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Community Flyer
Wednesday, March 11, 2020



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Wednesday 11th	Thursday 12th	Friday 13th	Saturday 14th	Sunday 15th	Monday 16th	Tuesday 17th
Mainly cloudy	Mixed Precip.	Flurries	Mainly sunny	A mix of sun & clouds	Scattered flurries	A mix of sun & clouds
-1°C	4°C	-1°C	-4°C	-4°C	-1°C	0°C
-5°C	-1°C	-11°C	-15°C	-10°C	-3°C	-7°C
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COMMUNITY INFO



Community Social

Wednesday, March 11, 2020

Band Hall

6:30 pm

Refreshments will be provided.

*(If you have any activity suggestions -contact
Lena, CHR at
(705)856-1993 # 224)*



Lunch & Learn

Monday, March 30, 2020

Band Hall - 12 pm

Presentation will be on the
Coronavirus



Diabetes Prize



Thursday, March 12, 2020

6:30 pm

At The Complex

For more info. Call Lena at:
(705)856-1993 ext. 224

Community Health Nurse
Marylou Kobzick will be in the
Community on
March 12th, 19th, 30th

Will not be in the Community
March 13th, 16th, 23rd, 26th



Wednesday Night Bible Study at The Complex

At 6:30pm join us in Bible Study every Wednesday night,
except on the 4th Wednesday of the month.



If you have any questions, please feel free to call Ida at: (705) 856-7151



Note: Monthly "Songs and Praise" will be at
7:00 pm on the 4th Wednesday.





MFN Ongoing Programs



Questions? Contact Deanna at: d.buonomo@michipicoten.com or (705) 856-1993 ext. 219

Or

Ashley at: a.berry@michipicoten.com or (705) 856-0129 ext. 235

Crafting Social



Every Wednesday Night
6:00-8:00pm - 3 Maple



Lunch Social



Every Monday at The Complex: 12:00 -2:00pm
Every Friday at 3 Maple: 11:30-1:00pm

Drumming Social



Every Tuesday from 6-8pm at 3 Maple Street.
Everyone welcome!



Sew Much Fun!



Every Tuesday at 3 Maple
1:00 - 3:00pm





MICHIPICOTEN FIRST NATION EMPLOYMENT OPPORTUNITY LIBRARIAN / COMMUNICATIONS OFFICER

(Internal/External Posting – March 2020)

Michipicoten First Nation is a vibrant Ojibway First Nation community located on the white sands (north east shores) of Lake Superior. The registered population is approximately 1,100 with 70 members living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations and surrounding communities.

Reporting to the Executive Officer, the **Librarian/Communications Officer** will manage the library ensuring citizens have a safe and comfortable space to access community computers, borrow books, DVD's and other resources, work on personal crafts, and to participate in various programs and activities. This position is also responsible for designing print publications, updating MFN's website, and utilizing social media to ensure MFN citizens receive up to date information about programming, events, gatherings and traditional ceremonies offered through all departments.

RESPONSIBILITIES

Manage daily operations of MFN library

- Act as a first point of contact within library and provide general information to MFN citizens and staff relating to their questions, concerns, or suggestions
- Keep the library organized and have items easily accessible for patrons
- Work with the JASI software to locate and track book loans
- Rotate books based on the interests of patrons
- Order new books, research upcoming authors, research new Indigenous authors etc.
- Check books /library material in and out to patrons
- Purchase program and library materials
- Attend training that enhances knowledge regarding cultural traditions, library systems, programs, networking etc.
- Act as a liaison between MFN and Ontario Library Services – North
- Network with organizations, schools and online businesses
- Present a positive and professional image of the organization when interacting with employees, MFN citizens and other external stakeholders
- Assist with the progress of the Artifact Project

Administration and Reporting

- Compile data and prepare various reports
- Organize, maintain, and coordinate office records and files
- Prepare funding applications and reports
- Monthly reports of library status
- Keep a daily record of library usage (patrons, visitors, program attendees) and report monthly on library status

Provide computer support to MFN staff and citizens

- Maintain library equipment: computers/printers/scanners
- Monitor equipment usage and assist citizens with computer-related tasks: research, letters, resumes etc.

Communications

- Design, create and edit content for the Community Weekly Flyer and quarterly Newsletters
- Create flyers/posters to promote various events
- Coordinate distribution of Newsletters and Flyers through print, email, online and social media.
- Update MFN website, Facebook and Twitter
- Photocopy and organize documents for distribution, mailing, binding, and filing
- Network with organizations, schools, local service providers, etc. for details on community programming

Lead and support the facilitation of community programs

- Coordinate the logistical aspects of library meetings, seminars, workshops, special projects, and events
- Work both independently and collaboratively with MFN Health Staff, to design and implement programming for citizens

QUALIFICATIONS:

- Minimum High school diploma, GED, or equivalent
- Diploma in Office Administration preferred
- Clean vulnerable sector check
- Three years of experience in a similar role
- High level of proficiency with a variety of software applications: MS office, Graphic design, website administration, Outlook
- Experience with Social media: Facebook, Twitter
- Excellent writing skills, including proper spelling, grammar, editing and proofreading
- Ability to adapt to new technology
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally
- Ability to work individually as well as part of a team

JOB TYPE: Full-time, permanent

WAGES:

Michipicoten First Nation offers a comprehensive employee benefit package and competitive salary based upon experience and qualifications.

TO APPLY:

Interested persons may submit their cover letter & resume as **one document** by email to Lisa Belanger hr@michipicoten.com no later than **March 13, 2020**. Please include the job title in the email subject line.

Michipicoten First Nation (MFN) is an equal opportunity employer. MFN will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested. Since this position is engaged primarily in serving the interests of Aboriginal people, Michipicoten First Nation shall give preference to MFN citizens or Aboriginal people who possess the requisite skill sets and experience.



MICHIPICOTEN FIRST NATION EMPLOYMENT OPPORTUNITY RECEPTIONIST / ADMINISTRATIVE ASSISTANT

(Internal/External Posting – March 9, 2020)

Michipicoten First Nation is a vibrant Ojibway First Nation community located on the white sands (north east shores) of Lake Superior. The registered population is approximately 1,100 with 70 members living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations and surrounding communities.

Under the direction of the Executive Officer, the **Receptionist/Administrative Assistant** is the first line of contact within the band office, with responsibility for greeting guests and managing incoming and outgoing communications such as phone calls, faxes, mail and emails. The Receptionist/Administrative Assistant is also responsible for managing office equipment and supplies, administering the Better Living Program, recording unplanned staff absences and providing general office and administrative support to management.

RESPONSIBILITIES

Reception

- Act as a first point of contact and provide general information to staff, clients, community and the general public relating to their questions, concerns, or suggestions
- Greet visitors and contact appropriate personnel immediately or provide instruction to the visitor
- Answer telephone and electronic inquiries, directing all calls and emails to the appropriate person/department and/or ensuring accurate messages are taken
- Manage inbound and outbound mail, including emails, faxes, priority post, packages, courier services, and other correspondence
- Document unplanned employee absences and notify the appropriate manager
- Maintain and update general filing system

Administrative Duties

- Administer the Better Living Program by accepting requests, confirming qualifications and verifying expenses and supporting documentation
- Maintain and update community calendars and bulletin boards, contact lists and provide updated copies for staff members
- Manage band hall bookings and contact appropriate staff with alternatives if a conflict should arise
- Maintain inventory of office supplies and postage, submitting orders as needed
- Manage purchases, maintenance and repair of office equipment
- Maintain and monitor office supply inventory levels and place orders as required
- Ensure Reception and Administration area is locked and secured after hours

Administrative Support

- Provide administrative assistance to the Executive Officer and other Managers
- Photocopy and organize documents for distribution, mailing, binding, and filing
- Assist with coordination of community events
- Coordinate the logistical aspects of departmental meetings, seminars, workshops, special projects, and events (meeting room, equipment, catering etc.)
- Locate filed materials upon request, ensuring that materials are provided only to authorized users
- Review, evaluate, and make improvements to office procedures
- Provide back-up support for Communications Officer and Executive Secretary

QUALIFICATIONS

- High school diploma, GED, or equivalent (required)
- Degree or diploma in administration, business, or a related field (preferred)
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint), outlook & internet (required)
- Three years of experience in an administrative role (preferred)

JOB TYPE: Full-time, permanent

WAGES:

Michipicoten First Nation offers a comprehensive employee benefit package and competitive salary based upon experience and qualifications.

TO APPLY:

Interested persons may submit their cover letter & resume **as one document** by email to Lisa Belanger hr@michipicoten.com no later than **March 18, 2020**. **Please include the job title in the email subject line.**

Michipicoten First Nation (MFN) is an equal opportunity employer. MFN will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

Since this position is engaged primarily in serving the interests of Aboriginal people, Michipicoten First Nation shall give preference to MFN citizens or Aboriginal people who possess the requisite skill sets and experience.

MICHIPICOTEN FIRST NATION

Citizen Engagement Sessions

Dinner will be served at 5:00pm and the meetings will begin at 5:30pm at all sites.



Meeting Agenda

- Election Law
- Better Living Program
- Wealth Generation Strategy



March 18, 2020 - Sault Ste. Marie

Quatro Conference Centre, 229 Great Northern,
Sault Ste. Marie, ON, P6B 4Z2

March 19, 2020 - Sudbury

Sudbury Radisson Hotel, 85 Ste. Anne Road,
Sudbury, ON, P3E 4S4

June 17, 2020 - Sudbury

Holiday Inn, 1696 Regent St,
Sudbury, ON, P3E 3Z8

June 18, 2020 - Sault Ste. Marie

Delta Hotel, 208 St Mary's River Dr,
Sault Ste. Marie, ON, P6A 5V4

September 16, 2020 - Sault Ste. Marie

Delta Hotel, 208 St Mary's River Dr,
Sault Ste. Marie, ON, P6A 5V4

September 17, 2020 - Sudbury

Holiday Inn, 1696 Regent St,
Sudbury, ON, P3E 3Z8

November 18, 2020 - Sudbury

Holiday Inn, 1696 Regent St,
Sudbury, ON, P3E 3Z8

November 19, 2020 - Sault Ste. Marie

Delta Hotel, 208 St Mary's River Dr,
Sault Ste. Marie, ON, P6A 5V4



Pandemic Influenza Preparedness Communication

As you are undoubtedly aware, there have been a number of public health warnings regarding the Corona Virus (COVID-19). Please be advised that Michipicoten First Nation is taking all reasonable precautions to ensure the ongoing health and safety of our employees.

In an effort to keep our workplace healthy, we ask that all employees follow these precautionary measures:

1. **Hand Washing** – In accordance with the Michipicoten First Nation hand-washing policy, we ask that employees regularly wash their hands often with soap and warm water for at least 15 seconds, or use an alcohol based hand-sanitizer. Be sure to clean your hands after sneezing or coughing and after touching surfaces others may have touched.

2. **Coughing and Sneezing** – Please cough or sneeze into a tissue or your upper sleeve, and not your hands. Dispose of used tissues immediately.

3. **Keep Shared Surface Areas Clean** - Doorknobs, light switches, telephones, keyboards and other surfaces can become contaminated with all kinds of bacteria and viruses. Regular cleaning and disinfecting of these surfaces can help.

4. **Stay at Home when Sick** - It is imperative that a staff member who has been diagnosed with Pandemic Influenza, or has been exposed to Pandemic Influenza because a member of their household has been diagnosed with Pandemic Influenza, stay at home rather than come to work and potentially infect other staff members.

5. **Review the Michipicoten First Nation Pandemic Influenza Policy** – Be aware that Michipicoten First Nation has temporarily adopted this policy to manage employee absences caused by pandemic influenza. Major points covered in the policy include:

- Permanent and temporary staff members will be granted paid sick leave if they or their household are diagnosed with Pandemic Influenza.
- Sick leave will be granted over and above any regular sick leave already accrued by the staff member, as needed.
- If a staff member requires sick leave, he/she shall provide a medical certificate.

We thank you for your cooperation! If you have any questions or concerns, please contact your Human Resources department for more information on Michipicoten First Nation pandemic planning initiatives.



ANNUAL YOUTH & ELDERS GATHERING CALL OUT FOR VOLUNTEERS

MFN is seeking volunteers to assist with this years Youth and Elders Gathering 2020. We're looking for a working group of volunteers to assist with the following:

- ◆ Assist with the preparations for the event
- ◆ Preparing registration bags for participants
- ◆ Working various booths the week of the event
- ◆ Running the raffles the week of the event
- ◆ Assisting with the set-up and clean up of the event
- ◆ Providing support to workshops, entertainers and where needed
- ◆ Helping with food preparations for breakfast, bringing food to the Fire keepers, other volunteers, workshops Facilitators and entertainers
- ◆ Be runner
- ◆ Assisting with making the week schedule
- ◆ Assist with the creation of poster, flyer and sign up sheets

Volunteers are require to attend 2 meetings a month and weekly meetings starting in July.

If you are interested in being a volunteer please contact Alexandra Benson at 705-856-1993 ext 214 or by e-mail at a.benson@michipicoten.com

Family **BINGO**

Thursday, March 12th

4:30-6:30p.m

Band Hall

Spaghetti, Garlic Toast and Caesar Salad and Refreshments for supper starting at 4:00 p.m.

EVERYONE WELCOME !!!



Come out and Meet our new
Family Support Worker!!!



MFN March Break Activities March 16th, 17th, 18th, and 19th

Schedule of Events

Monday March 16th, 2020

*SCAVENGER HUNT

11-12 Meet at the Band Hall to get your list

3 Random Prizes for Participation

Meet at Medical Centre to pick up list

* LUNCH

12-1

*1-3 JUST DANCE FUN (PRIZES)

Band Hall

Tuesday March 17th, 2020

*OBSTACLE COURSE

11-12 Health Staff

Try your luck and see if you will be the fastest to complete the various jumps, slides and skill of balance in the obstacle course

3 Random Prizes for Participation

Medical Centre Parking Lot

* LUNCH

12-1

*FAMILY PRIZE BINGO

1-3

Complex

Come out and try your luck!!!



Wednesday March 18th, 2020

*10-12 BAKING

Come out and bake some treats

Band Hall

* LUNCH

12-1

* Rattle Making /MOVIE Afternoon

1-230 @ Library

*Ice Skating rink condition permitting

3-4

Thursday March 19th, 2020

*SLIME MAKING

10-11 Library

*POKER WALK

11-12

Meet at medical Centre

\$5.00 a hand entry fee/ hand.

Prize for highest hand

*LUNCH

12-1

*Fishing on Pike Lake Weather and Ice Permitting
(Painting on Canvas if not fishing)

The more activities you participate in the better
the chances for winning the grand prizel!!!
Don't forget to sign in on the forms for every
event!!



MFN Citizens, Youth, Elders, and Knowledge Holders

We are striking an **Advisory Committee** to help guide the **Land Use Planning** working group and provide commentary throughout the multi-year process.

We have recently hired a Community and Land Use Planner, **Alexander Marques**, to assist us in developing a plan for reserve lands at MFN.

We are asking any MFN citizens that are interested in sitting on the Land Use Planning **Advisory Committee to contact Alexander Marques by email or phone.**

Advisory Committee positions are **voluntary**, and will require members to be committed to fulfilling their duties over the course of the process.

Once formed, the first step will be to convene with the Land Use Planning Team to review and ratify a *Terms of Reference* for the Land Use Planning process.

Additionally, we are reserving *one* **Advisory Committee** position for

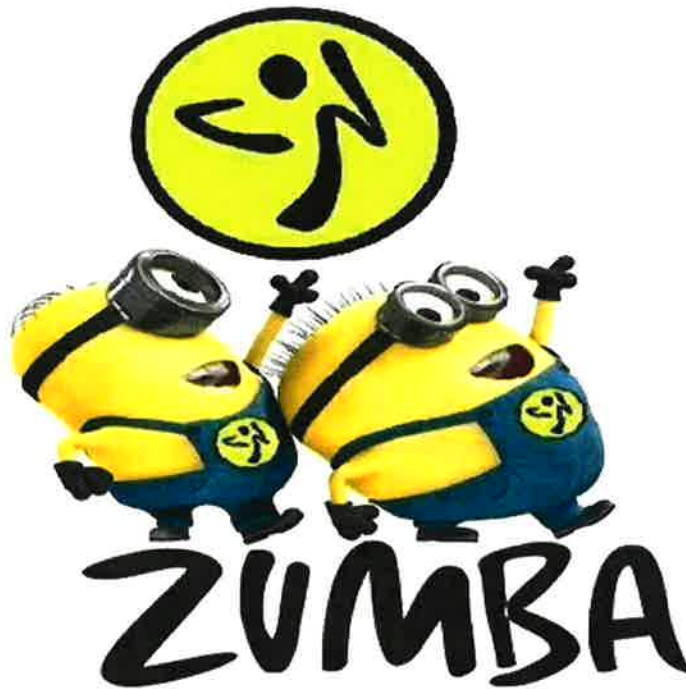
Michipicoten Youth

This would be a great opportunity to get involved and gain some experience, as well as making sure the voices of our MFN Youth are heard!

Miigwetch

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS, OR ARE INTERESTED IN BEING A PART OF THE ADVISORY COMMITTEE.

CALL: 705-856-1993 EXT:227 OR EMAIL: a.marques@michipicoten.com



Every Tuesday from 5:45-7:00pm

The Elders Complex

Water will be provided.

FUN FOR ALL AGES

Will need a minimum of 8 participants to move forward.

PLEASE SIGN UP ASAP!

Contact Nancy Andre at:

705-856-1993 ext. 226 or

nandre@michipicoten.com



B KE S ALE



Michipicoten First Nation &
Michipicoten High School
Present a Youth Powwow
coming **this Spring!**

Come out & support
MFN along side MHS
with their Bake Sale
Fundraiser!!

Location: Family Well-Being
Lodge, 3 Maple Street.
Date: March 11th & March 18th
Time: 1-3pm



For any further information please contact:
Linda Peterson @ 705-852-1573 or
Ashley Berry @ 705-856-0129 ext: 235 or
Jackie Tangie @ 1-226-821-0167





Learn about the workplace skills that are **in demand!**

In this FREE, 25-30 hour training course, you will learn about the skills needed for success in today's workplace:

- ⚙️ Communication
- ⚙️ Teamwork
- ⚙️ Personal Management
- ⚙️ Problem Solving
- ⚙️ Professional & Skills Development

Sessions are small, interactive and fun.

Soft Skills Solutions® training is being offered at:

Location: 50 B Broadway Avenue or 3 Maple Street
Dates: Tuesday, Wednesday & Thursdays (for 3 weeks)
Hours: 1:00 pm - 4:00 pm (to be confirmed)
Start Date: March 25th, 2020

**Sign up now to save your seat. 50 B Broadway Avenue
Wawa Adult Learning Centre – 705-856-4394**

Certificate issued upon successful completion.

Soft Skills Solutions® facilitators deliver this course.



This Employment Ontario Project is funded by the Ontario Government

