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# *Kidodenaminan*

TFN Newsletter

Our Community

October 5th, 2020

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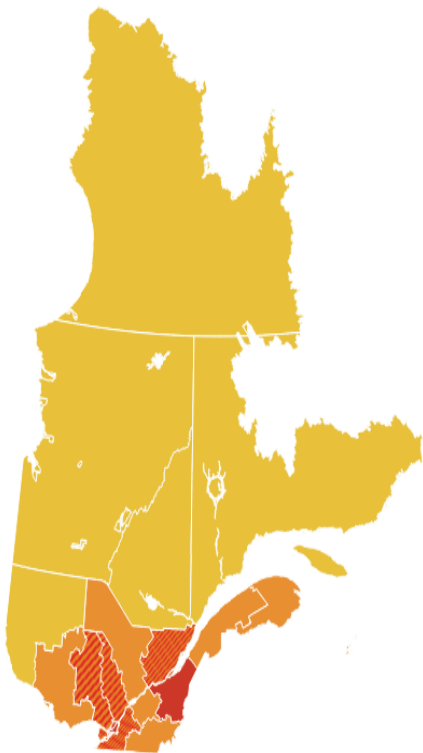


# Map of COVID-19 alert levels by region

The map shows the alert levels that will come into effect on October 1. For the history of the alert level by region, see [Overview of how the system was applied to the situation in recent weeks \(PDF 106 Kb\)](#).

The spread of COVID-19 is at a critical level in several regions of Québec. More restrictive and targeted measures have been put in place to curb its spread and avoid another lockdown. Find out what the [alert level is in your region](#) and the protective measures put in place. We need to react now.

## All of Québec

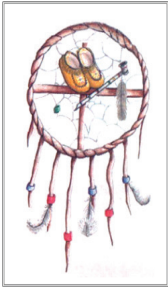


## Montreal and surroundings

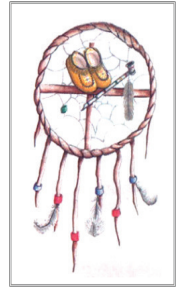


## Legend

- Level 1-Vigilance
- Level 1-Vigilance with exceptions for some territories
- Level 1-Vigilance with exceptions for some territories in alert level
- Level 2-Early Warning
- Level 2-Early Warning with exceptions for some territories
- Level 3-Alert
- Level 3-Alert with exceptions for some territories
- Level 4-Maximum Alert



## ANISHNABE LONG TERM CARE CENTRE



### ***Visiting measures during covid-19***

**Dear visitors,  
Starting on September 21<sup>th</sup> 2020, the inside visiting hours are  
limited:**

**Monday to Friday  
1:00 pm to 3:00 pm  
and  
from 6:00 pm to 7:00 pm.**

**No Visitors on Weekends**

**Any visitor that comes to visit will be assessed at the door and only 1 visitor per resident at the time is allowed inside the room of the resident. Those measures are in effect until further notice and no visits are allowed on weekends.**

**The last thing we want is to be on full quarantine again. Safety of our residents is our main priority. This is why we ask your collaboration to keep our residents healthy.**

**Thank you for your understanding,  
ALTCC Management & Staff**

# News in education – October 5th, 2020

## UPDATE EMERGENCY CONTACT NUMBERS

Parents/guardians are asked to **update the emergency contact phone numbers** that you provide to your child's school. It is important that the number be for a person who is available to answer the call and be able to act on your behalf, whether it is to go pick up your child at school or to decide on receiving emergency health care (need to seek professional medical attention). It is especially important because of the current COVID situation should your child have to be sent home because they are ill as they will not be allowed on the bus.

You can email Caitlin Campbell at TDSS to make any changes. She can be reached at [Caitlin.Campbell@dsb1.on](mailto:Caitlin.Campbell@dsb1.on). Please inform her of any change of address or home phone number as well. For other schools, call the school directly or send a note with your child to hand in to their teacher.

## COVID-19 – RETURN TO SCHOOL

### TDSS

If a student has been sent home suspected of symptoms for COVID-19 and later tests negative, they should not return to school until at least 24 hours after their symptoms have been resolved. Example: student is tested on Monday and is negative but has symptoms until Wednesday, they can attend school on Friday. It is not necessary to provide evidence of negative test results. Students can also be observed at home for 24 hours and returned safely to school if no other symptoms appear and you have contacted the assessment line at 1-877-644-4545 and received the go ahead.

### RDO, ST-JOSEPH, NÉDÉLEC (CSSLT)

The Provincial Department of Education has sent general guidelines for School Service Centers with regard to students returning to school following a negative or positive result for COVID-19. *The Centre de services scolaire du Lac-Témiscamingue* allows their schools to implement the guidelines that better suit them. Generally speaking, the parent would have to confirm the safe return to school of their child after observing them for 24 hours with no other symptoms, the child has tested negative or after having remained at home for 10 days following a positive test. Parents must contact the assessment line at 1-877-644-4545 to confirm their child's clearance and ability to return to school.

## COMMUNITY HOURS – TDSS

Students attending TDSS must complete 40 hours of community service as a requirement for graduation. Though large gatherings are not allowed at this time, many programs at the health center still organize events that could use volunteers. We ask that you accept our students only after 3 pm on school days, but any time during evenings, weekends or on Professional development days. It is against policy to approve any activities during school hours. A DSB1 school calendar has been emailed to all HWC staff making them aware of days off which could differ from other area schools. We thank everyone for their cooperation.



### TDSS BUSSING


Parents, please be advised that the bus schedule from TDSS at the end of the day is the following: Students are excused from class at 3:00 pm to go get their belongings and return to class for 5 minutes and then they are sent on their way to catch the bus at 3:05 which departs at 3:10 pm. We are assured that this gives the students plenty of time to go straight to the bus.

### ATTENDANCE RECORDS AT TDSS

Parents, please be advised that any absences indicated in your child's attendance report before September 10<sup>th</sup> should be disregarded. The attendance system at TDSS did not reflect the late start of school this year. However, the system has since been corrected so any absences after September 10<sup>th</sup> are genuine. The TFN Education Department awards program will also disregard the absences registered before that date.

### FINALS AT TDSS – FRIDAY OCTOBER 9<sup>TH</sup> – EARLY BUS

Students attending TDSS will have finals on Friday morning on October 9<sup>th</sup> if that class has a final exam. If the student does not have a final exam, they do not have to attend school unless it is to complete missing work. **Please note that the bus will be returning home at NOON on that day.**

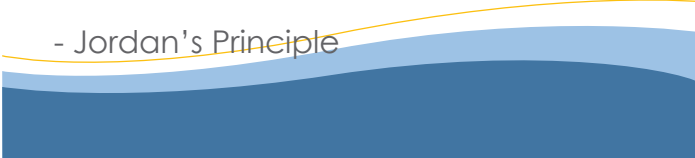


**Lunch Program Update:**  
Parents who have students @  
**T.D.S.S ONLY**

Deliveries will be made every Sunday between 2-4 pm by PROVIGO. There are perishable items in your delivery so, it's important someone is home to receive it.

For all families with students in schools outside of TDSS your lunch coverage will continue as per the school your child attends.

- Jordan's Principle





## FREEZER MEALS



**October 2020**

Wednesday, Oct 7th	10am	&	2pm
Wednesday, Oct 14th	10am	&	2pm
Wednesday, Oct 21 <sup>st</sup>	10am	&	2pm
Wednesday, Oct 28 <sup>th</sup>	10am	&	2pm

Join us at the Health & Wellness Centre to prepare delicious meals to take home, please enter by the front door,

you will be screened upon entering.

Each class will hold a maximum of 10 people,  
social distancing will be put in place during workshop.

**REGISTRATION is required, please call 819-723-2260**

### TIMISKAMING FIRST NATION

24 Algonquin Avenue  
Notre Dame du Nord, Qc  
J0Z 3B0

Tel: 819-723-2335  
Fax: 819-723-2353



We accept Interac E-Transfer Payments

Payments can be emailed to:

[accounting.clerk@atfn.ca](mailto:accounting.clerk@atfn.ca)

Please indicate your name & address for the reason of the payment.

If you have any question or require more information please contact Christine Godin,  
Accounting Clerk



## Timiskaming First Nation

24 Algonquin Avenue (TFN),  
Notre Dame du Nord, QC  
J0Z 3B0

Telephone: 819-723-2335 • Fax: 819-723-2353

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### **Notice to Income Assistance Clients**

Winter Clothing Allowance will now be available to clients without dependent children. This allowance will be available to clients once every three years.

All Clients must bring in receipts for winter apparel to Sharon Baker before November 16<sup>th</sup>, 2020.

Clients will be reimbursed for winter apparel only; coats, boots, mittens, hats, scarves.

Contact Sharon Baker or Taylor Polson for questions or concerns at 819 -723-2335



### **NOTICE TO ALL INCOME ASSISTANCE CLIENTS**

Clients will be receiving deductions on monthly cheques after **3 missed appointments.**

If you cannot make a scheduled appointment without proper justification you need to contact either Sharon Baker or Taylor Polson as soon as possible.

You can contact us either by our Facebook page, “TFN Income Assistance”, by email or by calling 819-723-2335.



Timiskaming First Nation  
Public Works Department  
24 Algonquin Avenue, QC  
J0Z 3B0



## **TIMISKAMING FIRST NATION SNOW REMOVAL**

The TFN Public Works Department is pleased to offer our on-reserve senior members of the community a snow removal service, free of charge to their main residence. This service is also be offered to TFN handicapped members at a reduced rate. Furthermore, the service will be provided to all community service buildings.

**Please remember that this is a service we are providing, it is not an obligation on our part, TFN will not be held responsible in any way for accidents or injuries resulting from lack of sand or slippery yards or any damage to properties. The service of snow removal only applies to driveways; Drive-ways will be plowed to allow adequate access to the residence. Additional snow removal (ex. Clearing of large driveways) will be at the home owners' expense.**

In order to have a fair system, the criteria are and will be followed as such:  
To qualify for this service, you must:

### **Senior**

- Person must be a TFN band member and make request. (As of November 30<sup>th</sup>)
- Must be the main home owner and reside there.
- Sign an annual agreement with the TFN administration.
- Be 65 years of age or over. (By December 31<sup>st</sup> of the current year)

### **Disabled/Handicapped**

- A certificate from your doctor. (Stating reason and duration of disability that would prevent physical activity)
- Have no other person physically capable of clearing snow residing with them.
- The service will be offered at a discount rate of \$90.00. (Winter season)

### **Optional**

Sanding of cleaned driveway will be added for additional \$20.00.

**Amount/Snow Removal \$** \_\_\_\_\_

**Amount/Sanding \$** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Total \$** \_\_\_\_\_

I have read the above and agree: (print name) \_\_\_\_\_

**SIGN** \_\_\_\_\_ **DATE:** \_\_\_\_\_



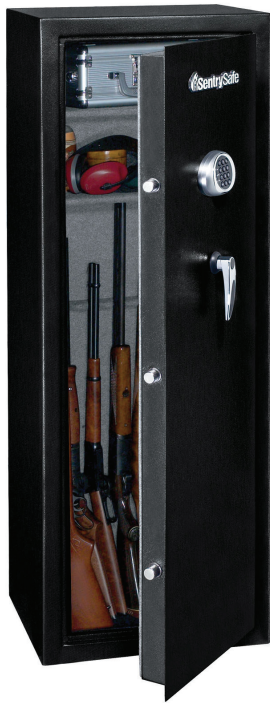
## TIMISKAMING FIRST NATION POLICE

With the hunting season upon us here are some storage and transportation of firearms tips...

### Storage of Non-Restricted Firearms



An individual may store a non-restricted firearm only if



- (a) it is unloaded;
- (b) it is rendered inoperable by means of a secure locking device, rendered inoperable by the removal of the bolt or bolt-carrier, or
- (c) stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into.
- (d) it is not readily accessible to ammunition, unless the ammunition is stored, together with or separately from the firearm, in a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into.
- (e) and it is not accessible to children

### Transportation of Non-Restricted Firearms

An individual may transport a non-restricted firearm only if

- (a) the firearm that is being transported between hunting sites, provided it is unloaded; locked in a case and/or a trigger lock is attached and the ammunition is not stored in the same case.

an individual may transport a non-restricted firearm in an unattended vehicle only if

- (a) when the vehicle is equipped with a trunk or similar compartment that can be securely locked, the non-restricted firearm is in that trunk or compartment and the trunk or compartment is securely locked; and

- (b) when the vehicle is not equipped with a trunk or similar compartment that can be securely locked, the non-restricted firearm is not visible from outside the vehicle and the vehicle, or the part that contains the non-restricted firearm, is securely locked.

When transporting a firearm make sure that it is rendered inoperable by a secure locking device (trigger lock, locked case).

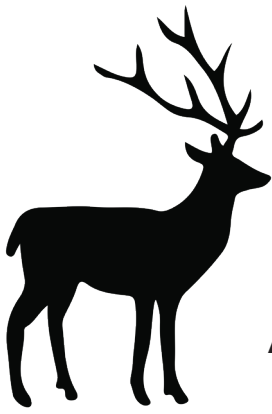
## Firearm registration

If you need help to register your firearm please contact Cst Keith McCue at 819-723-2323

N.B even though your firearm is registered under the federal registry, you must have it registered with the provincial registry. If not, all applicable fines may be issued.



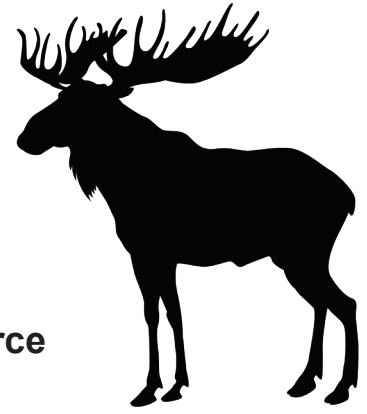
The TFN Police wish everyone a safe and succesful hunting season.



## TIMISKAMING FIRST NATION POLICE

Forêts, Faune  
et Parcs

Québec



### A message from the Timiskaming Police Force

Now that the hunting season has begun, The local game wardens detachment in Ville Marie, makes seizures of big and small game, animals involved in traffic accidents etc..... and gives it to local First Nations. They also advise us first.

Therefore If any community member would be interested in being on a list for any such recovery of moose, deer etc..... We would be happy to add your name to the list by calling 819-723-2810. Please note to make the pick up of the animal easier, it is suggested that you have access to a truck and/or trailer. The persons on this list should be available at a moments notice and on a 24 hrs basis.

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## Nursing Department

### **Reminder:** no walk in at the Health Centre.

Due to COVID 19 we cannot accommodate walk-ins. Please call ahead of time to make an appointment to see one of the nurses.

Thanking you in advance for your cooperation

### **Notice:**

To all patients of Dr. Duchesneau & Dr. Valet. They will be seeing their patients by tele Health at the Health Centre with the help of the nursing staff. So, if you need an appointment with your doctor please call the Health Centre at 819-723-2260. and your name will be put on a list for your doctor.

Meegwetch



## Breast Cancer Workshop

Held at the Health Centre on  
Tuesday, October 20th at 5:30pm in  
the Community room.

Guest speakers from our community  
talking about their experiences and how they are  
cancer free today.

Supper will be provided  
Gifts & attendance draw.

Due to COVID 19 we can only accept  
10 participants

Please call Cathy at the Health Centre  
819-723-2260

**Do not sign up on our Facebook page you need  
to call and give you name to Cathy, Meegwetch!!**

**\* If the Health Centre closes due to COVID 19  
the workshop will be virtual**



## FLU VACCINES

Will be offered as of November 01<sup>st</sup>

- The flu vaccine will be offered Monday-Thursday 3-4:30pm **by appointment only.**
- Flumist intranasal (by the nose) will be offered to children 2-17 years old.
- If you are only available in the evenings please call and notify us and if there is enough demand we will open evening clinics.



# Timiskaming First Nation Health and Wellness Centre

Presents....

## The Vascular Tele-Health Program



Timiskaming First Nation Health and Wellness Centre Cardiovascular Health Program is partnering with:

Dr. Morris Schweitzer PH.D., M.D., F.R.C.P.C.  
Director of Lipid Research and Management Clinic,  
Director of First Nations Vascular Health Program  
Associate Professor of the Faculty of Medicine at McGill University in Montreal

To bring state of the art medical therapy that will significantly reduce cardiovascular disease and greatly improve the quality of life for the people of this community.

The Goal of the Program is to improve cardiovascular health

- Treat individuals with appropriate medications
- Lower cholesterol levels to current guideline targets
- Reduce the risk of cardiovascular disease
- Provide appropriate medical and dietary therapy

If you or your immediate family member (mother, father, brother or sister) has a history of heart attack, stroke, diabetes, high cholesterol or central obesity, then your cardiovascular health should be evaluated.

Please call the Health Centre at 819-723-2260 to be screened for admission to the program



# Impaired in the Chair?

## Cannabis Use and Dental Hygiene Appointments

Cannabis use has many side effects that vary based on the person and potency. These can have implications for both oral health and professional dental hygiene care. In some cases, dental hygiene appointments may need to be rescheduled to minimize risk. Consider the following side effects:

### Fast heart rate and anxiety

Cannabis increases the heart rate and heightens anxiety. These side effects may worsen or last longer with anesthetics used for dental hygiene treatment.



### Confusion and lack of focus

Cannabis use before a dental hygiene appointment may impair judgement and the capacity to provide consent to treatment.



### Interaction with medications

Cannabis may alter the effectiveness of prescribed medications.



### Dry mouth and the munchies

Cannabis reduces saliva, leading to dry mouth. It also stimulates food cravings, which increase the amount of time your teeth are exposed to sugars. As a result, cannabis users have a higher risk of cavities, gum disease, and oral infections.

### Increased bleeding

Cannabis may increase bleeding and complicate dental hygiene care. Healing may also be affected.



### Have a conversation!

Cannabis use is an important part of the health record review.



## CONSERVATION PROJECT MANAGER

Until March 31, 2021, with possibility of extension

Starting salary according to the salary scale (\$41,733 to \$48,380/year)

### Your main responsibilities

- Analyze the various conservation initiatives among First Nations, governments and conservation organizations
- Develop an Indigenous regional strategy to promote the involvement of First Nations in initiatives to conserve natural environments and biodiversity
- Participate in working groups with interested stakeholders and liaise with them
- Conduct studies focused on the characterization of natural environments and biodiversity
- Accompany First Nations in the development and implementation of conservation projects
- Provide specialized training and advice on the conservation of natural environments and biodiversity to First Nations



**FNQLSDI**  
FIRST NATIONS OF QUEBEC AND LABRADOR  
SUSTAINABLE DEVELOPMENT INSTITUTE

### 5 reasons to join the FNQLSDI:

**1) Work in the  
service of First  
Nations**

**2) Major  
challenges**

**3) Competitive  
compensation  
with excellent  
social benefits**

**4) Work-life  
balance**

**5) An environment  
of choice**

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**Join our  
team!**

### **FNQLSDI**

250 Place Chef-Michel-  
Laveau, suite 201  
Wendake (QC) G0A4V0

418-843-9999

[www.fnqlsdi.ca](http://www.fnqlsdi.ca)



### Requirements

- A university degree (bachelor's or master's degree) in an environment-related field such as biology, ecology, geography or any other related discipline
- A minimum of one year of relevant experience
- Mastery of MS Windows and Office
- Knowledge of geographic information systems (GIS) is considered an asset
- Excellent skills related to writing, analysis and summary
- Excellent communication skills in French and English, both spoken and written

### Personal qualities

Initiative and innovation / Ability to analyze and synthesize /  
Adaptability and autonomy / Sense of organization and rigour /  
Interpersonal skills

### The organization

The mission of the FNQLSDI is to provide First Nations with a dynamic hub of services, in support of their efforts for the health of the territory and its resources, for the development of sustainable communities and for the recognition of First Nations rights.



**FNQLSDI**  
FIRST NATIONS OF QUEBEC AND LABRADOR  
SUSTAINABLE DEVELOPMENT INSTITUTE

**Send us your CV  
and cover letter at  
[info@iddpnql.ca](mailto:info@iddpnql.ca)  
before October 18,  
2020**

**Care of Michael  
Ross, FNQLSDI  
Director**

**\* If qualifications are  
equal, the FNQLSDI  
gives priority to  
Aboriginal candidates.  
Only pre-selected  
candidates will be  
contacted.**

### **FNQLSDI**

250 Place Chef-Michel-  
Laveau, suite 201  
Wendake (QC) G0A4V0

418-843-9999

[www.fnqlsdi.ca](http://www.fnqlsdi.ca)



## **Timiskaming First Nation**

24, Algonquin Avenue (Timiskaming First Nation)  
Notre Dame du Nord. QC JOZ 3B0  
Tel: 819 723-2335 Fax: 819 723-2353

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### **EMPLOYMENT OPPORTUNITY**

TFN is an equal opportunity employer where members with equal qualifications will be given priority

Title: Executive Assistant  
Department: Chief and Council

#### **Summary**

Under the supervision of the Chief and Council, provides quality executive secretarial services to the Timiskaming First Nation Council and Timiskaming First Nation community by receiving and screening calls, greeting visitors, typing, filing documents and information, and all other duties as stated in job description. The responsibilities and authorities described in this document are subject to all relevant laws, regulations and are performed in accordance with policies and procedures established by the Timiskaming First Nation Council.

#### **MAJOR RESPONSIBILITIES (but not limited to):**

##### **Provides secretarial services to the Timiskaming First Nation Chief and Council**

- Greet all persons entering the council's office – direct community members or visitors to proper portfolio holder according to request
- Maintain and keep filing system in a neat and operational order (electronic and paper)
- Keep abreast of new and evolving technology for office efficiency
- Retrieve incoming and outgoing mail
- Prepare letters, memorandums, and/or documents and /or archive folder documents
- Prepare Agenda for council, in-house, and /or General Meetings
- Must attend and take, record and transcribe minutes at all weekly or special Council meetings, or TFN Community Meetings
- Prepares all correspondence for TFN Chief and Council
- Ensure that all necessary equipment needed for Council, in-house, and/or General Meeting is available and in good working condition
- Ensure that follow-ups are done from previous meetings
- Answer all telephone queries, transfer to proper department or take messages when necessary
- Prepare all Band Council Resolutions for Council signature
- Prepare travel arrangements as necessary or as requested
- Prepare travel reimbursements for Chief and Council
- Supervise Summer students
- Train replacements in all aspects of job and office demands
- Maintain a procedural/guide book for replacements for reference
- Gather and hand in to finance all receipts (including credit card receipts) from council travel
- Schedule meetings and/or appointments for Chief and Council
- Maintain contact database
- According to directives from TFN Chief and Council assist with the start-up of TFN's leadership elections (contacting Electoral Officer)
- Prepare and distribute all notices and directives for newsletter announcements from Chief and Council
- Ensure Chief and Council receives all incoming mail, emails and faxes
- Set up meeting room for Chief and Council
- Other related duties

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Post-Secondary studies in Administration with a minimum of 1 year plus experience
- Experience working with First Nations organization and members

#### **KNOWLEDGE & SKILL REQUIREMENTS:**

- Knowledge of computers and relevant software; office procedures and filing practices
- Good working initiatives and able to work with little or no supervision
- Ability to communicate (verbal) and correspond (written) in English
- French would be an asset
- Ability to maintain a high degree of confidentiality, tact and initiative
- Communication skills and accuracy concerning spelling, grammar, etc.
- Ability to work under pressure and meet deadlines



Deadline for application: Monday, October 19, 2020  
Potential interview: Week of October 19, 2020  
Start date: As soon as possible

Those interested are invited to submit their letter of application, reference check, resume and relevant documentation to:

Timiskaming First Nation  
**Attention: Nancy McBride**  
24 Algonquin Avenue (TFN)  
Notre-Dame du Nord, J0Z 3B0  
Or Email to: [human.resources@atfn.ca](mailto:human.resources@atfn.ca)

Note: The TFN reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.



## Employment Opportunity

TFN is an equal opportunity employer where members with equal qualifications will be given priority

**Title:** Drug Strategy and Mental Health Counsellor

**Supervisor:** First Line Service Intervention Supervisor

### **Summary:**

Under the general direction of the First Line Service Intervention Supervisor, the incumbent of this position is responsible for the day to day management of the goals, objectives, and activities of the Prescription Drug Abuse Program Guidelines and the Drug Strategy Counsellor work plan.

The primary goal is to support community members struggling with prescription drug substance abuse and develop mental health and addiction plans that provide a range of harm reduction activities, such as:

- o efforts to strengthen screening and assessment
- o brief intervention approaches
- o case management

Therefore, this person works towards a drug-free community through outreach initiatives and presenting choices and using non-judgmental coercive strategies to empower community members to live safer and healthier lives. Another objective of this position is to reduce the ill health, social harms and tragedies associated with addiction and substance use.

Such strategies include meeting clients where they are at, gaining trust with clientele, reducing stigma in the community that challenges harm reduction efforts, enabling connections that promote healthy lifestyles including cultural links.

### **Major responsibilities:**

#### **Outreach Activities and Interventions**

- Provide information through conversations with the targeted community members and provide follow-up literature to summarize discussions
- Counselling services based on motivational interviewing techniques that encompass a holistic approach that targets basic needs and empowers the client
- Help with Opioid Agonist Therapy for the client when they are ready
- Relevant self-care introduced, both culturally adapted and/or the western approach depending on the client's preference
- Effective distribution of harm reduction kits and Naloxone
- Maintain client files according to organizational policy

### **Client Connection Activities:**

- Treatment center and detox center referrals with discharge planning and aftercare help
- Accompaniment for clients to methadone clinic treatment
- Help with referrals for nurses, social workers, psychologists, doctors etc.
- Services offered at the safe space apartment coordinated around the needs of the clients
- Efforts to support clients with their social wellbeing with better communication between clients and family members
- Links with activities that foster a healthy lifestyle alternative
- Provide referrals to resources and services
- Cultural/land-based healing connections

### **Advocacy and Promotion**

- Advocate for opportunities for clients who struggle with addictions
- Case management efforts to better coordinate services and supports
- Promote harm reduction
- Other related duties as requested by the supervisor

### **Education and experience requirements:**

- Post-Secondary Diploma/Degree in Mental Health
- A good understanding of addictions
- One (1) year plus work experience or a lived experience of adversities in order to provide emotional and social support, free of judgment, to others who share a common experience
- Valid Class 5 Quebec or Equivalent Drivers' License

### **Knowledge and skill requirements:**

- Peer leadership, research and guidance skills
- Facilitation skills that will lead people to take charge of their lives
- The ability to assess and self-reflect on the efficiency of the program delivery
- Project management and report writing skills
- Knowledge of traditional medicine and a holistic approach to community health and wellness
- Knowledge of all Microsoft Office programs, email and internet
- Good verbal and written communication skills and report writing and data collection skills
- Organizational skills with the ability to prioritize urgent client needs
- Be knowledgeable of available resources for referrals
- Interpersonal skills and ability to work in a team-oriented environment
- Ability to represent TFN with a professional image
- Bilingualism is an asset

Deadline for application: Monday, October 19, 2020 at 4:00 pm

Possible interview date: week of October 19, 2020

Starting date: as soon as possible

Those interested are invited to submit their letter of application, reference check, resume and relevant documentation to:

**TIMISKAMING FIRST NATION**

**Attention: Nancy McBride**

**24 Algonquin Avenue (TFN)**

**Notre Dame du Nord, QC**

Or email application to [human.resources@atfn.ca](mailto:human.resources@atfn.ca)

The Timiskaming First Nation reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.





## Timiskaming First Nation

24, Algonquin Avenue (Timiskaming First Nation)

Notre Dame du Nord. QC JOZ 3B0

Tel: 819 723-2335 Fax: 819 723-2353

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### Employment Opportunity

TFN is an equal opportunity employer where members with equal qualifications will be given priority

<b>Title:</b>	Nursing Planning and Policy Coordinator
<b>Under the direction of:</b>	Nurse in Charge
<b>Terms of Employment</b>	Full-time (6 months with possibility of extension)

#### Summary Role

Under the supervision of the Nurse-In-Charge, the Nursing Planning and Policy Coordinator will collect accurate quantitative and qualitative data and can identify nursing and community assets and available resources to plan realistic objectives and truthful policies. They can easily identify gaps and prioritize planning needs and articulate the priorities in terms of understanding the benefits to the community and ongoing efficiencies for the primary care staff. This person can easily forge partnerships and make the appropriate recommendations for strategizing nursing operations. They understand nursing case management and client service and apply ethical principles to the collection of data and the formation of plans and policies.

This person has experience and knowledge of nursing best practices and licensing responsibilities and can communicate clearly and concisely and can listen to all staff in an unbiased manner to operationalize such practices to the health and wellness setting. This is done through respecting the opinion of others including indigenous ways that entail diverse perspectives while incorporating Quebec medical imperatives. They use community resources to communicate information and advocate for community input related to policy direction while utilizing appropriate methods to develop and adapt policies and program delivery that responds to the evolving change within the community.

#### Policy and Program Competencies

- Can write clear policy statements
- Articulates well the health, administrative and political options and can state the outcome for nursing plans and policies
- Develops nursing job descriptions and work plans
- Develops and monitors well the goals, outcomes and process objectives of nursing job descriptions and work plans
- Develops primary care service delivery plan
- Participates in the assessment of the primary care and home care needs to update service delivery plans
- Identifies and articulates well to the nurse-in-charge, the limitations and gaps of existing plans and policies including medical directives
- Monitors well and evaluates the implementation of interventions

#### Collaboration Competencies

- Describes, monitors and involves the role of community partners in the evaluation of nursing practices and quality control
- Establishes and maintains linkages with community groups and other key stakeholders involved in concurrent
- Solicits input from individuals and community partners for policy, planning and directives
- Works in collaboration with other HWC departments if necessary for alignment of health services and the subsequent plans and policies (i.e. case management, referrals)
- Acts as a liaison between the primary care team and various stakeholders such as the hospitals, RAMQ etc. to help streamline agreements, plans and MOUs

#### Systems and Planning Competencies

- Data collection and indicators are researched and incorporated into nursing practices to help with progress report accountabilities
- Articulates the strategic plan mission and priorities within plans and policies
- Helps the nurses identify internal and external circumstances that may affect plans and policies and impact the delivery of services
- Ethically manages self, people and resources
- Understands and incorporates best practices for achieving nursing staff participation and planning outcomes
- Contributes to team and organizational thinking for the primary care team with the plans and policies
- Helps with record keeping formatting in accordance with provincial standards and guidelines including inventory tracking

#### Public Health Competencies

- Understands the interaction of public health partners and jurisdictions with the TFN community and how they relate to HWC primary care endeavors
- Understands the concepts of health status concepts, determinants of health, disease prevention and other factors that influence health services
- Understands and can apply research citing in planning

- Identifies gaps in data and how to incorporate into plans and policy direction
- Reviews, critically appraises and appropriately applies evidence for plans and policies
- Perform other related duties as requested by the nurse-in-charge

#### **Requirements/Qualifications**

- Post-Secondary education in a related field
- Practice license from the College of Nurses of Ontario (CNO) or permit from l'Ordre des Infirmiers et Infirmieres du Quebec (OIIQ)
- Five (5) years general nursing experience
- Experience with program planning, research, evidence-informed decision making and best practices

#### **KNOWLEDGE & SKILL REQUIREMENTS:**

- Able to create and help with plans, evaluations and policy development and implementation
- Facilitation skills to consult with nurses to help carry out goals and objectives
- Knowledge of medical terminology
- The ability to assess the program outcomes, monitor progress and ensure we best available evidence is used
- Utilizing research information to determine the needs of the community to articulate goals and policy direction for the nurses
- Helping to implement and monitor project activities in accordance with report indicators
- Preparing Reports and Briefings
- Participates as required in meetings to update nurses
- Knowledge of all Microsoft Office programs, email and internet
- Good verbal and written communication skills and report/policy writing and data collection skills
- Organizational skills and the ability to work independently
- Interpersonal skills and ability to work in a team-oriented environment
- Ability to represent TFN with a professional image and maintain confidentiality
- Bilingualism is a need

**Deadline for application: Monday, October 19, 2020 at 4pm**

**Probable date of interview: week of October 19, 2020**

Persons interested can apply by sending their letter of application, resume, and criminal background check along with any other relevant documents to:

#### **TIMISKAMING FIRST NATION**

**Attention: Nancy McBride**

**24 Algonquin Avenue (TFN)**

**Notre Dame du Nord, QC**

Or email application to [human.resources@atfn.ca](mailto:human.resources@atfn.ca)

*NOTE: The TFN reserves the right to pre-selection of interested candidates. Only those retained will be contacted for an interview.*

-

## Employment Opportunity

TFN is an equal opportunity employer where members with equal qualifications will be given priority.

**TITLE:** Receptionist/Secretary (Replacement – 6 month)  
**IMMEDIATE SUPERVISOR:** Director of Health and Social Services  
**DEPARTMENT:** Health

### SUMMARY:

Under the supervision of the Director of Health and Social Services, receptionist is responsible to:

- Receive and direct telephone calls or deliver messages to proper area in the briefest delay and in the most courteous manner
- Meet and greet clients, visitors and staff in the most courteous manner and receive their request/concerns in the most respectful manner.
- Secretarial duties: typing documents, minute taking, etc..

### DUTIES (but not limited to):

- Answer all telephone calls in the briefest delay and in the most courteous manner;
- Direct / transfer calls to proper department / person;
- Take / deliver messages
- Meet and greet clients and/or visitors and direct to proper department;
- Receive and distribute faxes to proper department;
- Coordinate bookings for conference room;
- Use equipment such as computer, fax, photocopier, etc ...;
- Ensure that the equipment is in good working order and properly maintained;
- Keep Health Centre waiting room area in a tidy order;
- Make purchase orders for supplies and get approval;
- Receive and unpack supplies and ensure that the order was properly filled;
- Secretarial duties: typing documents, minute taking, etc...)

### REQUIREMENTS:

- High School graduate
- Organizational and oral and written English
- Typing skills
- Knowledge of Excel and Word
- French language would be an asset

### DEADLINE:

Applications will be accepted up to: Monday, October 19, 2020 at 4:00 pm  
Possible Interview date: Week of October 19, 2020  
Starting date: As soon as possible

Those interested are invited to submit their letter of application, resume, relevant documentation, 3 references and current background check to:

**Timiskaming First Nation**  
Attn: Nancy McBride  
24 Algonquin Ave  
Notre-Dame du Nord, QC J0Z 3B0  
e-mail: Human.Resources@atfn.ca

*Note: The Timiskaming First Nation reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.*



Timiskaming First Nation  
24 Algonquin Avenue,  
Notre-Dame-du-Nord, Que  
J0Z 3B0

Chronological No: 623

File Reference: 26082020

## BAND COUNCIL RESOLUTION

The council of the <b>Timiskaming First Nation</b>			
District <b>Abitibi-Temiscamingue</b>			
Province of <b>Quebec</b>			
Place <b>Timiskaming Reserve</b>			
Date	26	08	2020
	<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>

### SUBJECT: CREATION OF WALKING TRAIL IN COOPERATION WITH GRAND PORTAGE CAMP/ NEW PATHWAYS FOUNDATION

**WHEREAS:** Timiskaming First Nation supports education and healthy lifestyle for the community youth;

**WHEREAS:** New Pathways Foundation will cover the expenses approximate value 20,000.00\$;

**WHEREAS:** The Timiskaming First Nations First Line Services Prevention Program will contribute 4,000.00\$ to the project;

**WHEREAS:** Timiskaming First Nations public works department will support the creation of the trail;

**THEREFORE BE IT RESOLVED THAT:** The Timiskaming First Nation authorizes the creation of the trail on our territory.

Pour cette Bande le quorum est

consists of  
fixé à

4

Council Members  
Membres du Conseil

ABSENT

Chief-Chef  
Sacha Wabie

Vice-Chief  
Elijah Polson Groulx

Councillor-Conseiller  
Christine Chevrier

Councillor-Conseiller  
Jennilee Wahsquonaikeshik

Councillor-Conseiller  
Gerald Hanbury

Councillor-Conseiller  
Karen McKenzie

Councillor-Conseiller  
Colleen Polson



Timiskaming First Nation  
24 Algonquin Avenue.  
Notre-Dame-du-Nord, Que  
J0Z 3B0

Chronological No: 624

File Reference: 01092020

## BAND COUNCIL RESOLUTION

The council of the <b>Timiskaming First Nation</b>		
District <b>Abitibi-Temiscamingue</b>		
Province of <b>Quebec</b>		
Place <b>Timiskaming Reserve</b>		
Date	01	09
	<b>DAY</b>	<b>MONTH</b>
		2020
		<b>YEAR</b>

### SUBJECT: REFUSAL OF RECOMMENDATION FOR CONTRACTOR OF KIWETIN SCHOOL EXTENSION AND RENOVATION

**WHEREAS:** Timiskaming First Nation supports the public works and education departments in and for the community;

**WHEREAS:** TRAME has prepared a recommendation for the selection of a contractor, based on bids for the extension and renovation of Kiwetin school. Bids opened on 20<sup>th</sup> August 2020.

**WHEREAS:** Construction Hardy was the contractor with the lowest bid and recommended by TRAME.

**WHEREAS:** Construction Hardy had bid above the cost estimate for the project.

**THEREFORE BE IT RESOLVED THAT:** Timiskaming First Nation Chief and Council do not accept the recommended bidder, Construction Hardy.

Pour cette Bande le quorum est
consists of
fixé à
4
Council Members
Membres du Conseil

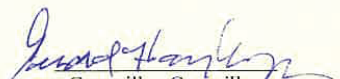
ABSENT

Chief-Chef  
Sacha Wabie

  
Vice-Chief  
Elijah Polson Groulx

  
Councillor-Conseiller  
Christine Chevrier

  
Councillor-Conseiller  
Jennilee Wahsqonaikhezhiik

  
Councillor-Conseiller  
Gerald Hanbury

  
Councillor-Conseiller  
Karen McKenzie

\_\_\_\_\_  
Councillor-Conseiller  
Colleen Polson



Timiskaming First Nation  
24 Algonquin Avenue,  
Notre-Dame-du-Nord, Que  
J0Z 3B0

Chronological No: 625

File Reference: 03092020

### BAND COUNCIL RESOLUTION

The council of the <b>Timiskaming First Nation</b>		
District <b>Abitibi-Temiscamingue</b>		
Province of <b>Quebec</b>		
Place <b>Timiskaming Reserve</b>		
Date	03	09 2020
	<b>DAY</b>	<b>MONTH YEAR</b>

#### SUBJECT: CHEQUE PAYMENT – TFN CONSTRUCTION (\$80,000.00)

**WHEREAS:** The Timiskaming First Nation supports the Finance Department in and for the community;

**WHEREAS:** Payment conditions to TFN Construction of

Start up 50%	\$200,000.00
75% completion of work 20%	\$ 80,000.00
Completion of work 20%:	\$ 80,000.00
Holdback 10%:	\$ 40,000.00


for the construction of 2 homes measuring 24' x 36' situated at 7 and 9 Makwa Street,  
Timiskaming First Nation

**WHEREAS:** A second cheque payment of \$80,000.00, which represents 20% of the total cost, which is an amount over the authorized amount of \$49,999.99 is necessary to be made to TFN Construction;


**THEREFORE, BE IT RESOLVED THAT:** The Timiskaming First Nation Chief and Council authorize a cheque to be made out to TFN Construction in the amount of \$80,000.00.

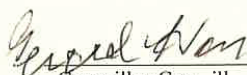
Pour cette Bande le quorum est
consists of
fixé à
4
Council Members
Membres du Conseil

ABSENT  
Chief-Chef  
Sacha Wabie

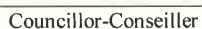
  
Vice-Chief  
Elijah Polson Groulx

  
Councillor-Conseiller  
Christine Chevrier

  
Councillor-Conseiller  
Jennilee Wahsquaiakezhik

  
Councillor-Conseiller  
Gerald Hanbury

  
Councillor-Conseiller  
Karen McKenzie

  
Councillor-Conseiller  
Colleen Polson





Timiskaming First Nation  
24 Algonquin Avenue,  
Notre-Dame-du-Nord, Que  
J0Z 3B0

Chronological No: 627

File Reference: 15092020

## BAND COUNCIL RESOLUTION

The council of the <b>Timiskaming First Nation</b>		
District <b>Abitibi-Temiscamingue</b>		
Province of <b>Quebec</b>		
Place <b>Timiskaming Reserve</b>		
Date	15	09 2020
	<b>DAY</b>	<b>MONTH YEAR</b>

### SUBJECT: STAFFING CHANGES AT WIDJIKIWE

**WHEREAS:** TFN supports the staffing changes at Widjikiwe

**WHEREAS:** The Manager position of Widjikiwe Corp will be filled with a fixed term contract employee,  
Starting date September 2, 2020

**WHEREAS:** The Manager will report directly to the Board of Directors

**WHEREAS:** Compensation will come directly from TFN Construction

**WHEREAS:** The Manager will be responsible for TFN Construction, Forestry Contracts, Mining  
Contracts and the Gas Bar

**THEREFORE BE IT RESOLVED THAT:** Conrad Polson will fill the Manager position of Widjikiwe  
Corp

Pour cette Bande le quorum est consists of fixé à	4
Council Members Membres du Conseil	

ABSENT

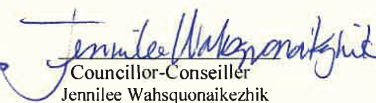
Chief-Chef  
Sacha Wabie



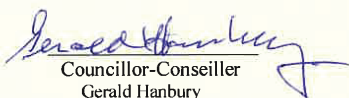
Vice-Chief  
Elijah Polson Groulx



Councillor-Conseiller  
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Councillor-Conseiller  
Jennilee Wahsquaiakezhik



Councillor-Conseiller  
Gerald Hanbury








Councillor-Conseiller  
Karen McKenzie

Councillor-Conseiller  
Colleen Polson



# Nomegos gîzis

2020  
October

SUN	MON	TUES	WED	THURS	FRI	SAT
				1 Newsletter Deadline	2	3
4	5 Newsletter	6 Recycle 	7	8	9	10
11	12 Thanksgiving Offices Closed	13 Garbage 	14	15 Newsletter Deadline	16	17
18	19 Newsletter	20 Recycle 	21	22	23	24
25	26	27 Garbage 	28	29 Newsletter Deadline	30	31 Halloween 

## TFN ECOCENTRE

Hours

Tuesday - Wed- Thursday 8am-5pm

Friday 8am-1pm

Saturday 9am-3pm

*Closed during lunch from 12:15-1 p.m.*