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Community Flyer

Wednesday, March 18, 2020



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Wednesday 18th	Thursday 19th	Friday 20th	Saturday 21st	Sunday 22nd	Monday 23rd	Tuesday 24th
-2°C	3°C	-9°C	-10°C	-3°C	1°C	3°C
-3°C	-9°C	-17°C	-15°C	-6°C	-3°C	-2°C
11SW	13SE	33N	10SW	15S	20W	10SW
—	5-10mm	2-4cm	—	<1cm	2-4cm	—

COMMUNITY INFO



IMPORTANT

**ALL MFN PROGRAMS
AND EVENTS WILL BE
CANCELLED UNTIL
FURTHER NOTICE!**

CANCELLED



*The Community Health
Nurse will be in the Medical
Centre on March 19th & 30th.*



Miigwetch!

The Chief & Council
Meeting scheduled for
March 26th is now
cancelled.



MFN citizens, stay safe!

Wednesday Night Bible Study at The Complex



CANCELLED



**Note: Monthly "Songs and Praise" will be at
7:00 pm (no meal) on the 4th Wednesday.**





Please Read

Do you have a fever, cough or difficulty breathing, AND any of the following within 14 days before the first symptoms appeared:

- Travel history to an area affected with COVID-19 (novel coronavirus)
- Close contact with a confirmed or probable case of COVID-19
- Contact with a person with acute respiratory illness who has travelled to an area affected with COVID-19

If you answer YES to any of the above:

Please go home and call Algoma Public Health at 1-888-211-8074 or your local Health Unit for assessment and testing.

Michipicoten First Nation





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 EMPLOYMENT OPPORTUNITY COMMUNITY ENERGY CHAMPION

(Internal/External Posting – March 12, 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.

We are seeking a **Community Energy Champion** to coordinate the development and implementation of a long-term community energy plan. The goal is to improve energy efficiencies in Michipicoten First Nation homes and buildings through reduction of electricity consumption, and incorporation of green energy solutions. This position offers a great opportunity for recent graduates to gain hands-on experience through a variety of green energy projects.

Reporting to the Public Works Supervisor, you will:

- Visit local businesses, landlords, homeowners and tenants as appropriate
- Conduct baseline studies of 29 houses and 8 buildings in the community, documenting past and current energy usage
- Identify cost-effective solutions to reduce energy costs and incorporate green energy options
- Research funding programs to assist with costs of energy analysis, feasibility studies, and retrofits/repairs
- Organize community engagement events to apprise citizens on options and to solicit input for the community energy plan
- Attend regional meetings and events. Promote energy conservation awareness via events such as presentations, workshops and conservation projects, preparing and distributing publicity materials, promoting energy conservation schemes (such as energy efficiency housing grants)
- Promote awareness of energy efficiency and green energy initiatives
- Coordinate the retrofit and weatherization activities needed to increase the energy efficiency of the buildings
- Utilize baseline studies to measure energy reduction and costs, once repairs and retrofits are completed
- Take a lead role with community green energy projects, including the implementation of a Solar Energy Generation System to be placed on the Fire Hall Building
- Develop proposals, plans and reports, producing specifications, estimates, drawings, feasibility studies, tender documents and work schedules.
- Liaise with contractors, council services and voluntary/community groups

Qualifications:

- Bachelor's degree with focus on GIS and Green energy markets
- Strong knowledge of energy efficiency initiatives and green energy options
- Health and safety training
- Proficient in Microsoft Office programs
- Professional presence and strong communication skills
- Ability to succeed in a fast-paced office environment
- Excellent verbal and written communication skills
- Valid Driver's license
- Ability to build effective relationships with MFN citizens and external stakeholders
- High degree of confidentiality
- Valid driver's license and access to a reliable vehicle
- Experience working with First Nations preferred

Job type: Full-time, 3-year contract

Wages:

Michipicoten First Nation offers a comprehensive employee benefit package and competitive salary based upon experience and qualifications. This position is a salaried position with flexible hours as some travel and extended hours may be required based on activity.

To apply:

Interested persons may submit their cover letter & resume **as one document** by email to Lisa Belanger hr@michipicoten.com. This posting will be active until position is filled. **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 MANAGER, HEALTH & SOCIAL SERVICES

(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.

We are seeking an experienced professional to fill the role of **Manager, Health and Social Services**. This is an exciting opportunity to have a significant impact on the well-being and everyday lives of a First Nation Community. Reporting to the Executive Officer, the Manager – Health & Social Services is responsible for the direct supervision of health & social service department staff and for ensuring the effective delivery of Michipicoten's health and social service programs to serve the needs of all MFN citizens; whether that be within an Indigenous culturally competent framework, or a best practice model. Frequent travel and flexibility to work outside of office hours may be required.

Program Leadership: Implement health-related goals as established by Chief and Council. Administer and implement all health-related policies and programs adopted by Michipicoten. Coordinate and assist health & social service staff with daily, weekly, monthly and yearly planning for program delivery and services. Evaluate current health programs and services. Develop programs related to community health needs.

Finance & Administration: Provide an administrative/monitoring function over health programs and service delivery, as well as the day-to-day operations of Michipicoten's Health & Social Service department. Safeguard health records and maintain confidentiality of the health practice. Ensure that programs operate within budget allocations.

Operations and Maintenance: Ensure the safe and efficient operation of the Michipicoten Health Centre including supply ordering and delivery/receipt, ensuring regular maintenance is performed and as required, coordinate with health professionals to ensure their clinic needs are met.

Human Resources Management: Perform day-to-day staff management in accordance with MFN policies and performance expectations including processing paperwork for timesheets, leave requests, ensuring that vital services are covered at all times, dealing with on-call issues, planning holiday coverage, performing evaluations, and providing regular constructive performance feedback.

Quality Management: Ensure that all programs meet or exceed program objectives. Ensure that Michipicoten's traditions and cultural health approaches are incorporated into service delivery. Work to maximize member satisfaction within policy constraints. Stay in close contact with members, families and the community to better appreciate their needs and assess the quality of services provided by the First Nation and Government programs.

Reporting: Submit regular reports or forecasts as required, to the Executive Officer, Chief and Council or other external representatives. Complete all reporting on a timely basis. Assist in preparing and presenting plans and/or strategies for Michipicoten Health & Education.

Funding: Identify and apply for funding available for Michipicoten Health & Social Service programs

Building Relationships: Maintain excellent working relations and communications with external service partners including First Nations Health Authority, Dilico Anishinabek Family Care, local schools, and other health and education professionals. Provide and lead opportunities for staff and other service providers to coordinate services, assist one another, and debrief for constant improvement. Act as the health and social service representative with external stakeholders and government bodies when required.

Qualifications:

- Degree in Health Sciences, Social Work or a related field preferred. Equivalent combination of education and experience will be considered
- 3+ years' experience in the direct supervision of staff involved with health or community services
- Significant, recent and relevant experience working in a health setting including the development, implementation, delivery, monitoring and evaluation of health and social services programs and services
- Detail-oriented with ability to put the complex puzzle pieces of community efforts together
- Proficiency with MS Office applications
- In depth knowledge of First Nation health and education issues.
- Knowledge of and experience with relevant health and education legislation
- Excellent verbal and written communication skills
- Ability to build effective relationships with MFN citizens and external stakeholders
- High degree of confidentiality
- Experience working with First Nations preferred
- Valid driver's license and access to a reliable vehicle
- Current criminal record check required

Term: 2-year contract (with opportunity for extension)

Wages:

Michipicoten First Nation offers a comprehensive employee benefit package and competitive salary based upon experience and qualifications. This position is a salaried position with flexible hours as some travel and extended hours may be required based on activity.

To apply:

Interested persons may submit their cover letter & resume **as one document** by email to Lisa Belanger hr@michipicoten.com. **Please include the job title in the email subject line.**

Deadline: Position open until filled

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. Preference will be given to qualified MFN members.



ANNUAL YOUTH & ELDER'S GATHERING CALL OUT FOR VOLUNTEERS

MFN is seeking volunteers to assist with this year's 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 required 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



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



MAAMWESYING

NORTH SHORE COMMUNITY HEALTH SERVICES INC.

**AS A PRECAUTIONARY MEASURE
AGAINST THE COVID-19 VIRUS,
WE ARE TEMPORARILY CLOSED
UNTIL FURTHER NOTICE**

If you have any questions about COVID-19 screening please call:
**Diedre Dupuis at 705-856-0129 x 241 or 704-914-0296,
Toll Free 1-833-564-2726**

If you have any questions about COVID-19 please call:
**The Algoma Public Health Unit at (705) 759-5404 or
1-866-892-0172 x 5404
Telehealth Ontario for medical advice at 1-866-797-0000**

Miigwetch for your patience and understanding. These changes will be regularly assessed and are in place until further notice.