



Pikwakanagan Tibadjumowin

CHÌBAYATIGO-KÌJIGAD ADITAGÀGOMIN KÌZIS 15, 2023
FRIDAY SEPTEMBER 15, 2023

WWW.ALGONQUINSOFPIKWAKANAGAN.COM | 613-625-2800

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CALL OUT FOR PHOTOS

AOPFN IS LOOKING FOR ANYONE WHO WOULD LIKE THEIR PHOTOS TO BE FEATURED ON OUR WEBSITE.

WE ARE LOOKING FOR ANY PHOTOS OF YOU THAT HAVE BEEN TAKEN AROUND OUR COMMUNITY IN ALL SEASONS OF THE YEAR.

*If you are interested please contact
Rachel Mathieu at
assistant.edo@pikwakanagan.ca*



Chief & Council Information

AOPFN Chief and Council invites Members to attend

Ottawa Rally: September 20, 2023 OPPOSING Bill C-53



BUS AND
LUNCH
PROVIDED!

by Chiefs
of Ontario

What is Bill C-53?

In June 2023, Canada tried to pass a law called Bill C-53. They didn't ask Pikwakanagan or any other First Nations for our input.

Canada can add new groups to the list of protected communities by using their own secret rules. Bill C-53 also lets the Metis Nation of Ontario and other self-identified Metis groups get treaty rights on First Nations land, even if their claims are not true.

How does it affect Pikwakanagan?

In the negotiations for the Algonquins of Ontario, we have already removed people with distant or questionable ancestry, and we strongly believe that this does not make them Algonquin or Indigenous.

MNO has stated in the press, in court, letters and regulatory proceedings many, many times that their goal is to obtain land and lands rights, including to natural resources.

If Bill C-53 passes, there will be many more self identified metis people legally hunting and fishing in our Algonquin Territory, including Algonquin Park. They should not be there, because we believe they do not have that right.

Why should you attend the rally on September 20th?

The Chiefs of Ontario is providing support to Pikwakanagan Members (citizens) to attend this rally to oppose the passing of Bill C-53. They are encouraging First Nations across the Ontario region, and in other regions across the country, to stand in solidarity against Bill C-53.

In September, Bill C-53 is expected to pass without much discussion. We need to make sure First Nation voices, including AOPFN voices, are heard loud and clear!

The Chiefs of Ontario are providing a bus to Ottawa and will be providing lunch for those who attend. More details to follow.

Chief & Council Information

Who are the Metis?

Many Canadians have both Indigenous and non-Indigenous ancestry. However, this alone does not make them Métis or even Indigenous. Some identify as First Nations or Inuit, while others identify as Métis or non-Indigenous. Legitimate Métis people come from the Métis Homeland, which is primarily in the three prairie provinces (Saskatchewan, Manitoba and Alberta), some Metis people now live in other parts of Canada

Bill C-53 aims to recognize Métis people without requiring proof of continuous, stable, culturally, and politically distinct communities in specific geographic areas.

We believe that Canada should prioritize protecting legitimate Métis rights and fixing the *Indian Act*, which creates barriers for First Nations to bring their members home according to their own laws. We should not enable the MNO to exploit the disruption caused by the *Indian Act* to serve its own interests.

First Nations in Ontario have expressed concerns about MNO's claims. They have provided academic research showing that MNO's claim relies on changing the identities of mixed-race First Nations individuals in the past to Métis, or labeling them as "halfbreeds" despite a lack of any evidence of any Métis "community".

More about Bill C-53

Bill C-53 could make it so that false groups have more rights than First Nations groups. The law keeps promises Canada made to the Metis Governments in February 2023. But it's not fair to First Nations or true Metis rights-holders. Some people think it's like a new form of colonization. The law says that any community represented by the Metis Nation of Ontario will have protection under section 35 of the Constitution. The Metis Nation of Ontario gets to decide who gets to be part of their community.

The Chiefs of Ontario and the Algonquins of Pikwakanagan First Nation do not accept the claims of the Métis Nation of Ontario (MNO) that there are new s. 35 rights-holding MNO communities in Ontario. We believe that these claims are false and have no legal or factual basis, and they undermine the rights of legitimate First Nation, Inuit, and Métis communities.

If Bill C-53 is passed, people who self identify as Metis will have more legal rights in Canada. However, some people believe that just having some Indigenous ancestry is enough to belong to an Indigenous Nation with legal rights, which is something that we disagree with. We also do not support the creation of new communities without a history, connection, and legitimate ancestry.



Chiefs of Ontario

SAVE THE DATE

Ottawa Rally - First Nations' Opposition to the Passing of Bill C-53

The Chiefs of Ontario is formally inviting all First Nations Leadership, technicians, and grassroots people to attend a demonstration on Wednesday, September 20, 2023, in Ottawa, ON, to oppose the passing of Bill C-53. We encourage First Nations across the Ontario region, and in other regions across the country, to stand in solidarity against Bill C-53, which affirms that all Métis Communities represented by the MNO have the right to self-determination, including the right to self-government under s. 35. The legislation will also recognize MNO as a Métis Government and an Indigenous Governing Body.

Date: September 20, 2023
Time: 9:30 a.m.
Location: Parliament Hill, Ottawa, Ontario
Who should attend: First Nations Leadership, Technician, Communities, Grassroots organizations

For more information, please contact Jackie Lombardi, Director of Justice, at Jackie.Lombardi@coo.org, Chris Hoyos, Director of Policy and Communications, at Chris.Hoyos@coo.org or visit <https://fnrightsatrisk.ca/>

@ChiefsofOntario

FN
RIGHTS
RISK

Chief & Council Information

Ottawa Rally - First Nations Opposition to the Passing of Bill C-53

Bill C-53 is expected to pass in the fall and will irreparably damage First Nations inherent and treaty rights

 **September 20th, 2023**

 **Parliament Hill, Ottawa**

 **Bus departure: 8:00 a.m.**
Pickup at the Makwa Community
Centre, 83 Kagagimin Inamo



Busing, lunch, and water will be provided free of charge. First come first serve!

To reserve your seat, reach out to chiefcouncil@pikwakanagan.ca

 LEARN MORE

fnrightsatrisk.ca

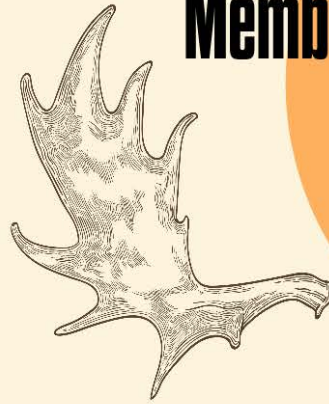


Membership Meeting

SATURDAY
SEPTEMBER

30

3:00 - 6:00 PM



Join Chief and Council for:

OPEN MIC/TALKING CIRCLE

PRESENTATION

Q&A

FEAST



MAKWA
COMMUNITY
CENTRE

UPDATES ON:

**HARVEST
+
TREATY NEGOTIATIONS**

JOIN VIRTUALLY



CONTACT:

ALANNA HEIN

chiefcouncil@pikwakanagan.ca

613 625 2800 x 228



Community Information

SEEKING DRUMMERS

Interested in performing at
Pikwakanagan's
Every Child Matters Event

September 30th, 2023
11am - 2pm

Please contact Family Well-Being to
share your interest
wellness.coordinator@nigignibi.com
(613)-625-2173 ext. 228

Deadline submission September 18th,
2023 @2pm

New Phone
Number for
Consultation
Department:

613-625-4010

EVERY CHILD
MATTERS

Social Services

September
Food
Voucher

Pick up
Wednesday
September 20th, 2023

Register by Friday, September 15th, 2023
Text 613-639-1633

SEPTEMBER

2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Language Cultural Conference 9AM - 4:30 Cultural Grounds	2
3	4 Labour Day Office Closed	5	6 Hydro Bills 9:00-4:00 Library	7	8	9
10	11	12	13	14	15	16
17	18 Monster Bingo 6:45 pm	19 Chalk River Lab Tour 8:30-5:00 Pick up Bingo Hall	20 DSP Drop-in 10:00-3:00 Admin Building Ottawa Rally- First Nations Opposition to the passing of Bill C-53	21	22	23
24	25	26 Professional Development 9:00-4:00	27 Parent Empowerment	28	29	30 Truth & Reconciliation Day

Programs & Events:

Truth & Reconciliation Every Child Matters

Saturday

September 30th, 2023

11 am - 3:30 pm

Pikwakanagan Cultural Grounds

Collaboratively offered by
Sports & Recreation, Nigig Nibi Ki-win Gamik, Self
Government, Consultation Engagement



Programs & Events:

SAVE THE DATE
MAKWA BINGO
MONSTER BINGO

MONDAY SEPTEMBER 18, 2023
PIKWAKANAGAN BINGO HALL
469 KOKOMIS INAMO, UNIT 1

\$1,500 JACKPOT TO GO
Mystery Prize
\$500 MINI JACKPOT
DOOR PRIZES...

DOORS OPEN AT 4:00 PM
BINGO STARTS AT 6:45 PM
SEE YOU THERE!



AOPFN HEALTH SERVICES

ELDER VACCINE CLINIC

DATE: SEPTEMBER 21-22

Free clinic to those who qualify

- Pneumovax - 65+ years
- Shingles - 65-71 years
- Tetanus Booster - every 10 years

Call CHN (613-625-2259) or
FHT (613-625-1175) for questions
or to make an appointment



27
SEPTEMBER



Dragonfly
Family and Learning Services

PARENT EMPOWERMENT

Support Group

HEALTH CENTRE | ROUNDROOM
1643 MISHOMIS INAMO, PIKWAKANAGAN

Childcare will be available onsite

Providing parental support in a safe space, with topics like:

- Autism Education & Behaviour Strategies.
- Intellectual Disabilities Education & Strategies
- ADHD Education & Behaviour Strategies
- And more!!



Erin Curtis
Certified ABA Parent Trainer & Director



REGISTER HERE

ONTARIO DISABILITY SUPPORT PROGRAM

Wednesday, September 20th
10:00 am - 3:00 pm
Pikwakanagan Administration Office

PLEASE DROP-IN FOR A VISIT IF YOU HAVE QUESTIONS OR NEED INFORMATION ABOUT ODSP



Programs & Events:

Professional Development funded by the Ontario Works Employment Support Program.

Tuesday, September 26, 2023

Location: Makwa Centre
Time: 9:00 a.m. to 4:00 p.m.
Facilitator: Patrick Kent of Nahmah Miigwan Services

This one-day client professional development program looks at how our life and work skills can be transferred to a goal of attaining employment. The anticipated outcome of this session will be for everyone to leave with an idea of how to reach their employment goals.

Attendance is mandatory.

Lunch and refreshments will be provided to all professional development participants.

Building Life and Work Skills into an Employment Life Plan

FACTS GROUP PROGRAMMING

What is Facts?

Weekly afterschool programming offering culturally based, fun, and engaging preventative topics. Offering crafts, sacred teachings, native language development, community engagement, games, and more!

Jr. ages 4-7 Thursday Youth ages 8-12 Tuesday Teens ages 12-18 Wednesday

*Groups may be combined for special occasions or guest speakers and parents will be notified prior

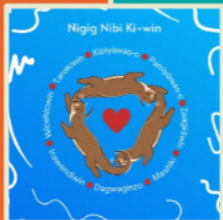
Weekly Topics Sept-Dec

Sept 12-14: About me/photo day/ group rules
Teens-Canadian Armed Forces presentation
Sept 19-21: Coping mechanisms and mindfulness with Sahar
Sept 26-26: Tie Dye for Orange Shirt Day
Oct 3-5: Thanksgiving & Native Feasting Day
Oct 10-12: Jam making and canning
Oct 17-19: Animal medicine teaching
Oct 26th: All age Halloween party
Oct 31-Nov 2: Indigenous arts
Nov 7-9: National Aboriginal Veterans Day celebration
Nov 14-16: Indigenous Men's Empowerment
Nov 21-23: Beading
Nov 28-30: Christmas gift making
Dec 5-7: Gift making continued and baking
Dec 12-14 : Christmas movie, crafts, and games

*topics are subject to change due to availability of guests

Contact information

For further information contact the prevention team at 613-625-2173 ext. 230
prevention.assistant@nigignibi.com



Migizi Kiishkaabikaan Ouseau Rock Site Reconnection Land Gathering

Will be re-scheduled for spring 2024

CANCELLED
September 25, 26, 27

Accommodations included @ Ouseau Bay Resort on the kitchi sibi
Resort can be accessed by SUV/Truck or boat shuttle from Fort William QC
Gathering will include visits to Ouseau rock, Point aux Bapteme, ceremonies and a feast

Please contact guardians@pikwakanagan.ca to register
Overnight spaces are limited with priority for elders
Tent camping available
Day trips on the 26th can be arranged

CAREER FAIR

When:

Wednesday,
October 4, 2023

Time:

9:00AM - 5:00PM

Location:

Bingo Hall
1-469 Kokomis Inamo
Pikwakanagan, ON

to register a table, email:

Danny Sarazin
procurement.officer@pikwakanagan.ca
(613) 625-1551 * 106

Programs & Events:

PUMPKINS AFTER DARK

Sports & Recreation is pleased to offer tickets to Pumpkins After Dark a family festival in Ottawa @ Wesley Clover Park on Saturday October 21, 2023. We will be offering a bus if numbers permit.

Please contact Britney @ 613-625-2682
NO LATER than Friday October 6 @12PM to reserve your tickets!

Notice of Omàmiwiniñ Pimàdjowin

Annual General Meeting

As a member of the Algonquins of Pikwakanagan First Nation, you are invited to attend our meeting.



Saturday, October 21, 2023
10:00 a.m.
Elder's Lodge
Online via Zoom

Confirm your attendance
with Katie by email at
katie@thealgonquinway.ca
or phone 613-625-1958.

Elders Lodge Euchre every Sunday

DOORS OPEN AT NOON

CARDS START AT 1PM

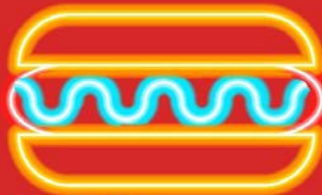
\$5 ENTRY

50/50 \$2.00 EACH OR 3 FOR \$5.00

COLD DRINKS \$1.00



WIENER WAGON WEDNESDAYS



EVERY WEDNESDAY IN
SEPTEMBER

12 - 1pm

TUNE IN FROM 8-10AM TO HEAR THE
WIENER WORD OF THE DAY

@



648 Ininatig
Inamo (Next to
Pikwakanagan
Fuels)

**FIRST THREE TO GET
TO THE WAGON WITH
THE WORD OF THE
DAY ARE OUR BIG
WIENERS WINNERS**



PIKWAKANAGAN TURKEY FEATHER HUNT!

Your task as a family is to find all 6 coloured feathers that will be hidden throughout the community to complete your turkey. All completed submissions will be entered onto a spinning wheel for their chance to win one of three Thanksgiving dinner boxes!

Winners will receive their boxes Thursday October 5th

The hunt will start at 9am on Sunday October 1st and all submissions must be posted to AOPFN News and Events page
NO later than 6pm.

Turkey templates can be picked up at the Makwa the week of September 25-29, 2023



Health Information

Crisis Lines

EMERGENCIES - 9-1-1

Mental Health Crisis Line -
1-866-996-0991

Drug, Alcohol, Gambling Hotline-
1-866-531-2600

National Overdose Prevention Line -
1-888-688-6677

Kids Help Line -
1-800-668-6868

**First Nations & Inuit Hope for
Wellness Help Line -**
1-855-242-3310

Canadian Human Trafficking Hotline-
1-833-900-1010

Local

EMERGENCIES - 9-1-1

VTAC-
1-844-727-6404

Telehealth-
1-866-797-0000

Poison Control-
1-800-268-9017

Eganville Foodbank (165 John St.) -
613-401-5785

Pembroke foodbank (295 1st Ave.)-
1-855-242-3310



Pleo and Partners Mobile Support Group

For parents/caregivers of youth up to age 25 who are living with mental health/addiction challenges

3rd Tuesday of Every Month from 6:30pm - 8pm



info@pleo.on.ca
for more information



pleo.on.ca

Upcoming sessions

- 01 July 18, 2023 - Deep River**
Deep River Public Library (55 Ridge Road)
Partner: North Renfrew Family Services
- 02 August 15, 2023 - Barry's Bay**
St. Francis Memorial Hospital (7 St. Francis Memorial Dr.)
Partner: Madawaska Valley Family Health Team
- 03 September 19, 2023 - Renfrew**
ATS (510 Raglan St N, lower level)
Partner: Addiction Treatment Service (ATS)
- 04 October 17, 2023 - Golden Lake**
Pikwakanagan Health Centre (1643 Mishomis Inamo)
Partner: Algonquins of Pikwakanagan First Nation

NNADAP Resources

ATS- Addiction Treatment Service
613-432-9855

Pathways Alcohol & Drug
Treatment Services
613-432-8573

Renfrew County Community
Withdrawal Management
(Renfrew)
613-432-7620

Renfrew County Crisis Line
1-866-996-0991

First Nations and Inuit Hope for
Wellness Line
1-855-242-3310

Pikwakanagan Mental Health
Services
613-625-2259



RESPIRATORY ILLNESS INFORMATION

If you feel sick, please self-isolate until your symptoms are improving (and fever-free) for 24 hours. If you have gastrointestinal symptoms (nausea, diarrhea, abdominal pain), please self-isolate until your symptoms are improving for 48 hours and you are fever-free. Afterwards for 10 days after the symptoms started, please wear a mask in public and refrain from visiting those high-risk.

SYMPTOMS could include:

New or different from YOUR normal

- Fever, chills
- Shortness of breath
- Decrease or loss of taste or smell
- Extreme tiredness
- Muscle/joint pain
- Nausea, vomiting, diarrhea
- Sore throat
- Runny nose or nasal congestion
- Headache
- Stomach pain
- Pink eye
- Decrease or loss of appetite

Close contacts?

For 10 days after contact, the close contacts should:

- Self-monitor for symptoms and self-isolate if symptoms develop
- Wear a mask in public settings
- Avoid visiting those at high-risk

Seek emergency medical attention immediately if:

- Trouble breathing or shortness of breath
- Persistent pressure or pain in chest
- New confusion
- Inability to stay awake or wake up
- Pale, grey, or blue-coloured skin, lips, or nail beds

Personal Protection

- Sanitize high touch areas in your home
- Wash & sanitize hands often
- Avoid touching your face
- Get the recommended vaccines
- Follow public health advice

COVID-19, flu, and colds have very similar symptoms, so it is important to self-isolate when feeling sick to prevent spread of ALL respiratory illnesses

Health Services will be hosting COVID-19 and flu vaccinations this fall

Health Information



Canadian Food Inspection Agency's (CFIA) & Product Safety Recalls

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

SUBEA Easybreath Children's Snorkel Mask,

Street Art (8732693) & Light Blue (8549879)

Health Hazard: Drowning hazard, the mask can't be used after loss or defect of the valves. Malfunction or loss of one of the valves leads to the inability to breathe, causing suffocation.

Distribution: Sold in ON

Recalling Firm: Decathlon Canada Inc. @ 1-844-533-3322.

What to do: Immediately stop using the recalled product and contact the nearest sales outlet for the latest version of the instruction manual.



Prime-Line Defender Security Glass Knobs

Health Hazard: Laceration hazard

Distribution: Sold in ON

Recalling Firm: Prime Line Products @ 1-800-729-6123

What to do: Immediately stop using the recalled products and contact Prime-Line Products, LLC to receive a merchant gift card.



Boon Flair & Flair Elite Highchair

Health Hazard: Fall, the bolts used to secure the seat of the highchair to the pedestal base can become loose and allow the seat to detach.

Distribution: Sold in ON

Recalling Firm: TOMY International, Inc. @ 1-866-725-4407

What to do: Consumers should immediately stop using the recalled Boon Flair highchairs and immediately contact TOMY for a free repair kit. Consumers will receive a set of bolts and split and flat washers to repair the recalled highchair.



Nigig Nibi Ki-Win Gamik

Last call for Grandparents to express interest
in joining the Grandparents Tribunal!

CONGRATULATIONS, NIGIG NIBI KI-WIN GAMIK SOCIETY!

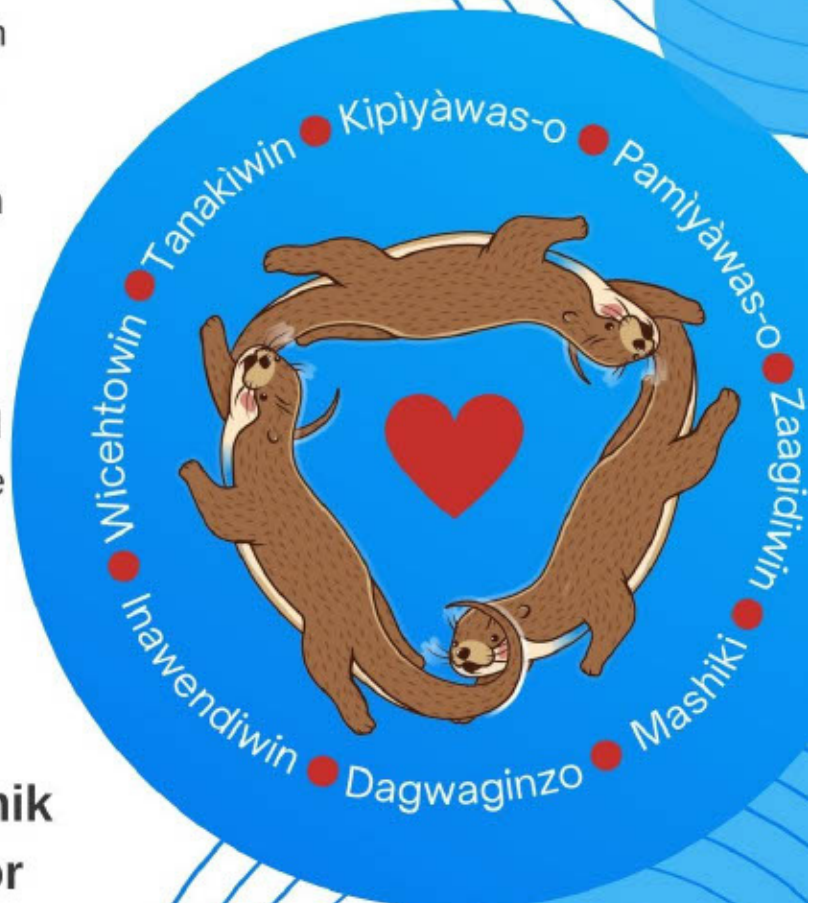
On the passing of your law on
Saturday, March 25, 2023. The law
will come into effect on April 2024.

PURPOSE OF NIGIG NIBI KI-WIN:

Nigig Nibi Ki-win is an expression of Inàkonigewin (AOPFN Law) that allows Algonquins of Pikwakanagan First Nation to meet its obligations towards Ninìdjànìsinànìg (our children) and Weshkinìgidjig (youth) and to prepare them to become the elders of AOPFN's future generations.

WHAT'S NEXT?

Nigig Nibi Ki-win Gamik Society is looking for Elders interested in joining the Grandparents Tribunal.



What is the Grandparents Tribunal?

The Grandparents Tribunal will consist of of grandparents who will be trained by Katherine Hensel and her legal team. Training will consist of:

- How to address safety concerns,
- And what programs, services, and supports are available to the family, etc.

What is the Grandparents Tribunal?

Training for interested Elders will take place in October 2023

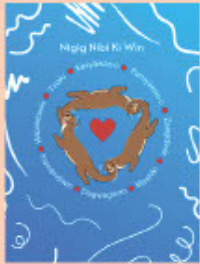
Grandparents who are interested in this training can contact:

Barbara Sarazin at
elder.barb@nigignibi.com

Compensation to be determined



Call to Tender



Call to Tender

Catering services



Tenders are being accepted to provide lunch for Pikwakanagan's Every Child Matters event at the Cultural Grounds

Saturday , September 30th , 2023 at 12:30 pm

Approximately 200 people

Drop off preferred

**Limited use of Cultural grounds kitchen -
Fridge storage available**

MENU

- **Chili**
- **Bannock**
- **2 salad options**
- **Desert**

Utensils and drinks are required

**Please contact Erika Prudhomme for
more information**

**Wellness.worker@nigignibi.com
(613)-625-2173 Ex. 227**

Submission Deadline September 18th, 2023 @2pm

Employment Opportunities



EMPLOYMENT OPPORTUNITY

Job Title	Indigenous Engagement Specialist		
Department	Health Services		
Supervisor/Manager	Maureen Sarazin-Tomasini		
Salary Scale	\$72,800 to \$74,000 annually commensurate on experience		
Job Status	2-year Fixed-Term Full-Time This is a Remote Position.		
Contract Length	Start	October 1 st , 2023	
Hours Per Week	35 hours per week		
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada.		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday September 8 th , 2023		
Closing Date of Posting	Friday September 22 nd , 2023 at 4:30pm		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Indigenous Engagement Specialist is responsible for building and supporting capacity for Indigenous health initiatives with OVOHT and Ontario Health; and for developing relationships founded on respect by liaising between First Nation, Inuit and Metis Communities, health service providers and other relevant community partners:</p> <p>Key Responsibilities and Duties</p> <p>Leadership</p> <ul style="list-style-type: none"> • Provides subject matter expertise related to Indigenous needs and health service issues to other OVOHT staff and priority teams. • Establishes processes and mechanisms that ensure Indigenous needs are included in OVOHT planning and decision-making and addresses potential areas of deficiency. • Creates Health Circle Forum, including membership, items of reference and other program development. • Provides leadership and management in planning and coordination of Indigenous Health Circle priorities, activities, projects, and budget allocations for Indigenous Health planning and community engagement. • Supports the OVOHT senior management on bringing forward Indigenous Health Circle priorities and advising the OVOHT Leadership on matters related to Indigenous Health Planning and the health status of the Indigenous Population in the OVOHT. • Participates in and contributes to designated committees to ensure Indigenous perspectives are incorporated into planning, service development, and project implementation. <p>Community Engagement</p> <ul style="list-style-type: none"> • Develops opportunities for Indigenous Community involvement by planning, coordinating, and delivering community engagement activities that contribute to positive relationships with Indigenous peoples. • Develops and sustains an encouraging, supportive, and results-focused environment amongst health system partners. • Participates in Indigenous events within the OVOHT region. 		

Employment Opportunities

	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Prepares and reports on Indigenous Community Engagement Plans including the Integrated Health Services Plan (IHSP), annual business plans (ABP) and other OVOHT planning initiatives, as required. <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Ensures accuracy and professionalism in all documentation and Indigenous Health Circle projects. • Ensures protection and privacy of all confidential information and records pertaining to this role and to community members and associations. • Utilizes standards of practice in all aspects of Algonquins of Pikwakanagan policies. • Maintains safe and clean working environment and in collaboration with Algonquins of Pikwakanagan, Frist Nation. <p>WORKING CONDITIONS: Work involves extensive use of a computer, public relations, travel, and a flexible schedule; work is subject to deadlines and interruptions; work involves handling and dealing with issues of a very sensitive and confidential nature.</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of Indigenous health needs, issues, and culture. • Understanding of the Ontario health care system and local health care system. • Excellent communication in English (oral and written) is mandatory and French is an asset. <p>Abilities</p> <ul style="list-style-type: none"> • Demonstrated ability in successful community outreach and community engagement with Indigenous communities. • Demonstrated ability in developing partnerships and collaborating effectively. <p>Skills</p> <ul style="list-style-type: none"> • Strong skills in public speaking, and leadership • Excellent communication in English (oral and written) is mandatory and French is an asset. • Strong skills in community engagement and outreach • Project planning and management. • Proficiency with Microsoft Office tools, particularly Excel, Word, and PowerPoint. • Proficiency with online meeting platforms (e.g., TEAMS, ZOOM, etc) for presentations <p>Personal Suitability:</p> <ul style="list-style-type: none"> • Work well with the multidisciplinary team and leads of Health Care. • Demonstrates problem solving, decision making, judgement and conflict resolution skills. • Tact, discretion, and professional level of confidentiality. • Ability to work independently with minimal supervision.
<p>Minimum Qualifications</p>	<p>Education and Experience</p> <ul style="list-style-type: none"> • Post-secondary education: degree or diploma in health, social sciences, human services or public administration or the equivalent combination of education, training, and 3 years' experience in health care environment. • Experience working with Indigenous Communities in health or social field. • Ability to work from a secure home-based office location. <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • An acceptable Criminal Records and Vulnerable Sector Check; to be provided annually. • Proof of a minimum class "G" driver's licence and abstract. • Carry vehicle insurance and access to a reliable vehicle; ability to travel.

Employment Opportunities

	<ul style="list-style-type: none">• Must complete cultural competency training upon hire.• Must have secure home office space.• Must have reliable access to the internet.
Submit Cover Letter and Resume To	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hr@pikwakanagan.ca</p> <p>Subject Line: Indigenous Engagement Specialist</p> <p><i>Please allow for 24 hours to receive a 'Confirmed Receipt' of your application should you apply via email.</i></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) professional references.</p> <p>Screening Procedure: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:</p> <ol style="list-style-type: none">a) the qualified indigenous person who is an Algonquin; then to,b) the qualified indigenous person; then to,c) the qualified non-indigenous candidate. <p>Interviews: Interviews will be conducted in-person or 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. 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 Opportunities



EMPLOYMENT OPPORTUNITY

Job Title	Jordan's Principle Navigator
Department	Health Services Department Education Services Department
Supervisor/Manager	Community Health Nurse, Health Services, Education Manager
Salary Scale	\$51, 122 to \$ 64, 778 commensurate based upon experience
Job Status	2 Vacancies Fixed Term Contract until March 31, 2025 with possibility of extension
Contract Length	Start Immediately
Hours Per Week	35 hours per week
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer, we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada. <ul style="list-style-type: none"> • Paid sick days. • 4% vacation • 14 Provincial and Federal Statutory Holidays
Posting Status	Internal Only Internal/External X
Start Date of Posting	Friday, September 8 th , 2023
Closing Date of Posting	Friday, September 22 nd , 2023, at 4:30pm
Selection Process	Interview X Rating X Selection X
Job Description	<p>Under the direction of the Community Health Nurse, and the Education Manager, the Jordan's Principle Navigator will implement service coordination functions for First Nations' Children and their families by providing families of First Nations' Children with a knowledgeable resource to help them access supports through Jordan's Principle; to contact Indigenous Services Canada on behalf of such children and their families; and to navigate existing federal/provincial programs to address a child's need.</p> <p>Key Responsibilities and Duties The Jordan's Principle Navigator will be responsible for carrying out the objectives as set by Indigenous Services Canada: by the Community Health Nurse and the Education Manager and in partnership under the Agreement with Indigenous Services Canada:</p> <p>Identifying Unmet Needs</p> <ul style="list-style-type: none"> • Develop and deliver a comprehensive outreach strategy to promote Jordan's Principle to service providers, families, and community. • Encourage children with unmet needs and their families to secure access to needed services and supports. • Complete and submit, in confidence and on behalf of, individual and group requests to Indigenous Services Canada on behalf of children with unmet needs and their families or assisting families to apply themselves if they prefer to do so and to offer assistance in such cases. • Work with Community Health Nurse and Education Manager to proactively identify children with unmet needs to facilitate early interventions and timely access to services and supports. <p>Engagement and Relationship Building</p> <ul style="list-style-type: none"> • Assist in development of Jordan's Principle Interdisciplinary Team as per the guidance of Community Health Nurse and Manager of Education. • Meet with service providers and organizations to promote awareness of and access to Jordan's Principle • Work closely with the multidisciplinary team to prepare Jordan's Principle Applications • Participates in internal or external committees as approved by Community Health Nurse <p>Ensure Children Receive Quality and Culturally Appropriate Services and Supports</p> <ul style="list-style-type: none"> • Assist families in identifying service providers to support children's access to quality and culturally appropriate services and supports across all stages and levels of care. • Promote service access where culture is reflected where First Nations People are treated with respect, compassion, and cultural understanding, and to assist to build cultural competency within the region's service systems.

Support Data Collection

- Conduct internal data collection and analytic activities to better understand the scope of children's needs and the nature of service gaps.
- Maintain client records in accordance with applicable regulations and Indigenous Services Canada's requirements.
- Submit reports and conduct data collection and analytic activities as required by Indigenous Services Canada.

Other

- Commitment to continuous professional development
- Performs other related duties as may be required by Community Health Nurse
-

Knowledge:

- Knowledge of Canadian Human Rights Tribunal outcomes and the Canada Human Rights Act, as it relates to Jordan's Principle
- Knowledge and understanding of historic and present Indigenous issues, needs, and culture.
- Knowledge of provincial, federal, and local health/social/educational agencies and services
- Understanding of the overall relationship between the Algonquins of Pikwakanagan and organizations that collaborate and partner with the Community.
- Knowledge of holistic practices and traditions

Skills

- Excellent computer skills in Microsoft Word, Excel, and Outlook
- Possess strong organizational skills, ability to prioritize, and adapt to a changing environment.
- Retain strong verbal, written and active listening communication skills.
- Excellent problem solving and conflict resolution skills.
- Basic accounting skills, including the ability to assist with Jordan's Principle financials.

Abilities

- Ability to exercise flexibility, initiative, good/sound judgement, confidentiality, cultural appropriateness, and discretion.
- Ability to work effectively as a member of a multi-disciplinary team.
- Ability to work independently with minimal supervision Ability to cultivate relationships in diverse settings.
- Demonstrated ability to advocate for Indigenous children effectively and assertively.
- Demonstrated ability to effectively draft reports and submissions.
- Ability to travel extensively during the workday within the County of Renfrew and neighboring communities as required.

Personal Suitability:

- Must demonstrate appreciation and respect for culture and diversity of a First Nation Community
- Exhibits a high degree of initiation, innovation, and self-direction.
- Brings value to the team by participating, seeking collaboration, sharing ideas, and supporting colleagues.
- High-level of professionalism, integrity, respect, and confidentiality
- Appreciation for past and present challenges faced by First Nation Communities

Minimum Qualifications

Education and Experience

- University Degree in health/social sciences, human services, or related discipline; OR
- 2-year post-secondary diploma in health/social sciences, or related discipline
- Excellent verbal and written communication
- Knowledge and understanding of historic and present Indigenous issues, needs, and culture.
- Class 'G' license and access to a reliable vehicle

Conditions of Employment:

- Vulnerable Sector Check
- Valid First Aid, CPR, and defibrillator training
- Complete and pass mandatory training under the Jordan's Principle programming under the guidance of the Community Health Nurse, such as but not limited to; Autism, Professionalism and Ethics, Understanding Jordan's Principle etc.
- Completion of Cultural Awareness Training

Submit Cover Letter and Resume To

Human Resources

Algonquins of Pikwakanagan First Nation
 1657A Mishomis Inamo
 Pikwakanagan, ON K0J 1X0
hr@pikwakanagan.ca

Subject Line: Jordan's Principle Navigator

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application should you apply via email.

How To Apply

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) professional references.

Screening Procedure: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.

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.

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.

Employment Opportunities



EMPLOYMENT OPPORTUNITY

Job Title	Project Coordinator		
Department	Consultation		
Supervisor/Manager	Amanda Two-Axe Kohoko, Manager, Consultation		
Salary Scale	\$51,122.00 annually based on experience		
Job Status	1 permanent full-time position		
Contract Length	Start	Immediately	
Hours Per Week	35 hours per week		
Benefits	<p>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.</p> <ul style="list-style-type: none"> • Paid sick days. • 4% vacation • 14 Provincial and Federal Statutory Holidays 		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday, September 15, 2023		
Closing Date of Posting	Friday, September 29, 2023 at NOON		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Project Coordinator is responsible for supporting project management, overseeing project functions, reporting, and budgeting for assigned projects. Manage assigned projects and working groups and coordinate necessary administrative functions associated with working group activities; implement assigned consultation projects that will include researching, planning, budgeting, and documenting all aspects of the work projects; will be responsible for supervision of delegated staff.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Project cost, scope, time management and the associated reporting, benchmarking and scheduling of the activities to meet project objectives • Developing agendas, maintaining meeting records and supporting community engagement. • Manage implementation of the working group projects; • Development and implementation of agreements, • Effectively communicating project progress to working group members, employees, colleagues, and stakeholders in a timely and clear manner; • Developing requests for proposals (RFP) for any projects requiring contracted specialists; • Evaluation of the RFP bids; • Tracking project established milestones and deliverables of projects, agreement implementation; • Obtaining bi-weekly status reports from contracted specialists or others involved in projects; • Engaging with appropriate contractors or resources of the parties to provide technical assistance; • Preparing written correspondence as needed such as plans, reports and memoranda etc.; • Facilitating development of community outreach and engagement; <p>Other Key Skills</p> <ul style="list-style-type: none"> • Experience in project management and delivery; • AOPFN community programs and services or any economic business; • Knowledge of Algonquins of Pikwakanagan First Nation affairs and political barriers facing First Nation people; • Experience in Indigenous Community – Proponent Relationships. • Some knowledge of environmental/resource management and traditional knowledge beneficial. • Knowledge of proposal submissions, reporting and evaluation; • Experience in project management and delivery; • Experience with financial management, budgeting and accounting skills • Excellent verbal, written, listening and communication skills; • Excellent organizational, prioritizing, and coordinating skills; 		

Employment Opportunities

	<ul style="list-style-type: none"> • Manage meetings; develop agendas and supporting documentation, take accurate notes and report on meeting outcomes. <p>Personal Suitability</p> <ul style="list-style-type: none"> • Friendly, courteous, cooperative, positive and professional; • Work with tact and discretion; • Maintain high level of confidentiality;
<p>Minimum Qualifications</p>	<p>Education and Experience 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 from start to finish (preferably with a First Nation community and/or organization) or</p> <p>Secondary School Diploma and five or more years of demonstrated work experience in facilitation, project management, developing and delivering programs, services, and projects from start to finish (preferably with a First Nation community and/or organization), financial management, budgeting experience/skills, and experience in developing requests for proposals.</p> <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Provide a clear and acceptable CPIC; • Must be willing to complete cultural awareness training and ongoing training as the program requires.
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hr@pikwakanagan.ca</p> <p>Subject Line: Project Coordinator</p> <p>Please allow for 24 hours to receive a ‘Confirmed Receipt’ of your application should you apply via email.</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) professional references.</p> <p>Screening Procedure: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:</p> <ol style="list-style-type: none"> a) the qualified indigenous person who is an Algonquin; then to, b) the qualified indigenous person; then to, c) the qualified non-indigenous candidate. <p>Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist 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 Opportunities



EMPLOYMENT OPPORTUNITY

Job Title	Chronic Disease Management Nurse		
Department	Health Services Department		
Supervisor/Manager	Maureen Sarazin-Tomasini, Manager of Health Services		
Salary Scale	\$70,000.00 - \$77,000 annually depending upon experience		
Job Status	1 permanent full time position		
Contract Length	Start	Immediately	
Hours Per Week	35 hours per week		
Benefits	<p>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.</p> <ul style="list-style-type: none"> • Paid sick days. • 4% vacation • 14 Provincial and Federal Statutory Holidays 		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday, September 15, 2023		
Closing Date of Posting	Friday, September 29, 2023 at NOON		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Chronic Disease Management Nurse will focus on chronic disease prevention and management working with First Nation patients and caregivers. The delivery of a culturally safe and comprehensive chronic disease management program will be in partnership with the community-based multidisciplinary care teams dedicated to meeting client goals</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provides culturally safe health education on disease prevention and healthy lifestyles promotion. • Develops screening programs to identify early onset of chronic diseases. • Develops chronic disease management strategies. • Assists clients with the management of their chronic conditions via individualized support services (one on one support, case management) • Develops and delivers mobility/fitness program for high-risk clients (seniors with mobility issues, cardiovascular, obesity, diabetes); works collaboratively with home care. • Builds relationships with all multidisciplinary care team member within First Nation and outside health care services for care collaboration, case management and referrals. • Completes accurate recording and reporting in all program areas. • Provides clinical supports to other program areas. • Works collaboratively with the multidisciplinary health care team. • Supports the strategic planning process for community health services. • Prioritizes community health needs, implements changes as needed. • Assists in advocating for enhancements to existing resources and new resources. • Participates on relevant committees and community development projects. • Liaison with funding partners and agencies to ensure enhancement and continuity of services. • Participates and contributes to monthly staff meetings for updates and service planning. • Ensures quality improvement plan for program evaluation and program improvement. • Maintains detailed qualitative and quantitative data and other program evaluation. • Perform regular client reviews on the program for quality management. • Maintains positive working relationship with funding partners on program administration, quality assurance and improvement. • Completes all necessary program training. • Ensures staff development and training requirements are met, including cultural awareness and safety. • Supports policy & procedure development relevant to regulatory bodies and legislation. 		

Employment Opportunities

	<ul style="list-style-type: none"> • Ensures accuracy in all documentation, ensures the protection and privacy of all health information and health records. • Carries out their duties within the legal and functional responsibilities of position under the CNO and standards of practice and code of ethics. • Provides supports in developing and updating a risk management plan; participates in training on the risk management plan. • Ensures all staff certificates, licences and professional liability are current. • Assists in monitoring budgets in accordance with policies and agreements. • Completes all reporting requirements for funding agencies. • Provides daily supervision to the Community Health Representative and other health staff as approved by the Manager, Health Services/E.D. FHT • Provide direction and guidance, distributes work in accordance with job description outlines and develops and approves work schedules to meet operational needs. • Motivate and influence collaborative practices and positive contribution from staff. • Conduct performance evaluation and develop training and development plans including continuous learning that contributes to both the individuals' goals and objectives as well as the teams and the departments. • Manage attendance and leave requests and acts as necessary to fill unexpected or emergency short-term absences to prevent disruption or inability to deliver required services.
<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Bachelor of Science/Baccalaureate in Nursing and/or Registered Nurse Diploma • Current membership and in good standing with the College of Nurses • Current certification of registration with Registered Nurses Association of Ontario • Experience working within a First Nation or with Indigenous population. • Experience working with high-risk clients with chronic disease in a community setting. • Additional training considered an asset: Diabetic Education, Fitness, Heart Wise <p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Proof of registration with RNAO, provided annually. • Proof of memberships with CNO, provided annually. • An acceptable Criminal Records Check • Valid First Aid, CPR, AED, Health & Safety Worker certification, WHMIS • Cultural Awareness and Competency Training, professional development with Diabetes
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hr@pikwakanagan.ca</p> <p>Subject Line: Chronic Disease Management Nurse</p> <p>Please allow for 24 hours to receive a 'Confirmed Receipt' of your application should you apply via email.</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) professional references.</p> <p>Screening Procedure: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:</p> <ol style="list-style-type: none"> a) the qualified indigenous person who is an Algonquin; then to, b) the qualified indigenous person; then to, c) the qualified non-indigenous candidate. <p>Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p>
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Employment Opportunities



EMPLOYMENT OPPORTUNITY

Job Title	Office Administrator, Health Services		
Department	Health Services Department		
Supervisor/Manager	Maureen Sarazin-Tomasini, Manager of Health Services		
Salary Scale	\$56,420 to \$62,287 annually depending upon experience/education		
Job Status	1 permanent full time position		
Contract Length	Start	Immediately	
Hours Per Week	35 hours per week		
Benefits	<p>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.</p> <ul style="list-style-type: none"> • Paid sick days. • 4% vacation • 14 Provincial and Federal Statutory Holidays 		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday, September 15, 2023		
Closing Date of Posting	Friday, September 29, 2023 at NOON		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Collaborates with Health Services Manager and Health Staff for annual process of preparing multiple and complex health services work plans and departmental budgets. • Collaborates with Health Services Manager and Health Staff in completing and submitting all funding reports which include activity reporting, statistical reporting, template reporting, unit tracking; quarterly, mid-year, and annual basis. • Assists Health Services Manager with overall financial management of all health services department. • As directed, will provide liaison with finance and funding agencies (federal & provincial governments) for follow up on funding resources, changes with agreements and reporting. • Participates in regular operations meetings to review status of programs, issues, and opportunities. • Assists Health Services Manager in preparing briefing notes and reports for submission to the Executive Director of Operations pertaining to council direction, program and service inquiries, new health initiatives and community health issues, etc. • Consults and prepares communiques for staff or AOPFN organization as it pertains to health service operations. • Coordinates calendar for the Health Services Manager for staff meetings, management meetings, special meetings, committees and boards, conferences, agency meetings. • As directed, may be designate for presenting on behalf of the Health Manager to the Executive Director, Managers, committees, boards, and agencies. • Prepares meeting agendas, meeting information kits, distributes materials for review. • Arranges and confirms travel and accommodation for the manager and staff • Supports staff with registration for seminars, conferences, forums, and other meetings as required. • As directed, will assist, or oversee with special project management activities (research, development of project, workplan, budget, implement components of project, coordinate and facilitate working groups, monitor workplans and deliverables, develop briefings on project, maintain all records, reporting of activities and progress, conduct project evaluations). • Supports all health program areas with the development of new initiatives and proposal submissions. • Establishes office procedures to ensure information flows within the health department and administration. • Ensures all administrative policies and procedures are followed for reporting, financial expenditures, staff leave, etc. • Analyze and log incoming emails and mail, prioritize, and directs accurate follow up within the department. • Develop and maintain an efficient filing system and digital information system. • Maintains a secure archived file system. 		

Employment Opportunities

- Coordinates and co-facilitates monthly staff meetings.
- Collects and compiles all monthly reporting (program updates, client data, calendars, client evaluations).
- Monitors staff attendance for program areas and arranges coverage as needed.
- Ensures that a record of all staff leave, benefits, and overtime is kept current and accurate.
- Assists with hiring processes (coordinating positing, assisting with interviews, supporting programs supervisors with staffing).
- Assists management with effective facility operations and facility/ground maintenance.
- Completes the selection for annual cleaning contract, monitors services and processes payment.
- Coordinates annual inspection of facility systems and secures maintenance services/repairs.
- Assists with tenders for building repairs.
- Coordinates and maintains record of annual fire safety.
- Supports the strategic planning cycle for the delivery of quality Health Programs (annual fall planning, identifying community health priorities and annual program evaluations, supporting Manager's, Chief & Council fall planning)
- Assists in research and development of proposals for new health initiatives.
- Participates on relevant committees and community development projects as delegated by the Manager, Health Services.
- Assists all programs in Health Services Department in promotion of programs via weekly newsletter, website, pamphlets, poster demonstrations, open houses.
- Facilitates community outreach and engagement for identifying community needs and issues, providing community information on program and new initiatives
- Assists with budgets preparation, annual forecast, monthly variances, quarterly financial reports, year-end financial reports, and other financial reports as directed.
-

- Minimum Qualifications**
- Successful completion of Post-Secondary Education degree/diploma in Business/Office Administration, Public Administration, or related field plus two years direct work experience.
 - OR.
 - An equivalent combination of high school diploma with a minimum of five years direct experience in a high-level office administration, budgeting, reporting and proposal submissions.
 - Experience working with First Nations considered an asset.

Submit Cover Letter and Resume To

Human Resources
 Algonquins of Pikwakanagan First Nation
 1657A Mishomis Inamo
 Pikwakanagan, ON K0J 1X0
hr@pikwakanagan.ca

Subject Line: Office Administrator

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application should you apply via email.

How To Apply

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) professional references.

Screening Procedure: The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

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Membership Additions

ALGONQUINS OF PIKWAKANAGAN FIRST NATION MEMBERSHIP ADDITIONS

Name	Family Line	Date Posted	Appeal Period Ends
Marshall, Alana	Tenascon	24 Mar 23	24 Sept 23
Taylor Lukas	Bernard	29 Mar 23	29 Sept 23
Taylor, Isaac	Bernard	29 Mar 23	29 Sept 23
Taylor, Sophia	Bernard	29 Mar 23	29 Sept 23
Meconse, Real	Amikons	29 Mar 23	29 Sept 23
Meconse, Serge	Amikons	30 Mar 23	30 Sept 23
Campbell, Austin	Whiteduck	12 Apr 23	12 Sept 23
Lagace, Jaden	Baptiste	18 Apr 23	18 Sept 23
Larbie, Peter	Tenascon	18 Apr 23	18 Sept 23
Gardiner, Richard	Francois	18 Apr 23	18 Sept 23
McLean, Heather	Lavalley/Francois	27 April 23	27 Sept 23
Petrin, Kari	Lavalley/Francois	27 April 23	27 Sept 23
Allen, Micah	Partridge	05 May 23	05 Oct 23
Savard, Maxime	Amikons	08 May 23	08 Oct 23
Savard, Alex	Amikons	08 May 23	08 Oct 23
Savard, Mario	Amikons	08 May 23	08 Oct 23
Bremner, Finnley	Lavalley	09 May 23	09 Oct 23
Lavalley, Coltrane	Lavalley	12 May 23	12 May 23
Lafontaine, Lise	Amikons	12 May 23	12 May 23
Switzer, Zachary	Meness	15 May 23	15 Oct 23
Foster, Thena	Sarazin/Lavalley	26 May 23	26 Oct 23
Larmon, Dawn	Jocko/Turcotte	31 May 23	31 Oct 23
Rainville, Matthew	Sarrazin	07 June 23	07 Nov 23
Rainville, Liam	Sarrazin	07 June 23	07 Nov 23
Rainville, Emma	Sarrazin	07 June 23	07 Nov 23
Knights, Rhonda	Benoit	12 June 23	12 Nov 23
Hogan, Bernie	Benoit	22 June 23	22 Nov 23
Robertson, Donald	Lavalley	05 July 23	05 Dec 23
Blackman, Avery	Ignace	10 July 23	10 Dec 23
Blackman, Shayla	Ignace	10 July 23	10 Dec 23
Blackman, Dakota	Ignace	10 July 23	10 Dec 23
Bogart, Glenda	Baptiste	19 July 23	19 Dec 23
Bogart, Brianna	Baptiste	19 July 23	19 Dec 23

Membership Additions

Hogan, Thomas	Benoit	19 July 23	19 Dec 23
Gould, Carl	Benoit/Baptiste	19 July 23	19 Dec 23
Amikons, Latisha	Amikons	14 Aug 23	14 Jan 24
Miller, Melanie	Tennisco	24 Aug 23	24 Jan 24
Jocko Rabay, Jordan	Jocko/Kohoko	24 Aug 23	24 Jan 24
White, Jessica	Benoit	24 Aug 23	24 Jan 24
Cumming, Renne	Sarrazin	24 Aug 23	24 Jan 24
Cumming, Penelope	Sarrazin	24 Aug 23	24 Jan 24
Cumming, Theodore	Sarrazin	24 Aug 23	24 Jan 24
Cumming, Cameron	Sarrazin	24 Aug 23	24 Jan 24
Lemieux, Ryan	Whiteduck/Francios	07 Sept 23	07 Feb 24
Tremblay, Michel	Montreuil	07 Sept 23	07 Feb 24
Tremblay, Isabella	Montreuil	07 Sept 23	07 Feb 24
Tremblay, Maxime	Montreuil	07 Sept 23	07 Feb 24
Tremblay, Martin	Montreuil	07 Sept 23	07 Feb 24
Keesic, Susan	Whiteduck	08 Sept 23	08 Feb 24
Hamadani, Cheyanne	Lamure	08 Sept 23	08 Feb 24
Egan, Ashton	Commanda/Baptiste	11 Sept 23	11 Feb 24
Jackson, Garth	Montreuil	12 Sept 23	12 Feb 24
Pon, Laurie	Benoit/Baptiste	12 Sept 23	12 Feb 24

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

Community Information

Regular Council Meetings on ZOOM

EVERY SECOND AND LAST TUESDAY OF THE MONTH BEGINNING AT 9AM



Not online?

Call Kevin Lamarr at 613 625 2800 ext. 230 and leave a message to request information and instructions on how to join ZOOM by phone.

Available in the **members-only** section of www.algonquinsopikwakanagan.ca:



Zoom details
minutes
transcripts
presentations/attachments

CONWAY'S PHARMACY REMOTE DISPENSING LOCATION IS OPEN

REGULAR BUSINESS HOURS:

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

ALGONQUINS OF PIKWAKANAGAN ELDERS LODGE

For Rentals contact
Sandy
613-717-2894

**Reminder - for sanitary
purposes individual
hosting meals & catering
will require to supply
their own dish clothes
and towels**



Community Information

OPEN

LIBRARY

Tuesday 12:00PM – 6:00PM

Wednesday 10:00AM – 12:00PM
2:00PM – 7:00PM

Thursday 12:00PM – 7:00PM

Come take a look at the variety of First Nation books including, fiction, nonfiction and children's books.

Computers are available to the public to access government sites for such things car registration and income tax returns. Also many other social media sites.

Estelle Amikons
613-625-2402 ext 244

FOR YOUR INFORMATION

Canadian Police Information Record checks are required for anyone who is applying for:

- **Membership (applicants who are 18 years or older)**
- **Residency (applicants who are 18 or older)**

Applications, Laws, and Codes are available on our website at:

<https://www.algonquinsopikwakanagan.com/laws-and-by-laws/>

Hard copies can be requested from the Lands, Estates and Membership Department:

613-625-6800 | mgr.lem@pikwakanagan.ca |
land.officer@pikwakanagan.ca |
assistant.lem@pikwakanagan.ca

Notice: Killaloe OPP - record check applications are now online!

WASTE DISPOSAL SITE

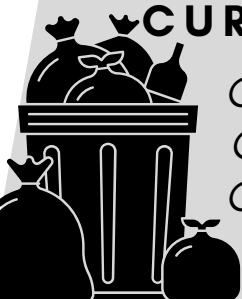
Wednesday
12PM – 6PM

Sunday
9AM – 3PM



CURBSIDE PICK-UP

Garbage: Wednesday
Cardboard: Thursday
Containers: Fridays



ANIMAL CONTROL

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



Community Information

Please Note that the link to Regular Council meetings, minutes and agenda packages are available in the Members only section of the website.

Steps:

1. Open a browser and enter: www.algonquinsofpikwakanagan.ca
2. Find the "Member Login" box (scroll down on home page or on side bar)
3. Click on "Log in as member of the Algonquins of Pikwakanagan First Nation"
4. You will be brought to the "Member Login" section
5. Click on the words "Click Here for the registration form"
6. You will be brought to the "Membership Registration"
7. Click the "Register" button and wait for your email notification

This website contains content that is private for Algonquins of Pikwakanagan members only. To access the private content, please fill in the registration form. A Membership official will verify your membership in the community and you will receive access.

Field	Example	Explanation
Family Name	Bird	must be as it appears on Certificate of Indian Status card
Given Names	Thunder Bolt	must be as it appears on Certificate of Indian Status card
Registry Number	1630301001	10 digits starting with 1630 on Certificate of Indian Status card
Date of Birth	2006/01/01	enter as per format
Email Address	thunderbird@gmail.com	Every member must have their own email address. This address with the password will be used to log in once membership has been verified.
Password	Tbirds	make up a password – note: it will be case sensitive
Confirm Password	Tbirds	re-enter password – note: it will be case sensitive
Address 1	10 Cloud Street	street address
Address 2	P.O. Box 100	apartment #, box # or rural route #
City	Blue Skies	community/town/city
Province	ON	province/state
Postal Code	K0J 1X0	postal code/zip code
Country	Canada	country
Phone	613 625 2800	code and number as per format

Administration Information

Algonquins of Pikwakanagan First Nation

1657A MISHOMIS INAMO PIKWAKANAGAN, ON KOJ 1X0
OFFICE: 613-625-2800 | FAX 613-625-2332

HOURS OF OPERATION: MONDAY - FRIDAY 8:30AM - 4:30PM

12:00PM - 1:00PM CLOSED FOR LUNCH

HOLIDAY CLOSURES

NEW YEAR'S DAY, FAMILY DAY, GOOD FRIDAY, EASTER MONDAY, VICTORIA DAY,
INDIGENOUS PEOPLES DAY, CANADA DAY, CIVIC HOLIDAY, LABOUR DAY, NATIONAL
DAY FOR TRUTH AND RECONCILIATION, THANKSGIVING, REMEMBRANCE DAY &
CHRISTMAS DAY

2 WEEK - CHRISTMAS CLOSURE DATES WILL BE ANNOUNCED

