy Joeko, Chief with direction from Council		
Salary Scale	Commensurate with Experience		
Job Status	Permanent Full-Time		
Contract Length	Start	Immediately	
Hours Per Week	35 hours weekly		
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada.		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	January 21st, 2022		
Closing Date of Posting	February 4, 2022 at 12:00pm		
Selection Process	Interview	X	Rating X Selection X
Summary	<p>Reporting to the Chief and working under the direction of the Council of Algonquins of Pikwakanagan, the Executive Director of Operations (EDO) is responsible for leading all financial and fiscal management aspects of the operations and the administration and delivery of human resources programs, services and information/technology. The EDO represents the views, opinions and policies of the Council of the Algonquins of Pikwakanagan, in a true and unbiased manner and develops meaningful and collaborative relationships with counterparts throughout the organization and externally.</p> <p>PRIMARY FUNCTIONS AND ACCOUNTABILITIES</p> <p>Operations and administration</p> <ul style="list-style-type: none"> • Leads, plans, interprets, manages and reports on the effective and consistent development, implementation and administration of policies and regulations pertinent to the effective management of staff and operations in response to the needs of the First Nations and aligned with the approved budget and decisions of the Council of the Algonquins of Pikwakanagan. • Influences and establishes collaboration within all teams to ensure positive, constructive and timely contributions, from all staff, aimed at the effective and efficient reporting, delivery and achievement of operational and administrative goals, programs and services. • The Executive Director of Operations shall perform all functions in such a manner to ensure their complete confidentiality in recognition of the privacy entitlements of all members of the community. • Conducts, within approved authority, the successful negotiation and finalization of contracts and agreements that are legally, legislatively and financially compliant and that meet the expectations as defined and on behalf of the Council of the Algonquins of Pikwakanagan; • Pro-actively manages the regular and cost-effective maintenance, use, occupancy, and control of Pikwakanagan assets including community buildings, equipment, and property; seeking new opportunities for improved operational efficiencies and new project opportunities. • Ensures that the required procedures of the Indian Act and applicable government regulations are met when drafting bylaws aligning draft correspondence arising from or relating to these duties as required and as applicable. • Providing leadership in developing and organizing new projects, programs, and directions in line with the vision of Pikwakanagan; • Attends all Standing Committee of Council meetings as an ex officio member of the committees including meetings conducted by any department or sub-committee where the subject matter would have a bearing upon the Pikwakanagan community. • Monitors and maintains all insurance policies. • Develops, builds and maintains positive and successful working relationship with: <ul style="list-style-type: none"> -Chiefs and First Nations Representatives -Various provincial and federal Aboriginal Organizations and Associations -Senior officials of the federal and provincial governments -Officials of supportive government and non-government organizations 		

Finance

- Lead the annual budget development process; monitor budget implementation and provide high quality and timely reporting and analysis for the Council.
- Monitor, oversees and prepares all financial reports and updated proposed revenue estimates for the Council, including a strategic overview of risks and mitigation strategies, and an analysis of key variances, foreseen short-falls in each program.
- Reviews and ensures that all requirements of the annual audit are met and that a periodic review is conducted with the Council in relation to the timely implementation of the auditor's recommendations as authorized by Council.
- Ensures that the generally accepted accounting practices and principles are followed in relation to financial transactions and record keeping.
- Ensures that financial records and arrears are maintained and duly reported to the Council with respect to housing/rentals and ensuring that housing policies and practices are adhered to.
- Ensures clear policies on financial authorities and level of expenditures and monitor effective application of such for all expenditures.
- Ensuring that a review is conducted on a regular basis of all financial contracts and funding arrangements to ensure that the Council has met all of its obligations;
- Leads and manages the preparation and timely monthly completion of the following reports for Council:
- Financial analysis by program indicating the approved budget for the year, expenditures to date, funds committed but not yet spent, free balance, and projected expenditures for the balance of the fiscal year for each program;
- Bank reconciliation
- Trial balance
- Schedule of accounts payable
- Housing reports; one of which indicates name and band number of the mortgagee/borrower, date loan was incurred, original amount borrowed, length or duration of mortgage, breakdown of principal and interest, current status of balance owing, late charges, aging of delinquent loans receivable, special arrangement made to bring loan up-to-date; the other which lists housing loan requests indicating all pertinent information such as name and band number of applicant, funding required, applicants credit information both with agencies within and outside of Pikwakanagan, and money available to loan;
- Schedule of current finance contracts and comments as to their status.

Human Resources

- Developing and maintaining up-to-date job descriptions of all Administration staff and preparing performance evaluation reports for the information of the Council of the Algonquins of Pikwakanagan.
- Lead the development of workplans, objectives and priorities for all Administration program managers and staff and monitor and manage performance and the successful achievement and delivery of objectives.
- Proactively research and monitor new employment initiatives and incentives and draft necessary and applicable proposals for approval.
- Develop, recommend and maintain HR policies and employment agreements that are aligned and compliant with applicable jurisdiction.
- Lead, manage and provide direction to ensure the effective administration and timely distribution of payroll and benefits including remittances as applicable and as required by Revenue Canada.

Other

- Performs other duties as may be required and requested by the Council of the Algonquins of Pikwakanagan.

Knowledge

- Knowledge of various government funding arrangements, programs, regulations, and practices relevant to the administration of Pikwakanagan public administration.
- Sound knowledge of financial management and accounting principles, practices and systems
- Strong knowledge of employment/labour laws and human resources best practices.
- Knowledge of the political structures and practices of Pikwakanagan government; locally, regionally, and nationally

Skills and Abilities

- Excellent ability to effectively deal with organizational complexity and diversity in a multi-programmed and multi-project environment.
- Excellent communication and interpersonal skills.
- Excellent ability to lead by personal example and to motivate and develop a capable work force in a fair and effective manner based on a collaborative team approach and consistent with the policies of Pikwakanagan.
- Demonstrates good judgment, tact and discretion
- Collaborative leadership that fosters positive and construction mutually respectful relationships.
- High energy level and ability to maintain personal well being in prolonged stressful work situations
- Ability to foster and maintain an unbiased attitude with respect to political issues concerning Pikwakanagan.

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Post-Secondary degree or diploma in Business Administration or Management or post-secondary degree or diploma in a related field, with 5 years of related experience in business or public administration/management; <p style="text-align: center;">Condition(s) of employment</p> <ul style="list-style-type: none"> • Must possess valid driver’s license at the “G” level and must have access to a dependable vehicle; and • As a condition of employment, the incumbent must provide on an annual basis a clear criminal reference check • <i>Full vaccination against COVID-19 is a condition of hire (subject only to any legislation or legal principles that may apply). This applies to all classifications of employees. Official proof of COVID-19 vaccination in the form of a copy of an Ontario Ministry of Health vaccination certificate (or its equivalent from another jurisdiction) must be submitted prior to the commencement of employment.</i>
<p>Submit Cover Letter and Resume To</p>	<p>Christine Nadeau, Human Resources Consultant for AOPFN (613) 281-9165 Chris.nad@hotmail.com</p>
<p>How To Apply</p>	<p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>Screening Procedure: Applicants will be screened on the following: 1.) Conflict of Interest - the applicant must not be a member of the Supervisor’s immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements.</p> <p>Interviews: Due to Covid-19 all interviews will be conducted virtually by Zoom. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes an eligibility list.</p>
<p><i>We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.</i></p> <p><i>AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.</i></p>	



EMPLOYMENT OPPORTUNITY

Job Title	Project Coordinator		
Department	Economic Development		
Supervisor/Manager	Amanda Two-Axe Kohoko, Consultation Coordinator		
Salary Scale	Commensurate with Experience		
Job Status	2-year Contract, possibility of extension		
Contract Length	Start	Immediately	
Hours Per Week	35 weeks		
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada.		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday January 28 th , 2022		
Closing Date of Posting	Friday February 11 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Project Coordinator is responsible for supporting project management, overseeing project functions, reporting, and budgeting for assigned projects. The Project Coordinator will manage assigned projects and working groups and coordinate necessary administrative functions associated with working group activities; implement assigned consultation projects that will include researching, planning, budgeting, and documenting all aspects of the work projects; will be responsible for supervision of delegated staff.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Developing requests for proposals (RFP) for any projects requiring contracted specialists; • Evaluation of the RFP bids; • Tracking project established milestones and deliverables of projects, agreement implementation; • Obtaining bi-weekly status reports from contracted specialists or others involved in projects; • Engaging with appropriate contractors or resources of the parties to provide technical assistance; • Preparing written correspondence as needed such as plans, reports and memoranda etc.; • Facilitating development of community outreach and engagement; • Works with the members of the Algonquins of Pikwakanagan First Nation to ensure the Algonquin culture is captured and implemented in all activities. • Ensures that program development/activities pertaining to assigned projects align to current view and the strategic direction of the Algonquins of Pikwakanagan First Nation. • Coordinates community engagement meetings of related activities and projects. • Experience in project management and delivery; • AOPFN community programs and services or any economic business; • Knowledge of Algonquins of Pikwakanagan First Nation affairs and political barriers facing First Nation people; • Knowledge of proposal submissions, reporting and evaluation; • Office procedures, technology and computer software applications, programs and tools. • Experience in Indigenous Community – Proponent Relationships. • Some knowledge of environmental/resource management and traditional knowledge beneficial. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Possess strong verbal, written and listening communications skills; • Tact, discretion and a professional level of confidentiality. Excellent communication and interpersonal skills, effective and creative problem-solving skills and commitment to patient-centred care; • Able to gather and synthesize information from several sources, organize ideas in a logical fashion and present information in a clear and concise manner. • Ability to deal with constant interruptions and varied clientele; • Responds appropriately to changing priorities, none forecasted events, and unpredictable leadership, staff, colleague and client expectations; • Brings value to the team by participating, seeking collaboration, sharing ideas, and supporting colleagues; • Committed to meeting the attendance standards and work ethics of the Organizations; • Supports program/organizational goals and services. 		

Minimum Qualifications	<p>Post-secondary diploma or certificate in Business/Public Administration, Project Management or related field and a minimum of two years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization) or</p> <p>Five or more years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization) and experience in developing requests for proposals.</p> <p>Condition(s) of employment</p> <p><i>Full vaccination against COVID-19 is a condition of hire (subject only to any legislation or legal principles that may apply). This applies to all classifications of employees. Official proof of COVID-19 vaccination in the form of a copy of an Ontario Ministry of Health vaccination certificate (or its equivalent from another jurisdiction) must be submitted prior to the commencement of employment.</i></p>
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 employment.officer@pikwakanagan.ca</p> <p>Subject Line: Project Coordinator</p>
How To Apply	<p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>Screening Procedure: Applicants will be screened on the following: 1.) Conflict of Interest – the applicant must not be a member of the Supervisor’s immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements</p> <p>Interviews: Due to Covid-19 all interviews will be conducted virtually by Teams Meeting. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p>
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Omàmiwinini Pimàdjowin

The Algonquin Way Cultural Centre

Job Posting

Job Title	Culture Resource Officer
Salary Scale	\$17.00 – 20.00 per hour, to commensurate with experience
Job Status	Contract for 6-months with the possibility of extension
Start Date	February 28, 2022
Hours of Work	35 hours per week
Reports To	Operations Manager
Location	Pikwàkanagàn, ON <i>(The person in this role is required to be on site unless Public Health requirements recommend otherwise.)</i>
Application Deadline	This position will remain open until it has been successfully filled. We will be reviewing applications and conducting interviews on a rolling basis; candidates are encouraged to apply early. We thank each applicant for their interest, but only those selected for an interview will be contacted.

Who are we?

Omàmiwinini Pimàdjowin: The Algonquin Way Cultural Centre is a not-for-profit and charitable organization that is a living reminder of the Algonquin Anishinàbeg Peoples of Pikwàkanagàn. We are dedicated to the respectful connection and history of the land and our ancestors who thrived in the territory since time immemorial. We thrive to be a centre of excellence that strengthens our community by preserving, revitalizing, and restoring the culture, traditions, practices, arts, and language of the Algonquins of Pikwàkanagàn First Nation.

About the Position

As the Culture Resource Officer, you will be responsible for the development, coordination, and implementation of programs, activities, and services that support all aspects of cultural knowledge sharing and transfer within the Algonquins of Pikwàkanagàn First Nation. You will be responsible for providing meaningful and effective culture and language programming for members of the Algonquins of Pikwàkanagàn First Nation and their families. You will also work to promote cultural awareness, educational, and cultural knowledge sharing with peoples, groups, organizations, schools, and visitors to the cultural centre to further support reconciliation and reconciliACTION in the Algonquin territory.

What will you do in this role?

- Be a cultural resource and support in the Algonquins of Pikwàkanagàn First Nation (AOPFN)
- Plan, coordinate, implement, and evaluate cultural and language activities, events, and projects, with a priority to service and support AOPFN children, youth, families, and elders

- Acquire, maintain, and care for cultural material objects and resources related to Algonquin history, culture, traditions, practices, customs, arts, and language for our collective memory
- Conduct research, produce reports, and recommend related policies and programs for the development of the Omàmiwinini Pimàdjowin Culture Centre and Manidò Chiman Museum
- Maintain online presence by creating and publishing content for various online platforms, such as Facebook and YouTube, and remain current on new information and communication technologies to stay connected with our members

Qualifications

In addition to the experience and demonstrated success in the areas outlined above, the ideal candidate also has the following:

- Post-Secondary degree in Indigenous Studies, Education, Social Sciences, Cultural Studies, Museum Studies, or related field OR an acceptable equivalent in education and experience
- A minimum of two (2) years' experience in project coordination, with proven record of delivering quality programs and services to Indigenous peoples
- In-depth knowledge of Algonquin history, culture, and worldviews, including historical and contemporary matters
- Lived experience in delivering programs, events, and activities with Indigenous children, youth, families, and seniors
- Experience in networking and community building to ensure respectful, mutual, and reciprocal relationships are developed and maintained

Conditions of Employment

- Must have a valid G driver's license and access to a reliable vehicle for transportation
- Must provide and maintain an acceptable Criminal Records Check and Vulnerable Sector Check
- Current CPR and Standard First Aid Certification or be willing to take the training
- Must comply with our Vaccination Policy, which may be subject to change

Our past is our present, and our present is our future. Come join us in shaping a strong, vibrant, and culturally connected community for the next seven generations.

All applicants will be considered. As our organization promotes the culture, traditions, practices, arts, and language of the Algonquins of Pikwàkanagàn First Nation, qualified First Nation persons will be given preference in accordance with s16(1) of the *Canadian Human Rights Act*. Applicants are asked to self-identify in their cover letters.

How to Apply

Please submit your cover letter and resume in one single PDF document by email to Naomi Sarazin at nsarazin@thealgonquinway.ca. The cover letter can be addressed to:

Naomi Sarazin
 Operations Manager
 Omàmiwinini Pimàdjowin
 1674 Mishomis Inamo
 Pikwàkanagàn, ON K0J 1X0

Algonquins of Pikwakanagan First Nation Directory

Algonquins of Pikwakanagan First Nation Directory		
CHIEF AND COUNCIL	613 625-2800	EXT
Wendy Jocko	chief.pik@pikwakanagan.ca	239
Alanna Hein	chiefcouncil@pikwakanagan.ca	228
Marcy Francoeur	assistant.cc@pikwakanagan.ca	250
Kevin Lamarr	coordinator.culture.aa@pikwakanagan.ca	230
EXECUTIVE OFFICES	613 625-2800	
Vacant	edo@pikwakanagan.ca	235
Vacant	assistant.edo@pikwakanagan.ca	254
Vacant	communications@pikwakanagan.ca	253
PUBLIC WORKS	613 625-2800	
EMERGENCY CONTACT	613 639-3309	
Dustin Logan	mgr.publicworks@pikwakanagan.ca	246
Bonnie Commanda	assistant.publicworks@pikwakanagan.ca	245
Kreed Knox	housing@pikwakanagan.ca	247
HUMAN RESOURCES	613 625-2800	
Shelley Wilcox	hr@pikwakanagan.ca	236
Tiffany Dedo	employment.officer@pikwakanagan.ca	237
RECEPTION	613 625-2800	
Alexis Roesler	admin.reception@pikwakanagan.ca	221
FINANCE	613 625-2800	
Selena Roesler	mgr.finance@pikwakanagan.ca	224
Stephanie Stone	assistant.finance@pikwakanagan.ca	223
Sandy Nash	acquisitions@pikwakanagan.ca	225
Laurie Amikons	payroll@pikwakanagan.ca	
LANDS, ESTATES, & MEMBERSHIPS	613 625-2800	
EMERGENCY CONTACT	613 401-0057	
Kassandra Sackaney	mgr.lem@pikwakanagan.ca	222
Curtis Jahn	assistant.lem@pikwakanagan.ca	231
EDUCATION	613 625-2800	
Della Meness	mgr.education@pikwakanagan.ca	239
Teresa G Kohoko	assistant.education@pikwakanagan.ca	240
Virginia Sarazin-Lasenby	post.secondary@pikwakanagan.ca	238
Estelle Amikons	library@pikwakanagan.ca	244
IT SUPPORT		
Lance Thorpe	itsupport@pikwakanagan.ca	248

SOCIAL	613 625-2800	EXT
Karen Levesque	mgr.social@pikwakanagan.ca	242
Crystal Kohoko	assistant.social@pikwakanagan.ca	251
Branden Luloff	social.ow@pikwakanagan.ca	241
ANISHINABEK GAMIK PIKWAKANAGAN 613 625-2173		
Child & Family Services		
EMERGENCY CONTACTS:		
Alexandra Freed	supervisor.cfs@pikwakanagan.ca	613 585-1275
Kellie Cooke	Ex.assistant.cfs@pikwakanagan.ca	
Vacant	prevention2.cfs@pikwakanagan.ca	613 639-4188
Vacant	reception.cfs@pikwakanagan.ca	613 625-2173
Randi-Lee Lamure	prevention1.cfs@pikwakanagan.ca	613 401-6301
FAMILY WELL BEING		
Kassidy Bernard	coordinator.fwb@pikwakanagan.ca	613 401-0091
Jaime Roesler	assistant.fwb@pikwakanagan.ca	613 625-2173
MINDIWIN MANIDO	613 625-2047	EXT
Day Care Centre		
Britney Sarazin	supervisor.daycare@pikwakanagan.ca	
ECONOMIC DEVELOPMENT		
Amanda Two-Axe Kohoko	consultation@pikwakanagan.ca	105
Laura Sarazin	assistant.consultation@pikwakanagan.ca	104
Lucas Bramberger	coordinator.projects@pikwakanagan.ca	102
Samantha Galbraith	coordinator.studies@pikwakanagan.ca	
SPORTS & RECREATION		
Kerry Andrews	mgr.sports.rec@pikwakanagan.ca	
Ryan Peters	custodian.mukwa@pikwakanagan.ca	
Vacant	reactivator@pikwakanagan.ca	
FIRE & RESCUE		
Chris Sarazin	chrissarazin53@pikwakanagan.ca	
HEALTH SERVICES		
613 625-2259		
Maureen Sarazin Tomasini	mgr.health@pikwakanagan.ca	227
Rachel Mathieu	assistant.health@pikwakanagan.ca	223
Carolyn Smoke	reception.health@pikwakanagan.ca	221
Brittany Martin	chn@pikwakanagan.ca	225
Melissa Pessendawatch	chr@pikwakanagan.ca	224
Marlene Sackaney-Keeling	hcc@pikwakanagan.ca	232
Natalie Mooy	diabetic.navigator@pikwakanagan.ca	233

MENTAL HEALTH TEAM	613 625-2259	EXT
Sandi Wright	supervisor.mhs@pikwakanagan.ca	231
Vacant	navigator.mhs@pikwakanagan.ca	226
Matt Hutten	addictions.mhs@pikwakanagan.ca	238
Sabrina Laframboise	counsellor.mhs@pikwakanagan.ca	263
Sharra Bernard	therapist.mhs@pikwakanagan.ca	246
Chrystal Toop	justice.mhs@pikwakanagan.ca	245
TENNISCO MANOR		
	613 625-1230	
Peggy Dick	homecare.supervisor@pikwakanagan.ca	
Margaret Ann Benoit	assistant.homecare@pikwakanagan.ca	
Victoria Luloff	homecare.tsp@pikwakanagan.ca	
Kim O'Brien	clientcare.tm@pikwakanagan.ca	
OTHER		
O P Museum		
Naomi Sarazin	nsarazin@thealgonquinway.ca	613 625-1958
Katie Commanda	katie@thealgonquinway.ca	
Conway's Pharmacy		613 625-9974
Animal Control		613 625-2545 or 613 602-3626
June Logan		
Food Bank		
Kerry Andrews (Temporary)	mgr.sports.rec@pikwakanagan.ca	613 639-1633

ALGONQUINS OF PIKWAKANAGAN FIRST NATION

Name	Family Line	Date Posted	Appeal Period Ends
Roes, Donald	Pesindewate/Commandant	17 Aug 21	17 Feb 22
Daviau, Violet	Meness	24 Aug 21	24 Feb 22
Atkins, Maeva	Tenascon	24 Aug 21	24 Feb 22
Robertson, Rebecca	Lavalley	24 Aug 21	24 Feb 22
Marshall, Jewel	Tenascon	24 Aug 21	24 Feb 22
Townsend, Tammy	Jocko/Lavalley	24 Aug 21	24 Feb 22
Frederick, Jason	Lavalley/Tenascon	24 Aug 21	24 Feb 22
Frederick, Shannon	Lavalley/ Tenascon	26 Sept 21	26 Mar 22
Robertson, James	Lavalley	01 Oct 21	01 April 22
Law, Elizabeth	Meness	01 Oct 21	01 April 22
Murphy, Shane	Sharbot	14 Oct 21	14 Apr 22
Aube, Robert	Meness	14 Oct 21	14 Apr 22
Cook, Jason	Jocko	15 Nov 21	15 May 22
Taylor, Logan	Bernard	15 Nov 21	15 May 22
Taylor, Alexis	Bernard	15 Nov 21	15 May 22
Griffiths, Jacqueline	Lavallee	15 Nov 21	15 May 22
Naylor, Lisa	Lavallee	15 Nov 21	15 May 22
Bartlett, John	Pesidewate/Lamure	16 Nov 21	16 May 22
Bartlett, Olivia	Pesidewate/Lamure	16 Nov 21	16 May 22
Bartlett, Claire	Pesidewate/Lamure	16 Nov 21	16 May 22
Borrowman, Wesley	Lavalley	01 Dec 21	01 June 22
Tokio, David	Lavalley	01 Dec 21	01 June 22
Ewing, Quinton	Lavalley/Francois	01 Dec 21	01 June 22
Sarrazin, Marie	Pesidewate/Lamure	01 Dec 21	01 June 22
Meness, Iiyala	Meness	01 Dec 21	01 June 22
Gould, Ralph	Benoit/Baptiste	22 Dec 21	22 June 22
Greatrix, Vanessa	Lavallee	11 Jan 22	11 July 22

To appeal the addition of one of the above persons becoming a Member of the Algonquins of Pikwakanagan First Nation, please refer to your Membership Code, available on our website or in the Lands, Estates & Membership Department or email at mgr.lem@pikwakanagan.ca

Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0

Office : (613) 625-2800 Fax : (613) 625-2332

HOURS OF OPERATION Monday - Friday 8:30 am to 4:30 pm

12:00 -1:00 pm Closed for LUNCH

****HOLIDAY CLOSURES****

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, National Aboriginal Day, Canada Day,
Civic Holiday, Labour Day, Thanksgiving, Remembrance Day & Christmas Day.

Closed between Christmas & New Year's Day

**AOPFN EMPLOYMENT
OPPORTUNITIES**

Application Procedure: Interested persons must submit a resume demonstrating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If direct supervisor references are not available, then references that know your work may be accepted. Indicate which competition you are applying for by referencing the Position Title.

Screening Procedure: Applicants will be screened on the following: 1.) Conflict of Interest - the applicant must not be a member of the Supervisor's immediate family; 2) Resume - the content will be reviewed to ensure the applicant meets the basic requirements.

Affirmative Action Criteria: Positions may be subject to AOPFN Policy supported by Section 16 of the Canadian Human Rights Act - Aboriginal Employment Preferences Policies.

Interviews: Due to Covid-19 all interviews will be conducted virtually by Zoom. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes an eligibility list.

LEGAL ADVICE

Criminal or Family Legal advice call:

Duty Counsel at 613-735-3400

**CONWAY'S PHARMACY REMOTE
DISPENSING LOCATION IS OPEN**

Regular business hours are

Mondays, Tuesdays, Thursdays Fridays 9am to 4pm
(closed 12 - 1)

Wednesdays 9am to 1pm

We are closed weekends and holidays

Delivery is available Monday to Friday

Phone 613-625-9974 Fax 613-625-2068

Thank you

Natalie Commanda, Pharmacy Technician

Joseph Conway, Pharmacist

ANIMAL CONTROL

June Logan: 613-625-2545 or (613) 602-3626

WASTE DISPOSAL SITE

Open Wednesdays: 12-6 pm & Sundays 9am-3:00 pm

CURBSIDE PICK-UP

Garbage: Wednesdays Cardboard: Thursdays
Containers: Fridays

Must have items at curbside by 9 am

