



Pikwakanagan Tibadjumowin

Chibayatigo-kijigad Kawasakotodj Kizis 1, 2022

Friday April 1, 2022

view on-line at: www.algonquinsopikwakanagan.com

Facebook : Algonquins of Pikwakanagan First Nation

Email: reception.admin@pikwakanagan.ca

Indoor Yardsale!

Makwa Community Centre

83A Kagagimin Inamo, Golden Lake

Saturday, May 7, 2022

Everyone welcome, all buyers and sellers!

Come and browse a selection of items for sale, for sellers the cost of a table will be \$5.00/table.

Sellers are welcome to come and set-up their tables by 7:00 a.m. on May 7th and the doors will open to buyers at 9:00 a.m.

For more info or to reserve a table or more please contact Kerry Andrews, Manager, Sports & Recreation at 613-625-2682, please feel free to spread the word and share this post!

See you all there,
who doesn't love some
thrifty shopping and great deals!!



ATTENTION PIKWAKANAGAN RESIDENTS!

HAUL-AWAY CURBSIDE GARBAGE COLLECTION BEGINNING APRIL 6, 2022

The Public Work Department working with the Ontario First Nations Technical Services Corporation (OFNTSC) have established a contract with Canada Waste Management (CWM) to have our household garbage hauled away to the Tomlinson Waste & Recovery Center at no cost to community residents and businesses.

Our current landfill is near its capacity and can no longer facilitate the needs of our community. We have no alternative location to establish a new landfill. Haulage is the solution until a proper transfer site can be constructed in the coming years. Dump will remain open Wednesdays and Sundays, regular hours.

We understand that this transition may take time and want to assist in any way we can to make this a smooth transition. **The landfill will have a designated bin for household waste to assist members who may miss the CWM pick-up.** Public Works and the landfill staff will assist in the collections, concerns, and any questions community members may have.

CHANGES: Beginning April 6, 2022, CWM will be collecting our curbside garbage. Public Work staff will continue to collect recycling as usual. We encourage all community members to have their household garbage roadside on **Wednesdays**. The Pikwakanagan truck will follow and assist CWM to ensure

Please follow the below criteria to assist with the new haulage of the garbage:

PLEASE STILL RECYCLE

- Materials **MUST** be dry solid waste, preferably in bags or fully functioning and safe plastic/metal cans.
- Recyclable materials to be put at roadside on appropriate day.
- No large bulky items (mattress, couches, furniture, etc.). A bin will be identified at the current landfill for these items.
- Garbage, recycling and yard waste can be put at the curb no earlier than 6 a.m. and no later than 8 a.m. on collection day (Wednesday)
- Garbage carts, bins and/or nets must be removed from the curb by 8 p.m. on collection day.
- Waste cannot be placed at the curb so that it prevents snow cleaning.
- Hypodermic Needles - **Never place needles in the garbage.**
- Each bag must weigh less than 50 pounds.
- Sharp objects must be placed in a puncture proof container prior to placing in the garbage.
- Broken glass must be boxed, clearly marked and placed to prevent the glass from sticking out of the container.
- Do not place carts or bags behind or on snowbanks. Make sure your waste is clearly visible and accessible.

Please Note: Beginning in April, the landfill will no longer be accepting construction waste. Contractors and homeowners will be required to rent a Dumpy's bin to have waste hauled from community.

The landfill will still accept tires, scrap metal, all recycling (paper & plastics), electronics, oil containers, clean lumber and brush, batteries, paint cans, ink cartridges, and hazardous waste in the designated areas.

Please place items in the correct identified areas located at the landfill. If items are too heavy for you carry or if you are unclear whether an item is accepted and where it goes, please do not hesitate to ask our attendant for assistance.

Questions or concerns? Contact Public Works Office (613) 625-2800 ext. 246

PIKWAKANAGAN UPDATE:

New Haul-Away Curbside Garbage Collection beginning April 6, 2022

Public Works with OFNTSC has established a contract with Canada Waste Management (CWM) to have household garbage hauled away to the Tomlinson Waste & Recovery Centre at no cost to you.

WHY? Our landfill is near capacity. This is the best solution until a transfer site is constructed.

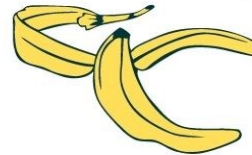
WHEN? Beginning April 6, 2022, CWM will collect curbside garbage.

HOW? Curbside collection will happen on Wednesdays. The landfill will have a designated bin for those that miss CWM pick-up. Public Works and Landfill Staff will assist you with any questions.

The landfill will **no longer accept construction waste**. Will still accept tires, scrap metal, all recycling (paper & plastics), electronics, oil containers, brush, clean lumber, batteries, paint cans, ink cartridges, and hazardous waste **in the designated areas**.

KEY POINTS

- Only use the designated bin at the landfill site for household waste. Do not dump in landfill.
- Curbside household garbage collection by CWM remains Wednesdays.
- No changes to recycling.



NEED TO KNOW:

- Materials must be dry solid waste, in bags or safe plastic/metal cans.
- No large or bulky items. There is a bin at the landfill for this.
- **Garbage can be put at curb no earlier than 6 AM and no later than 8 AM on collection day (Wednesday).**
- Remove garbage carts/bins/nets by 8 PM on collection day.
- Do not block snow cleaning.
- NEVER place **hypodermic needles** in the garbage.
- Sharps must be in puncture proof container.
- Box up and clearly mark broken glass
- Ensure waste is visible.
- NO containers of liquid.
- Ensure waste container is clean.

PLEASE CONTINUE TO RECYCLE

QUESTIONS CONCERNS? (613) 625-2800 ext. 246



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



THE HEALTH CENTER DOES NOT DO TRAVEL COVID-19 TESTING

If you require Covid-19 testing for travel purposes please inquire with the below organizations

Cahoons Pharmacy- Deep River- 613-584-1116

Downtown Travel Medicine
Clinic- Ottawa- 613-238-5963

Riverside Travel Medicine
Clinic- Ottawa- 613-733-5553



FEDERAL INDIAN DAY SCHOOL CLASS ACTION

Claim Due By: July 13, 2022

If you attended the Indian Day School at the
Algonquins of Pikwakanagan First Nation

Please click on the link provided below

[indian-day-schools-claim-form-en.pdf \(indiandayschools.com\)](https://indiandayschools.com/indian-day-schools-claim-form-en.pdf)

Contact Free Legal Assistance:

Class Counsel, Gowling WLG at 1-844-539-3815

If you submitted a claim and have not heard from them, please
Call Gowling WLG at 1-844-539-3815

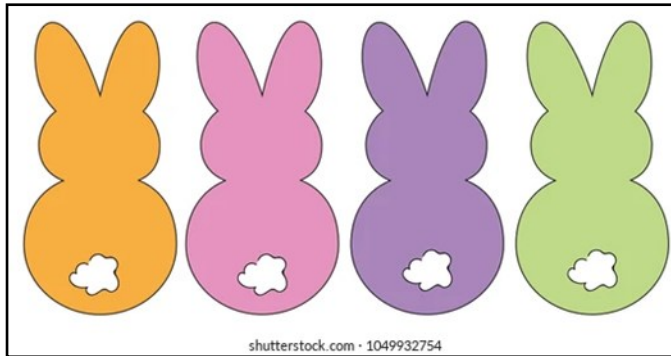
**Claim forms are also available at the Band
Administration Office**

If you have any general questions on the claim form process, you may
contact

Della Meness, Manager, Education Services at 613-625-2800 ext. 239.

Karen Levesque, Manager, Social Services 613-625-2800 ext. 242

Spring into Easter Contest



Family Well-Being is having a contest!!

Please fill out our link so we know who will be doing the contest and who will win one of our prizes. More information is down below.

Family Spring/Easter photo

Start Date: March 31, 2022 – End Date: April 12, 2022

We would like to see what fun spring/Easter activities that you do as a family, and you can win one of our Easter dinner baskets, we only have 2 baskets. We would like for you to tag or post it on our Facebook page at Anishinabek Gamik. If you don't have Facebook, you can email us your photos.

Easter Egg Hunt

Start Date: April 11, 2022 – End Date: April 12, 2022

We are going to be hiding 4 – 6 eggs around the reserve and we do please encourage that you may only find **1 per household**, there also will be a little prize to go with that egg.

If you have any further questions or need to cannot post photos, please use the following below.

Call – 613-625-2173

Email Cassidy Bernard [-coordinator.fwb@pikwakanagan.ca](mailto:coordinator.fwb@pikwakanagan.ca)

Email Jaime Roesler [-assistant.fwb@pikwakanagan.ca](mailto:assistant.fwb@pikwakanagan.ca)

Sign up with this link <https://forms.gle/AqEC1DFGibzh1Rma6>

EARTH DAY 2022

Friday, April 22, 2022 is Earth Day....

Pikwakanagan is always proud to do our part to give Mother Earth a spring cleaning! Our ditches here in the community reveal much garbage and litter that sadly accumulates over the fall and winter months!

This year we invite you all to join us and

“Fill Your Bags”

Not just on April 22nd but over that entire weekend (April 22-24) we encourage you all to head out and fill your bags, help to clean our ditches and make Pikwakanagan clean and beautiful!

Share pictures with us on the AOPFN News & Events Facebook page of your efforts!

On Sunday, April 24th at 7:00 p.m. we will go LIVE from the AOPFN News & Events page to do a draw for “Fill Your Tank” or “Fill Your Belly” prizes. That’s right if you head out to fill your bags, you have a chance to either fill your tank or fill your belly, how awesome is that??

If your bags become too heavy while cleaning please leave them roadside and I will come along to retrieve them throughout the weekend and make sure they get to the dump! Please reach out to Kerry or Ryan before April 22nd if you will need garbage bags for the weekend, we are happy to supply them....let’s work together to clean our community!

On behalf of the Pikwakanagan Sports & Rec Department, thank you!

Trappers Course Update

There's a scheduled upcoming trapper's course in April and June.

There is limited seats available with a \$50.00 fee to hold spot.

This course requires a commitment of 40 hours over 2 consecutive week-ends. Please provide your name to Curtis Jahn at 613 625 2800 ex 231 or by email: assistant.lem@pikwakanagan.ca by April 15th for availability.

If you have already have provided your name, we will be contacting you with the dates and collect fees soon.

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



Regalia Program

Kwey Pikwakanagan

Our regalia program is back!!! It will be held at the Elders Lodge, and it will be every Thursday but excluding holidays.

Time: 6:00 PM – 9:00 PM

If you have any other questions, please use the following below to contact us:

Message our Facebook page at Anishinabek Gamik

Call – 613-625-2173

Email Kassidy Bernard -coordinator.fwb@pikwakanagan.ca

Email Jaime Roesler -assistant.fwb@pikwakanagan.ca

DIABETIC RETINOPATHY

Diabetic Retinopathy (DR) is the **leading cause of blindness** in individuals under 75 years of age. It is also **the most common complication of diabetes**.

DR occurs when there are increased levels of sugar in the blood that can cause the blood vessels in the eye to swell and leak in the retina damaging it. New blood vessels can then also grow which causes further damage.

Nearly everyone with Type 1 diabetes and **60%** of those living with Type 2 diabetes will develop some form of DR within the first 20 years after the onset of diabetes. The risk increases the longer one has diabetes. The risk however can be lowered through controlling the diabetes.

Managing the diabetes is the best way to lower the risk of DR. This means keeping the blood sugar levels in a healthy range. This can be achieved through regular physical activity, healthy eating, mindful living, and making sure to take your doctor/nurse practitioner prescribed diabetes medication. Aim to meet your A1C goals every 3 months.

High blood pressure and high cholesterol along with having diabetes will also increase risk for diabetic retinopathy. Therefore, controlling blood pressure and cholesterol levels will also help lower the risk for vision loss.

With early detection, treatment is often very successful and can prevent any further eye health damage. Therefore, if you do have diabetes, it is so important to get regular eye exams. Sometimes, vision lost due to diabetic retinopathy cannot be regained. However, with early detection and treatment, you can reduce your risk of blindness by **95%**.

There are 4 stages of diabetic retinopathy and they range from mild to severe. In the first 3 stages, vision loss may not be noticeable or detected. The 4th stage is when vision loss can occur quickly.

If you have any of the following diabetic retinopathy symptoms, please see your doctor immediately:

- Dark spots in your visual field
- Blurred, distorted or double vision
- Large “floaters” (dots, circles, cobwebs that move across your field of vision)

Make sure you're taking the right steps in order for Diabetic Retinopathy to stay at bay:

- Keep track of your blood sugar and blood pressure.
- Book regular appointments with your eye doctor to identify changes to your vision.
- **Yearly eye exams are free in Canada if you have been diagnosed with diabetes.**
- Take all your prescribed medication as instructed by your doctor.
- Practice healthy habits like eating a balanced diet and getting regular exercise.
- Speak to your doctor before starting any new form of exercise or diet regimen.
- Learn about your condition. The more you know, the better you can control your diabetes

For more information on diabetic retinopathy and diabetes in general, please contact Natalie Mooy, diabetic navigator at diabetic.navigator@pikwakanagan.ca or 613-401-3679

The Renfrew County Legal Clinic offers free legal services especially for seniors:

If you are age 60 or older and have a low income, our seniors' lawyer can help with the following:

- Free basic wills and Powers of Attorney
- Advanced health care planning
- Income security (OAS, GIS, GAINS)
- Retirement home issues
- Long-term care facility issues
- Guardianship and capacity questions
- Access to community care services



For more information, please contact the Renfrew County Legal Clinic:
101-236 Stewart Street
Renfrew, ON, K7V 1X7
Phone: 613-432-8146 or 1-800-267-5871
www.renfrewlegalclinic.org

Euchre

Sunday Afternoons @ 1 PM
Elders Lodge

Doors open at 12:15 PM

\$5 to play
\$2 or 3/\$5 for 50/50 Draw
\$1 pop/water

Highest \$20
Runner Up \$10
Lowest \$5



OTTAWA — Compensation for individuals and Impacted First Nations subject to a *drinking water advisory that lasted at least one year between* November 20, 1995, and June 20, 2021. The claim process period is now opened for First Nation Members to apply. For an example of a drinking water advisory for a period of one year would be: boil water or do not consume. As an individual, you can submit a claim form even if your First Nation does not submit a Band Council Acceptance Resolution. Individuals can also apply for additional compensation for *Specified Injuries*. This settlement does not include Uranium water issues, nor Short Term (summer months) boil water/do not consume advisories.

For more information or if you need help with a claim. Please contact 1-833-252-4220. The only documentation needed to apply is your ID and signature witnessed.



Kawasakotodj Kizis
Glitter Snow Moon
April

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

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

ATTENTION PIKWAKANAGAN FOODBANK USERS!

Please note the change for the hours of operation for the Foodbank! We will revert back to the one evening per week (Wednesday evenings from 4:30-8:00 p.m.) for order pick-up!!

You can continue to place your order by calling or texting 613-639-1633 and please note you **MUST** place your orders now by Tuesdays at **NOON!**

We ask that you be respectful and mindful of these changes and adhere to them! Calling or texting during regular business hours to place your order is also considerate and we ask you to please do so!

Place your order on Mondays between 8:30-4:30 or on Tuesday morning between 8:30-12:00!

Miigwech for your cooperation and understanding! As restrictions begin to lift we will also begin a slow process in reducing weekly access to the Foodbank so please watch for further updates!

Kerry Andrews, Interim Manager, Food Security

Algonquins of Pikwakanagan Elders Lodge

For Rentals contact Sandy
© 613 717 2894

A BIG THANK YOU!

The Algonquin Elders Lodge is taking this opportunity to send out a sincere **THANK YOU** to **Grassroots Healing** for their generous donation.

The Algonquin Elders Lodge will be using this donation to complete some finishing work that will benefit all.

On behalf of the Algonquin Elders Lodge,
Meegwetch



Call to Tender

Grounds Keeper for the Algonquin Elders Lodge at 28 Chigibig Inamo

Algonquin Elders Lodge is looking for a Grounds Keeper for our lodge.

Schedule and Duration of Contract: Must be able to provide regular outdoor maintenance from May 2, 2022 to September 30, 2022.

Scope of Work:

- Grass cutting
- Whipper snipping
- Trimming trees and shrubs
- Picking up garbage, branches etc.
- Smoothing out ruts or other similar obstructions

Equipment and Supplies are to be provided by successful bidder/contractor. Algonquin Elders Lodge is not responsible for Contractor's equipment and supplies. Algonquin Elders Lodge is not responsible for any repairs to such equipment,

Site Examination: To arrange a site visit to view the amount of work to be completed, please make arrangements by emailing andcin61@outlook.com with subject line 'Inspection'.

Tender Closing Date and Time: Thursday, April 14, 2022 at 12 PM

Tender Submission: Email andcin61@outlook.com with subject line, "Tender for Grounds Keeper 2022" NOTE Algonquin Elders Lodge is not obligated to accept the lowest or any tender.

May 2, 2022 to September 30, 2022 Grounds Keeper Tender for Algonquin Elders Lodge

I, _____ acknowledge and fully understand the scope of work, duration of contract and no equipment, supplies or repairs will be provided or reimbursed by the Algonquin Elders Lodge.

I am submitting my tender for Grounds Keeper in the amount of \$ _____ per month.

Contact phone number _____ Date _____

Print Name _____ Signature _____

Call to Tender

Cleaning Services for Algonquin Elders Lodge at 28 Chigibig Inamo

Algonquin Elders Lodge is looking for cleaning and disinfecting for our lodge.

Schedule and Duration of Contract: Must be able to provide cleaning services on a FLEXIBLE 20-hour schedule per month. The duration of the contract is from May 1, 2022 to April 30, 2023.

Scope of Work:

- Disinfect all high touched surfaces (door handles, light switches, tabletops, printer etc.)
- Clean and disinfect kitchen (sweep and wash floor, clean and disinfect countertops, sink and garbage cans, clean and disinfect kitchen appliances, re-fill soap dispenser, change kitchen towels, etc.)
- Clean and disinfect all washrooms NOTE THREE WASHROOMS IN TOTAL (Sweep and wash floors, clean and disinfect sinks and countertops, clean and disinfect toilets and garbage cans, clean mirrors, re-fill soap dispensers, toilet paper and paper towels etc.
- Sweep and wash floors on main floor, lower floor, stairs and sunroom(s).
- Vacuum carpets
- Clean windows and windowsills as needed

Supplies and Equipment: All equipment and supplies will be provided by Algonquin Elders Lodge; however, it will be the contractor's responsibility to keep the Algonquin Elders Lodge informed when supplies are getting low at least 14 days in advance.

Site examination: To arrange a site visit to review the amount of work to be completed, please make arrangements with Cindy Carle at andcin61@outlook.com with subject line "Inspection"

Additional Requirements: If you are a successful bidder, you must be able to provide:

- Proof of WHMIS certification
- An acceptable Criminal Reference Check at your own expense, before the contract start date
- Proof of Covid-19 Vaccination for ALL cleaning staff

Tender Closing Date and Time: Thursday, April 14, 2022 at 12 PM

Tender Submission: Email Cindy at andcin61@outlook.com with subject line, "Tender for Cleaning Services 2022-2023" Algonquin Elders Lodge is not obligated to accept the lowest or any tender

2022-2023 Cleaning Services Tender for Algonquin Elders Lodge

I, _____, acknowledge and fully understand the scope of work, flexible schedule, and duration of the contract, and am submitting my tender for cleaning services in the amount of \$ _____ for a flexible 20 hour per month.

Contact phone number _____ Date _____

Print Name _____ Signature _____



EMPLOYMENT OPPORTUNITY

Job Title	First Nations Child Welfare Navigator		
Department	First Nations Child Welfare		
Supervisor/Manager	Alexandra Freed		
Salary Scale	Commensurate with Experience		
Job Status	Permanent		
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	Friday March 25 th , 2022		
Closing Date of Posting	Friday April 8 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The First Nations Child Welfare Navigator (herein <i>Navigator</i>) will provide screening and brief assessment for children, youth, and families experiencing involvement with the children's aid societies of Ontario. Based on information ascertained in the initial intake the Navigator will then make referrals to the appropriate services, including internal and external resources not limited to applicable programming, Prevention Services and Family Well-Being services, as well as other departments of Algonquins of Pikwakanagan First Nation's organization umbrella (herein <i>AOPFN</i>), as required to best fit the needs of the service users.</p> <p>The Navigator will monitor the progress of the treatment plan through case consultations and follow-up sessions and will engage further resources as required. When engaging resources, the Navigator will also aid in bridging the gap between Indigenous and non-Indigenous understandings of social welfare and healing practices. This form of advocacy will not only provide education about traditional practices to service providers but also educate the service users on the culturally specific practices being employed with that provider.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Assists clients through initial intake process. • Conducts screening and assessment using common assessment tools and protocols. • Provides brief intervention if needed and initial care plan. • Provides referrals to appropriate services. • Monitors and supports clients while waitlisted for service. • Advocates for clients and their families when barriers arise to ensure quality and timeliness of service. • Works with clients and their families, creating a navigation strategy that will lead to the best quality of service. • Helps families understand the system and access appropriate services according to their needs. • Indigenous Knowledge • Knowledge of traditional healing practices. • In depth knowledge of local, regional, and provincial Indigenous and non-Indigenous services. • Child Welfare legislation, mandates, standards of practice, policies, and procedures such as the Child, Youth and Family Services Act, 2017, Bill C-92, Jordan's Principle, Customary Care etc. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Identifies and prioritizes plans of care specific to children, youth, and their families. • Develops support plans and annualized work plans to benefit families in the community. • Assists with the development of the First Nations child welfare capabilities and goals. • Liaisons and networks with community and health services for the integration of new and existing services. • Promotes community awareness of resources. 		

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Two (2) year degree/diploma in Social Work, Indigenous Studies, Mental Health, Community Justice Services • OR • Minimum of three (3) years direct experience working with youth and families in a social service or other related health setting. Experience working with First Nations, Inuit, and Métis (FNIM) people in a community-based setting would be considered an asset. • Proven ability to develop holistic plans of care with the client and ensure a connection with the appropriate resources. <p>Condition(s) of employment</p> <ul style="list-style-type: none"> • Criminal Records Check and Vulnerable Sector Check • Current CPR & Standard First Aid Certificate. • Proof of a minimum of a class “G” driver’s license and a driver’s abstract.
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Navigator First Nation Child Welfare</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. 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 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	Daycare Supervisor
Department	Social Services
Supervisor/Manager	Karen Levesque
Salary Scale	\$46,000 to \$52,045 Commensurate with Experience
Job Status	Permanent
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	Friday March 25 th , 2022
Closing Date of Posting	Friday April 8 th , 2022 at 4:30PM
Selection Process	Interview X Rating X Selection X
Job Description	<p>The Daycare Supervisor is responsible for overseeing the overall day-to-day operations of the Mindiwin Manido Daycare. The Supervisor will ensure that all staff are providing the continuous high quality care, services and support for children and families. The Supervisor is to ensure that the daycare is meeting any and all legislative, regulatory and licensing requirements and mandates and remain up-to-date on any changes that may require revision of practices and/or policies. The Daycare Supervisor provides an overview of needs, concerns, and challenges as they may present themselves from time-to-time to the Manager, Social Services and recommends appropriate actions for further discussion and for the Manager's approval.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Adheres to the current Child Care Centre Licensing Manual, and regulatory updates. • Prepares draft Policies and Procedures according to the Child Care & Early Years Act (CCEY); to be approved by the Licensing Agent (MOE). • Reports Serious Occurrences and all requirements of the CCEY Act and the Mindiwin Manido policy. • Develops and delivers a comprehensive day care program and services; providing tutoring and academic counselling • Ensures that the language & culture programming is secure and directed. • Prepares Parent Handbook. • Reports issues and complaints related to professional standards and performance immediately to Manager, Social Services and to the College of Early Childhood Educators as appropriate and as required. • Addresses staff issues with mindful leadership and seeks to resolve conflicts through meaningful and positive constructive feedback. • Completes all administrative reporting requirements according to policies and funding agent mandates including Briefing Notes and Discussion Papers. • Ensures child attendance is completed daily for monthly reporting purposes. • Responsible for family intake meet-and-greets, tours of the daycare facility and outdoor play area, as well as completing intake forms and submission to Manager, Social Services, Department, Finance and all other affected stakeholders. • Liaisons and networks with community and other child day care centres for the integration of new and existing programs and services; develops, directs and coordinates new day care child initiatives as approved by the Manager, Social Services. • Participates on relevant boards, committees and all relevant meetings as approved by the Manager, Social Services. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Child Care and Early Years Act, How Does Learning Happen pedagogy • Child development, growth and learning • Licensing, legislative and regulatory mandates and compliance • Staff scheduling, including utilizing supply staff • Completion, reporting, and file management of incident reports • Identifying learning and development opportunities for staff • The daily operations of a Day Care Centre i.e., facility management, childcare, educational programming and health and safety. • Knowledge of and sensitive to Algonquin culture and language. • Computer literacy with MS Office (including Outlook and Teams Meeting), social media apps such as Hi-Momma, internet learning and development sites, spreadsheets etc. • Experience and sensitivity in dealing with all individuals of different cultural diversity. • Experience building meaningful working relationships with stakeholders, including but not limited to, children, families, community, staff, educational and legislative partners. • Sensitive to indigenous culture and values; promotes the culture and aspirations of AOPFN. • Solution-based approach when complications, obstacles or disputes occur between stakeholders.

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Post-Secondary Diploma in Early Childhood Education with minimum of 3 years working as an early childhood educator with at least 1 full year in a supervisory capacity • Demonstrates mindful and collaborative leadership and ability to provide positive constructive feedback with successful achievement of desired results and improvements • Demonstrates effective conflict resolution abilities and techniques • Registered with the College of Early Childhood Educators and in Good Standing • Post Secondary Diploma or Degree in Office/Business Administration, Operations Management, Business Management, or related field • Experience in group childcare environment <p>Condition(s) of employment</p> <ul style="list-style-type: none"> • Must provide proof of registration and membership with the College of Early Childhood Educators and in good standing. • Proof of a clear Vulnerable Sector Check . • Current First Aid/CPR AED Certificate • Up-to-date Immunization Record
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Daycare Supervisor</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	Project Coordinator		
Department	Economic Development		
Supervisor/Manager	Claudette Cournoyer		
Salary Scale	Commensurate with Experience		
Job Status	2-Year Fixed-Term (with possibility of permanency)		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Project Coordinator is responsible for managing a variety of ongoing project assignments, overseeing multiple project functions and monitoring the work of various Project Coordinators, reporting, and budgeting for assigned projects related to economic development. Acts as a single point of contact throughout each stage of the project's lifecycle. Work with internal and external organizations, while managing the lifecycle of assigned projects. This includes the requirement to coordinate all necessary administrative functions associated with group activities; including implementing, maintaining, and updating skills inventory database, researching, planning, budgeting, and documenting all aspects of the work projects; at times may be responsible for providing direction to other project staff and for the supervision of delegated staff and working closely with internal departments.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Managing project cost, scope, key deliverables, and associated reporting, benchmarking key milestones and coordination of related activities to meet project objectives • Managing the delivery of projects to meet schedule, cost, quality, and key objectives • Developing meeting agendas, maintaining accurate records and supporting community engagement. • Work with legal council to develop and implement contractor agreements, • Effectively communicating project progress to working group members, employees, colleagues, and other key stakeholders in a clear and timely fashion; • Drafting requests for proposals (RFP) for any projects requiring contracted specialists; • Work with AOP and project management team representatives to coordinate or execute logistics such as meeting scheduling, minutes, and follow-up on working group action items, etc.; • Develop and maintain budgets for associated projects; • Report community outreach results and feedback to manager • Conducts extensive research on projects relevant to scope of work; • Provides input for briefing materials (i.e., community, committee and regular meetings); <p>Other Key Skills</p> <ul style="list-style-type: none"> • A thorough knowledge of business and management principles involved in project planning, budgeting and resource allocation, collaborative leadership techniques, and coordination of resources. • Advanced knowledge of Microsoft Office Suite Applications (i.e. Word, PowerPoint, Excel, Access and Outlook) • Knowledge of Algonquins of Pikwakanagan First Nation affairs and political barriers facing First Nation people. • Experience in working with an indigenous community or organization • Demonstrated knowledge of project management best practices • Provide Project Coordinator ship and initiative, set priorities and meet deadlines. • Facilitation of meetings and events. • Effectively manage people, projects, and assignments, develop proposals and financial invoices and reports. • Work with tact, diplomacy, and discretion and with various levels of management, funders, and team members. • Awareness and understanding of when a change practice and/or process is needed and the ability to make those changes. • Exhibits a high degree of initiative and self-motivation, works independently. • Applies thorough analytical skills to assist in informed decision making • Brings value to the team by participating and accepting in the, seeking collaboration, sharing ideas, and supporting colleagues. • Ability to travel outside community when required. 		

Minimum Qualifications	<ul style="list-style-type: none"> • 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 an equivalent combination of post-secondary education and five or more years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish, financial management such as bookkeeping, (preferably with a First Nation community and/or organization) and experience in proposal writing.
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrrservices@pikwakanagan.ca</p> <p>Subject Line: Project Lead</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>
<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	Supervisor, Band Court Representative		
Department	Manager, Child Welfare		
Supervisor/Manager	Alexandra Freed		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Supervisor, Band Court Representative will be responsible for overseeing and ensuring the delivery and day-to-day management of the Child Welfare Advocacy services for members of Algonquins of Pikwakanagan First Nation (AoPFN). The Supervisor, Band Court Representative will be responsible for representing the AoPFN as a party to court proceedings involving AoPFN children, youth and families under the <i>Child, Youth & Family Services Act, 2017</i> and will actively protect the collective interests of AoPFN's children, youth and families ensuring a culturally appropriate management and disposition is maintained in all cases. The Supervisor, Band Court Representative will be assigned duties that -allocating, distributing and overseeing the work of Band Court Representatives; membership on committees internal and external, as may be required or as deemed appropriate and necessitated by the Manager of the Child Welfare Department or the Executive Director, Operations and will be responsible for recommending the appointment of Band Court Representatives for AoPFN.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Knowledge and understanding of AoPFN's interest in children, youth and families. • Child, Youth & Family Services Act (Ontario) and its application and proceedings involving First Nation members. • Social Work and Social Service Work Act, 1998 and its standards and applications involving social workers • Responds to all Child Welfare agency notifications within the prescribed time. • Supports Band Court Representative in securing interventions, counselling and escalating other supports, including alternative dispute resolution and Jordans' Principle, as needed. • Acts as the Band Court Representative or assigns a Band Court Representative for each case and to each Family & Children Services Worker during investigations and processes relating to AoPFN members residing on reserve and in the Renfrew County Municipality. • Attends all court proceedings as a party to represent the interests of AoPFN and advocate on behalf of AoPFN children and youth in all child welfare cases. • Supports alternative dispute resolution processes as an alternative to court proceedings. • Reviews Plans of Care prepared by Band Court Representative as necessary. • Monitors, evaluates Plans of Care and prepares, serves and files additions or amendments. • Investigates, researches and compiles evidence related to the case. • Prepares documents, arguments, draft orders and responds to and processes legal documents. • Provides day-to-day direction and guidance to staff under the Manager of the Child Welfare Department (Prevention & Band Court Representatives) and Legal Counsel for the delivery of services. • Works closely with Pikwakanagan planning committees, programs and services to ensure quality program delivery. • Participates on relevant boards, committees, and community development projects. • Utilizes a multidisciplinary approach to ensure comprehensive Plans of Care. • Consults with specialized services for case management as required and when directed. • Coordinates case management conferences with AoPFN Child Welfare staff, Chief, Executive Director and multi-disciplinarians, as required to monitor and evaluate child, youth and family care and to ensure legal responsibilities are met. • Collaborates with other community resources to ensure services are meeting the needs of the children, youth, families and other community members willing to provide customary care. • Liaises with Family & Children Services and other external organizations. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Interpret legislation and legal documents. • Research, investigate, analyze and evaluation skills. • Strong negotiation and advocacy skills and techniques. • Exceptional written skills i.e. Plans of Care, reports, documents, proposals etc. • Exceptional verbal skills i.e. presentations, facilitation, court appearances etc. • Financial monitoring of budgets • Facilitation, Coordination and Management skills in Alternative Dispute Resolutions, Circles of Care, Multi-Disciplinary Case Management Meetings, Family & Group Conferencing and Workshops; Experience an Asset. • Experience working with children, youth and families. • Strong interpersonal and leadership skills; demonstrates a high level of professionalism. • Able to work effectively in a multi-disciplinary team environment • Sensitive to indigenous culture and values; promotes the culture and values and aspirations of AoPFN. • Resourceful and a problem solver. • Proactive and able to engage in a respectful, friendly and approachable manner. • Empathetic and compassionate, a role model. 		

Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor of Social Work or a Bachelor degree in other field of study along with three years of work experience in the field; and • Minimum of 1 year supervisory experience in the social work or social services field or an acceptable similar work environment • Registered member in good standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW). • Experience working with First Nation people/groups an asset. <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Successful completion of the Band Court Representative Certificate Course within probation period. • Provide an acceptable Vulnerable Sector Check; to be provided annually. • CPR and First Aid Certification; to be provided annually. • Proof of a minimum valid class “G” driver’s license and a clear driver’s abstract and access to a dependable vehicle.
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrrservices@pikwakanagan.ca</p> <p>Subject Line: Supervisor, Band Court Representative</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>
<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	Manager, Human Resources		
Department	Manager, Finance		
Supervisor/Manager	Selena Roesler		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Human Resources Manager provides guidance and advice to AOPFN management in all HR related matters, including, development and implementation of programs, policies and procedures. The incumbent interprets a wide variety of employment laws and regulations, federal and provincial, which are significantly complex and provides advice regarding defensible application of these in all employment and HR related matters. The Manager, makes decisions regarding the interpretation and application of employment/labour laws and negotiates employment contracts, benefits plans, pension plans on behalf of AOPFN. Recommendations regarding new and/or significant changes to existing HR related issues are referred to the Manager, Finance. The Human Resources Manager develops and manages all facets of Human Resources services within the AOPFN and ensures compliance with all appropriate employment and labour legislation as they relate to both federal and provincial jurisdictions. Provides guidance and advice to managers in human resources related areas including legislative compliance, compensation, recruitment, performance management, training and development and benefits programs.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Manages the day-to-day management of HR, including policy, procedures and programs interpretation and implementation and ensures compliance with relevant legislation for both federal and provincial jurisdictions. • Manages the performance management program, recommends, and develops performance improvement plans, succession planning and ensures evaluations are completed in a fair, respective, consistent and timely manner. • Manages recruitment requirements and processes including conducting interviews and facilitating sound, objective, and defensible recruitment decisions. • Liaises and consults with legal counsel in employment related matters, as required. Participates in, attends and represents the AOPFN in HR related legal proceedings such as arbitration, conciliation, civil and/or legal actions, Human Rights Tribunal. • Manages AOPFN's Group Benefits Plans and Pension Plan and liaises with providers as required. • Manages and Chairs the AOPFN's Occupational Health & Safety Committee. • Manages and responds to all HR related inquiries/investigations from external bodies including all provincial and federal government departments, agencies and representatives. • Recommends terms and conditions in employment related actions including termination, negotiates AOPFN's desired outcomes with employee or their legal representative, either directly or in consultation with AOPFN's legal counsel. • Manages all documentation requirements including ensuring the accurate recording of all HR pertinent information and that effective measures are in place to ensure complete Confidentiality of personnel records and retains such records and information in compliance with the applicable legislation. • Develops and prepares HR related reports to facilitate the effective and informed management of human resources. • Compiles and analyses HR metrics and related data to provide up-to-date reports and progress on deliverables, to EDO and department managers and to provide recommendations on gaps and areas needing attention or actions. • Develops job descriptions, advises on job levels, compensation, pay and employment equity and organizational structure. • Conducts salary surveys and makes recommendations regarding AOPFN's pay lines and items related to total compensation. • Conducts investigations, advises management on appropriate corrective actions and participates in employee discipline meeting including terminations. • Acts as liaison between employee and management to answer questions or concerns regarding company policies, practices and regulations. • Communicates all HR related information to all levels of employees. • Manages and provides direction and supervision to HR support staff. • Liaisons, advocates and lobbies with federal, provincial, regional agencies and boards for enhancement to existing resources and new resources. • Researches and develops proposals for new human resources initiatives. • Coordinates and leads monthly staff meetings. • Attends monthly management team meetings and provides written reports. • Ensures staff receive cultural awareness and cultural sensitivity training. • Identifies and coordinates staff development initiatives and training requirements. • Ensures all professional licenses, certifications and professional liability insurances are current. • Ensure that policies and procedures are developed and implemented in adherence to all relevant legislation and regulatory bodies. • Completes and updates a comprehensive risk management plan. • Provides training on the risk management plan. • Ensure the protection and privacy of all staff information and record 		

Job Description	<ul style="list-style-type: none"> • Other Key Skills • Demonstrated extensive knowledge of federal and provincial employment and labour laws and legislation especially as they related or apply to First Nations and indigenous communities. • Knowledge and experience managing total compensation programs. • Demonstrated success in establishing and implementing effective recruitment and talent retention techniques and processes, • Experience with succession planning, performance management, job evaluation and developing salary grids, conducting salary surveys. • Excellent computer skills, including Word and Excel in a Microsoft Windows environment. • Excellent oral and written communication skills. • Demonstrated ability to build strong relationship, influence collaboration, and positive employee engagement and contribution at all levels. • Experience in organizational restructuring in a multi-layered and cross-functional matrix operation. • Experience and ability to maintain objectivity working in a political environment, experience of First Nations governance an asset • Ability to negotiate and manage conflicting priorities and demands and manage stress. • Strong interpersonal skills and ability to deal with all levels of employees. • Demonstrated problem solving and conflict resolution skills and abilities. • Demonstrates resilience and agility, flexibility and adaptability, tact, integrity, confidentiality and discretion. • Possesses a high degree of initiative, self-motivation, reliable and thorough. • Sensitive to aboriginal culture and values.
Minimum Qualifications	<ul style="list-style-type: none"> • BA in Administration, Human Resources Management or a related field and holds a valid and recognized HR professional designation with the Human Resources Professional Association or another recognized and accepted similar HR regulatory body/association– Minimum Certified Human Resources Professional (CHRP) designation, Certified Human Resources Leaders considered an asset. • 5-7 years experience in progressively more senior HR roles with a minimum of 3 years managing and HR department and staff and programs, policies, and procedures. <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • BA in Administration, Human Resources Management or a related field; • Valid and recognized HR professional designation with the Human Resources Professional Association
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrrservices@pikwakanagan.ca</p> <p>Subject Line: Manager, Human Resources</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>
<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	Program Support Coordinator		
Department	Lands, Estates and Membership		
Supervisor/Manager	Kassandra Sackaney		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Program Support Coordinator, Lands, Estates & Membership is the central point of contact for the department and will be responsible for providing support and assistance that contribute to the smooth day to day operation of the Lands, Estates & Membership Department. Attends department meetings and with other departments and stakeholders and follows up with various project or program team members to ensure their assigned tasks are in progress, on schedule and within allocated budget costs and to identify any challenges and/or issues that may be impeding progress and that need attention or discussion with the Manager; prepares progress reports and provides data and information as needed. The Program Support Coordinator may design and assists in the preparation and delivery of presentations, workshops and events for the Lands, Estates & Membership Department both within the community and to outside audiences (i.e. public, governments, agencies, associations, schools, other First Nations and indigenous communities). This position will be responsible for coordinating the natural resources and harvest management activities for Pikwakanagan and the transitioning of these duties to the new Natural Resources Department when and as scheduled.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Indian Act and Indian Status Registration • Algonquins of Pikwakanagan First Nation Band Governance • Algonquins of Pikwakanagan First Nation laws and by-laws, Custom Election Code, lands and harvest management • Handing out information with regards to Wills and Estates. • Distributing toolkits and providing general information on preparation and storage of Wills. • Assisting in the preparation of estate land transfer, if required and preparing estate applications. • Coordinating estates workshops as required • Maintaining a Membership database program for accessing information and reports. • Obtaining and examining documentation to verify events related to membership including births, deaths, marriages, divorces, legitimating and other events and forward appropriate documentation to support recommendation for amendments to the Indian Register and First Nation membership list. • Developing and maintaining communications with the Provincial or Territorial Registrar of Vital Statistics, local Deputy Registrar of Vital Statistics, church officials, hospitals, District and other Band offices and individuals, to ensure that all events concerning the Indian population are reflected in the Indian Register. • Giving awareness in the process of Application for Registration on the Indian Register and For the Secure Certificate of Indian Status (SCIS). • Issuing Certificates of Indian Status cards. • Provide signed weekly reports of all events relating to membership registration to the Registrar. • Assist Child/Welfare Agencies, CAS (Children's Aid Society) and individuals in cases where Adoption is the issue with high degree of confidentiality. • Assist members in accessing legislative rights derived from Indian Status and making referrals to the appropriate departments i.e. roads tax exemption, PST exemptions, border crossing, non-insured health benefits, education, etc. • Prepare voters Lists for Elections, Referendums, and Ratification Votes. • Verifies membership for inclusion in the "Members Only" section of the Webpage and uploads "member only" content to the page. • Research information, prepare reports, compile packages, presentations and provide and distribute information to staff, membership and the general public, regarding Acts, regulations and procedures. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Able to conduct registration research and report results in a clear and concise manner • Input, update and maintain a data base system • Coordinate meetings and take minutes • Excellent communication skills, demonstrates active listening and clearly and concisely verbalizes intended message to listener; able to read and understand sometimes complex information and simplify it to ensure it can be easily understood by audience; able to write e-mail, letters, reports, briefing notes, that are grammatically correct including accurate spelling. • Agility and flexibility to adjust to unplanned and/or unexpected events and change • Must be a self-starter and self-motivator • Excellent interpersonal and conflict resolution skills. • Willingness and ability to work flexible work hours, including weekends and evenings. • Ability to work with tact and discretion, and able to maintain confidentiality • Ability to meet deadlines and deliver expected results. 		

Minimum Qualifications	<ul style="list-style-type: none"> • Post-Secondary Degree or Diploma in Business Administration or Public Administration or in a field of study relevant to the department, with one-year experience working in a First Nation Band Office is preferred or in a similar work environment; • OR and equivalent combination of Secondary School Diploma or equivalency certificate with two years' experience working in an administrative support role in a similar environment • Basic knowledge and understanding of the Indian Act and Indian Status Registration and familiar with the culture, values and priorities of the Algonquins of Pikwakanagan First Nation • Experience with computer technology, databases and software at an intermediate level, including MS Word, Excel, Access, Internet, e-mail, webpage.
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Program Support 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>
<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	Band Court Representative		
Department	Child Welfare Department		
Supervisor/Manager	Alexandra Freed		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Band Court Representative is responsible for representing, protecting and advocating for the best interests of the children of Algonquins of Pikwakanagan First Nation (AoPFN) in all Child Welfare matters pertaining to AoPFN members undertaken. The Band Court Representative will be assigned duties that are encompassed and required as may be included in various appointments such as AOPFN representative for child protection investigations, court proceedings, under the Child, Youth and Family Services Act, 2017, and membership on committees, internal and external, as may be required or as deemed appropriate and necessary by the Manager of the Child Welfare Department, the Executive Director of Operations of AoPFN or by the Supervisor, Child Welfare.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Responds to all Child Welfare agency notifications within the prescribed time. • Provides brief intervention, crisis intervention, counselling, and seeks other supports, including alternative dispute resolution and Jordan's Principle, as needed. • Acts as the Band Court Representative for each case and to each Family & Children Services Worker during investigations and processes in AoPFN traditional territory. • Works with legal counsel to support the preparation of court documents and to represent the FN in complex court cases. • Develops a working relationship with Family & Children Services engaged with AoPFN members. • Ensures that AoPFN members are fully aware of their rights in child welfare proceedings. • Attends all court proceedings as a party to represent the interests of AoPFN and advocate on behalf of AoPFN children and youth in all child welfare cases. • Supports and contributes to alternative dispute resolution processes as an alternative to court proceedings. • Prepares Plans of Care that are culturally sensitive and include recommendations for placement of children and youth with community and family placements through Prevention Services. • Monitors, evaluates Plans of Care and prepares, serves and files additions or amendments. • Investigates, researches and compiles evidence related to the case. • Prepares documents, arguments, draft orders and responds to and processes legal documents. • Provides family support services that promote the cultural aspirations of AoPFN. • Ensures client case files are maintained and updated regularly. • Provides on-going follow-up and support in all cases. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Strong interpersonal and leadership/management skills • Able to work effectively in a multidisciplinary team environment. • Tact, discretion and a high level of confidentiality. • Sensitivity to indigenous issues, with strong appreciation and empathy to the customs, traditions, culture and values and aspirations of AoPFN. • Pleasant personality, and positive attitude self-motivation, reliable and thorough. • Exhibit a high degree of initiative, self-direction; excellent verbal and written communications skills and possess excellent analytical and organizational skills • Proactive and able to engage in a respectful, friendly and approachable manner. • Exhibit a high degree of versatility and professionalism throughout the performance of responsibilities. • Interpret legislation and legal documents. • Research, investigate, analyze, critical thinking and evaluation skills. • Strong negotiation and advocacy skills and techniques. • Exceptional written skills i.e. Plans of Care, reports, documents, proposals etc. • Exceptional verbal skills i.e. presentations, facilitation, court appearances etc. • Strong computer skills with experience in the application of software, internet and email. • Facilitation, coordination and management skills in Alternative Dispute Resolutions, Circles of Care, Multi-Disciplinary Case Management Meetings, Family & Group Conferencing and Workshops; 		

<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • BSW degree or Diploma in Social Services with three-years of experience in child welfare; • Registered member in good standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW). • A minimum of a class "G" drivers' licence. <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Successful completion of the Band Court Representative Certificate Course within the probation period. • Proof of Diploma or BSW • Provide an acceptable Vulnerable Sector Check; to be provided annually. • CPR and First Aid Certification; to be provided annually. • Proof of a valid class "G" driver's license; clear driver's abstract and access to a dependable vehicle.
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Band Court Representative</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 Assistant, of the Executive Director of Operations		
Department	General Government		
Supervisor/Manager	Executive Director of Operations		
Salary Scale	Commensurate with Experience		
Job Status	Permanent		
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	Friday April 1 st , 2022		
Closing Date of Posting	Friday April 15 th , 2022 at 4:30PM		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Executive Assistant, of the Executive Director of Operations will be responsible for providing high-level administrative support and assistance to the Executive Director of Operations in all matters pertaining to the day-to-day operations and management of the Algonquins of Pikwakanagan First Nation organization and This will include but not be limited to areas such as; conducting research, preparing reports, handling confidential/sensitive information and requests, clerical functions, receiving visitors, managing agenda and calendar, arranging conference calls or virtual meetings, may also train and supervise lower-level clerical support workers, with the object to assist in meeting the established goals and objectives of the Algonquins of Pikwakanagan First Nation.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Ensures the Executive Director is up-to date on organizational and community issues and/or concerns. • Ensures the Executive Director is kept organized in the daily scheduling of meetings, events, and travel arrangements; is equipped with office supplies, computer, and phone equipment, all in working order. • Acts as the first point of contact on behalf of the Executive Director and assists in prioritizing commitments. • Prepares various types of documents and correspondence; reports, workplans, briefing notes, Band Council Resolutions, letters, submissions, memorandums, agendas, information kits, and presentations (power point) etc. • Schedules and coordinates various types of meetings in-person, tele-conference and virtual. • Prepares and reviews presentations for meetings, workshops, and conferences to ensure they are well written and visually appealing; assists with delivering presentations • Records, transcribes, and distributes minutes of Management team meetings; ensures follow-up on assignments. • Supports the strategic planning cycle for the development of workplans and budgets that are reflective of community needs and direction in consultation with leadership. • Supervises Receptionist/Clerk and other support staff as required. • Assists with budgets preparation, annual forecast, monthly variances and financial reporting • Assists in maintaining financial expenditures and controls according to policy. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Effective and efficient time management techniques. • Draft, prepare and distribute presentation, documentation, memos, notices. • Forecasting needs of the Executive Director of Operations. • Business proposal and report format, style and techniques that articulate the intent of the author. • Possess strong verbal, written and active listening communications skills. • Meeting planning and minute taking. • Using resource tools and techniques to conduct thorough and evidence-based research. • Strategic planning skills, project coordination and management experience • Must demonstrate appreciation and respect for culture and diversity of a First Nation Community. • Excellent interpersonal and leadership skills • Time management skills; flexibility and adaptability to a changing schedule. • Exhibits a high degree of initiative, innovation and self-direction • Results oriented • Brings value to the team by participating, seeking collaboration, sharing ideas, and supporting colleagues 		

Minimum Qualifications	<ul style="list-style-type: none"> • Post-secondary degree or diploma in a related field such as, business administration, public relations or communications and 2-3 years of experience in a similar role; or an equivalent combination of high school diploma, some formal or informal training and a minimum of 5 years of experience in an administrative/professional support function in an office environment. • High-level of professionalism, integrity, respect, and confidentiality. • Ability to prioritize and adapt to a changing environment. • Experience in supporting administrative needs of an Executive Director, Board of Directors or related authority. • Ability to exercise flexibility, initiative, good/sound judgement, and discretion. • Experience working with First Nations considered an asset • Advanced skills in managing calendars in Outlook as well as experience with MS Office Suites, Teams Meeting, and Zoom.
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Executive Assistant, EDO</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>
<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	Algonquins of Pikwakanagan First Nation
Supervisor/Manager	Wendy Jocko, Chief with direction from Council
Salary Scale	\$109,000.00 to \$133,000.00
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 this role is approved as a hybrid job with partial remote work schedule available. Immediate eligibility for and 100% Employer paid benefits, immediate eligibility to join and contribute to Employer match pension plan 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	March 31 , 2022
Closing Date of Posting	April 14 , 2022 at 12:00pm
Selection Process	Interview X Rating X Selection X
Summary	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 of 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.
Basic Requirements and Qualifications	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • 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. • In-depth knowledge of the political structure of the Algonquins of Pikwakanagan First Nation government and of First Nations governance policies. • Demonstrated knowledge and understanding of First Nations governance protocols, Chief and Council roles, responsibilities, reporting relationship of the Executive Director, Operations and role at Chief and Council meetings. • Knowledge of Limited Partnerships legal framework, Board of Directors and the roles and responsibilities including reporting requirements and financial budgetary accountabilities. • General knowledge of Standing Committees of Council, working teams, roles and responsibilities of Council Portfolio holders, Executive Director, Operations role, terms of reference and assignment of members to such Committees. <p><u>Competencies - Skills and Abilities:</u></p> <ul style="list-style-type: none"> • Demonstrated agility, courage, strength and ability to effectively deal with organizational and political complexities and challenges in a continuously and quickly evolving organizational and community environment. • Demonstrated success leading and implementing significant organization wide change including flexibility and adaptability and the ability to influence an aligned management team. • Results driven and proven success in building capacity, identifying and creating economic development opportunities and partnerships that contribute to and advance profitability and self-sustainability. • Time-management and organization skills, to successfully and effectively manage and deliver on multiple and often conflicting priorities in a multi-programmed and multi-project environment. • Excellent oral and written communication skills including active listening, presentations to large and small audiences with various backgrounds and from diverse environments. • Proven success mediating conflict, recommending viable options and negotiating win/win solutions that are aligned with and that advance the organization's strategic goals and plans and that contribute to a successful self-sustainable government and First Nation community. • Skilled at building meaningful networks and relationships with key influencers and decision makers including all levels of governments, business leaders and partners, investors, media, other First Nations and indigenous groups and entities, other under-represented groups nationally and internationally. • Demonstrated success in leading, influencing, building, motivating and growing a capable work force and a safe and healthy workplace with continuous learning and progressive career paths. • Demonstrates sound judgment, tact and discretion in all decision making, actions and activities. • Proven and demonstrated ability to successfully foster and maintain an unbiased and objective attitude and perspective with respect to political issues concerning Pikwakanagan First Nation.

<p>Minimum Education and Experience</p>	<ul style="list-style-type: none"> • Post-Secondary degree in Business Administration, Economics or a similar business field and a diploma or certificate in Indigenous Governance and Administration with 5-10 years of related management experience in business or public administration/management with a minimum of 5 years in a First Nation or indigenous work environment. <p>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
<p>Submit Cover Letter and Resume To</p>	<p>Christine Nadeau, Human Resources Consultant for AOPFN (613) 218-9165 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 contact information (telephone number(s), e-mail address) of three current (3) references, which preferably include at least one recent work-related reference who can speak to your leadership, your work and work habits, such as a former direct manager or a colleague.</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 or a direct report; 2) Resume – the content will be reviewed to ensure the applicant meets the above qualifications requirements. Only those candidates who best meet the above qualifications will be contacted.</p> <p>Interviews: Interviews may be conducted in-person or 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>	

Algonquins of Pikwakanagan First Nation Directory

CHIEF AND COUNCIL	613 625-2800	EXT
Wendy Jocko	chief.pik@pikwakanagan.ca	229
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	reception.admin@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	226
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
Brittany Scott	lands.officer@pikwakanagan.ca	234
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	
Randi-Lee Lamure	prevention1.cfs@pikwakanagan.ca	613 401-6301
Vacant	prevention2.cfs@pikwakanagan.ca	613 639-4188
Jocelyn Bernard	reception.cfs@pikwakanagan.ca	613 625-2173
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 613 625-1551		
Claudette Cournoyer	mgr.ecdev@pikwakanagan.ca	
Amanda Two-Axe Kohoko	consultation@pikwakanagan.ca	105
Ember Sarazin	project.administrator@pikwakanagan.ca	
Laura Sarazin	assistant.consultation@pikwakanagan.ca	104
Lucas Bramberger	coordinator.projects@pikwakanagan.ca	102
Samantha Galbraith	coordinator.studies@pikwakanagan.ca	
SPORTS & RECREATION 613 625-2682		
Kerry Andrews	mgr.sports.rec@pikwakanagan.ca	
Ryan Peters	custodian.mukwa@pikwakanagan.ca	
Vacant	reactivator@pikwakanagan.ca	
FIRE & RESCUE 613 286-1018		
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
Tiffany Herron	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 MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
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
Bennett-Delorme, Bridgit	Meness/Kohoko/Lamabe	03 Feb 22	03 Aug 22
Nieman, Bradley	Lavalley	03 Feb 22	03 Aug 22
William, Tammie	Milnense	03 Feb 22	03 Aug 22
Boldt, Daryl	Chabot	03 Feb 22	03 Aug 22
Boldt, Jorja	Chabot	03 Feb 22	03 Aug 22
Boldt, Kendall	Chabot	03 Feb 22	03 Aug 22
Frickleton, Jennifer	Lavalley	03 Feb 22	03 Aug 22
Foster, Houston	Sarazin/Lavalley	09 Mar 22	09 Sept 22
Leverre, Melissa	Tenniscoe	09 Mar 22	09 Sept 22
Leverre, Kenneth	Tenniscoe	09 Mar 22	09 Sept 22
Robicheau, Vanessa	Bernard	09 Mar 22	09 Sept 22
Craftchick, Chole	Lavalley	09 Mar 22	09 Sept 22
Craftchick, Wyatt	Lavalley	09 Mar 22	09 Sept 22
Sarrazin, Gloria	Passindwatch/ Lamure	09 Mar 22	09 Sept 22
Stoneburgh, Harley	Lamure/ Commanda	10 Mar 22	10 Sept 22
Robbins, Alexa	Jocko	30 Mar 22	30 Sept 22
Robbins, Kayla	Jocko	30 Mar 22	30 Sept 22
Liberty, Zachary	Bernard	30 Mar 22	30 Sept 22
Scott, Jack	Meness/Ignace	30 Mar 22	30 Sept 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

Continued on

Cort, James	Meness/Ignace	30 Mar 22	30 Sept 22
Beaudoin, James	Lamure	30 Mar 22	30 Sept 22
Boggs, Lily	Lavalley	30 Mar 22	30 Sept 22
Law, Hunter	Meness	30 Mar 22	30 Sept 22
Munro, Palmer	Commanda	30 Mar 22	30 Sept 22

The Upper Ottawa Valley Detachment of the Ontario Provincial Police (OPP) would like to remind everyone that with warmer weather arriving more would-be thieves may be out walking the streets looking for crimes of opportunity and an unlocked door or open window can be an invitation to thieves.

The OPP remind all vehicle owners to take the following steps to reduce their chances of victimization:

- Roll up your vehicle windows
- Lock the vehicle and pocket the keys
- Park in well-lit area if possible
- Never leave valuables in plain view



LOCK IT

OR LOSE IT

Locking up should also be applied to your home, garage, sheds and out-buildings. Lock it or lose it!



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

