



DECEMBER 2024

UPCOMING EVENTS/WORKSHOPS/DATES:

- BAND COUNCIL MEETING- DEC. 10
- ANNUAL COMMUNITY CHRISTMAS PARTY- DEC. 14
- OFFICES CLOSED DECEMBER 18 @11AM AND REOPEN JANUARY 6, 2025
- DIABETIC FOOT CARE- DEC. 4
- EMPLOYMENT OPPORTUNITIES
- EDUCATION NEWS UPDATE
- DAY CARE NEWSLETTER
- BABY EAGLE STAFF ENGAGEMENT SESSION
- ONTARIO WORKS SCHEDULE
- HIFN CHILD & FAMILY WELLBEING OPEN HOUSE- DEC. 3
- CHRISTMAS CRAFT- DEC. 3
- ENCHANTED CHRISTMAS- MEDIUM JAY LANE TRIP- DEC. 5
- AN ANISHINABE CHRISTMAS BOOK GIVEAWAY!
- CHRISTMAS BINGO- DEC. 9
- BUN VENTURE- DEC. 12
- NIHB UPDATES FOR NOVEMBER 2024

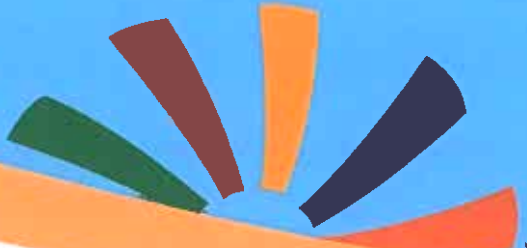


2025 HIFN CALENDARS ARE READY TO BE PICKED UP!

**DON'T
FORGET!**

1 PER HOUSE HOLD!

**Must be picked up in person!
See Darcy at Health Center to pick
yours up!**



Community Band Council Meeting

Tuesday December 10, 2024

6:00 PM @ Fire Hall

Topics

- Agenda
- Council Reports

Zoom link will be posted once available!



HENVEY INLET FIRST NATION

Closure Dates

Administration Office, Daycare, Health Centre,
Lands Office, Library, NGIG Power, Pickerel
Contracting & Water Plant will be closed starting
Dec. 18th @ 11:00AM.

Closed:

December 18 @ 11am for
Staff X-mas Party

Reopening:

January 6, 2025

Gas Bar will be closed on December 25th, 26th and
January 1, 2025



Henvey's Annual Christmas Party 2024

You're invited for some holiday cheer to
celebrate this special time of year!

Saturday December 14th, 2024

Feasting starts at 5:00pm

Special Visitor to arrive at

7:00 pm

O & M Building- 14 Sandpit Road



Christmas Party Agenda

Saturday December 14, 2024

4:00 PM- Shuttle Pick up in Bekanon

5:00 PM- Dinner

6:00 PM- Christmas Festivities

7:00 PM- Special Visitor

7:30 PM- Penny Table Social/Food Hamper Draws

9:00 PM- Shuttle return to Bekanon

PLEASE BRING FEAST BUNDLES!!!!



**Henvey Inlet
First Nation**
Pickeral, ON P0G 1J0

Administration
295 Pickeral River Road
T 705-857-2331
F 705-857-3021
1-800-614-5533

Health Centre
354A Pickeral River Road
T 705-857-1221
F 705-857-0730
1-866-252-3330

Day Care
354B Pickeral River Road
T 705-857-0957
F 705-857-1369

Chief
M. Wayne McQuabbie
Council
Patrick D. Brennan
Brenda D. Contin
Lionel R.M. Fox
Carl Ashawasagai
Stanley K. Moses
Deborah Newton
Maureen A. Kagagins

MEMORANDUM

To: All Henvey Inlet First Nation Members

From: Samantha Bradley, Human Resources Coordinator

Date: November 28, 2024

Re: Employment Opportunities

Henvey Inlet First Nation is currently accepting applications for the following positions:

- 1) Adult Education Teacher – 1 Position
- 2) Band Representative – 1 Position
- 3) Early Childhood Education Worker – 1 Position
- 4) Home Maintenance Worker – 1 Position
- 5) Community Wellness Worker – 1 Position
- 6) Gas Bar Attendant – 1 Position
- 7) Secondary School Bus Driver - 1 Position
- 8) Home Support Worker – 1 Position
- 9) Education Administrative Assistant – 1 Position

See attached job postings for more information.

Be sure to check local communication boards or our website at www.hifn.ca/community-2/job-postings-2.html for regular job posting updates.

Miigwetch,

Samantha Bradley, PCP
Human Resources Coordinator



EMPLOYMENT OPPORTUNITY

ADULT EDUCATION TEACHER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, part-time **Adult Education Teacher** to join our Administration for a six-month contract. The Adult Education Teacher reports to the Education Counsellor and is responsible for planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages adult students to develop and fulfill their academic potential. The Adult Education Teacher is also responsible for supervising and evaluating students' progress and understanding of the school board's curricula while maximizing student-learning experiences. This position requires excellent interpersonal communication skills and strong leadership skills.

MAIN RESPONSIBILITIES

The Adult Education Teacher will be responsible to:

- Maintain a welcoming, safe and healthy learning environment for all staff and students
- Prepare course objectives and outline for course of study following curriculum guidelines or requirements of the school board
- Deliver planned and approved curriculum to students in an age-appropriate manner
- Instruct students using various teaching methods that support the individual learning styles of each student
- Develop realistic learning goals that challenge the student
- Assign lessons and homework to aid and enforce comprehension and retention
- Administers tests to evaluate student's progress, record results and issue progress reports
- Meet with students to discuss progress and counsel students on areas needing academic improvement
- Assist student with establishing routines while providing them with positive guidance and building their confidence
- Keep and maintain attendance records and provide monthly progress reports to the Education Counsellor and Chief and Council
- Update all necessary records accurately and completely as required by laws, district policies and school board regulations
- Develop and maintain current, accurate and confidential student files in a secure location
- Ensure that classroom and teaching areas are clean, organized and safe at all times
- Set up and put away teaching materials needed to facilitate program objectives
- Keep up-to-date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities to incorporate emerging best practices
- Participate in and attend all training, meetings and functions as required for work or requested by supervisor, Director of Finance/Administration or Chief and Council
- Deal tactfully with colleagues, students, membership and the public
- Present a positive and professional image of the organization at all times
- Adhere to all HIFN Policies and Procedures
- Perform other duties as assigned from time-to-time by supervisor, the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Bachelor's of Education degree from an accredited institution required; University or College degree in a teachable subject preferred
- 1-3 years previous teaching experience in an adult education environment preferred

- Knowledge and understanding of school board policies, curriculum, compliance regulations and appropriate legislation
- Exceptional knowledge of the traditions of the First Nation Community preferred
- Strong knowledge of adult teaching methods and the ability to recognize individual learning styles and the characteristics of learners
- Current satisfactory CPIC Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle preferred
- Current First Aid and CPR Level C an asset
- Strong working knowledge of Microsoft Word, Excel and PowerPoint
- Excellent interpersonal communication skills and the ability to inspire and encourage students in achievement of academic excellence
- Excellent written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proactive approach to problem solving with strong decision-making capability
- Excellent negotiation and mediation skills
- High levels of patience and energy
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Willingness to participate in ongoing learning

HOURS OF WORK:

Part-Time – 16 hours per week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



EMPLOYMENT OPPORTUNITY

BAND REPRESENTATIVE

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Band Representative** to join our Administration. The Band Representative reports to the Band Representative Lead and is responsible to represent and advocate for Henvey Inlet First Nation members that are involved with any child welfare agencies throughout Canada. This position requires exceptional interpersonal communication skills and strong organization skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Band Representative will be responsible to:

- Assist with the development of a program structure for Henvey Inlet First Nation in collaboration with the Band Representative Team
- Assist with the establishment of a Child Welfare Committee and collaboratively develop Henvey Inlet First Nation child welfare laws, regulations and practices
- Provide support services to Henvey Inlet First Nation members that are currently or may be involved with child welfare agencies
- Establish and develop an active working relationship with all child welfare agencies throughout Canada
- Respond to all child welfare agencies when notified of any members being involved with their agency
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop a plan of care for HIFN members and ensure that a legal representative is aware of all court files as necessary
- Ensure that customary care is practiced with all band members before court is considered
- Participate in all Service Plans, Plans of Care or Service Development for Henvey Inlet band members
- Assist with the development of BCR's as needed with full briefing notes for Chief and Council
- Review CCAs prior to seeking Chief and Council's approval for BCRs
- Present in-camera sessions with a report to Chief and Council monthly or when required
- Build and maintain trusting and supportive client relations
- Attend all court proceedings related to band member child welfare cases as required
- Act as a representative of Chief and Council when they are unable to attend courtroom proceedings for child welfare cases
- Present information and documents to the courts on behalf of Chief and Council for child welfare cases
- Act as a support system to band members required to attend child welfare court proceedings
- Maintain an empathetic and supportive demeanor to band members and their families
- Liaise with Chief and Council regarding court proceedings and outcomes
- Maintain a log of activities that are participated in on behalf of the band
- Create and maintain a secure filing system with gathered information on all our members with open files with each child welfare agency throughout Canada in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Social Services, Family Services, Child and Youth Services or other related field
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Knowledge of the history of child welfare as it pertains to First Nations' communities
- Full understanding of the Child and Family Services Act (CFSA), Bill C92, federal and provincial child welfare laws and regulations and Customary Care Agreements
- Previous courtroom and public speaking experience
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Ability to work independently and as part of a team
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henvevinlet.com

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EMPLOYMENT OPPORTUNITY

EARLY CHILDHOOD EDUCATION WORKER

RE-POSTED

POSITION SUMMARY

Henvey Inlet First Nation is seeking a qualified full-time **Early Childhood Education Worker** to join our Administration. The ECE Worker reports to the Daycare Supervisor and is responsible for providing supervision and direct childcare to children attending the HIFN Daycare, in compliance with all regulatory standards required by federal, provincial and First Nations legislation, policies and procedures. Under the leadership of the Daycare Supervisor, the ECE worker will help to plan and implement developmentally appropriate activities and experiences for the children using a variety of teaching techniques in alignment with HIFN Daycare Philosophy. This position requires excellent interpersonal communication skills and the ability to adapt and respond to all childcare needs.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Early Childhood Education Worker will be responsible to:

- Provide a daily balance of developmentally appropriate active/quiet, indoor/outdoor & individual/group activities and experiences for children
- Assist children in self-expression by listening and responding with dialogue that encourages and lengthens conversations
- Encourage the children in learning about a variety of different cultures, including an understanding of our First Nation culture and value system
- Provide experiences and play material that actively promotes diversity and acceptance in interactions and attitudes
- Participate in short- & long-term Daycare planning initiatives and evaluations
- Learn and use techniques provided to assist children in developing the necessary coping skills to address unique life issues
- Observe how children use materials and interact with other children and adults and plan activities that recognize these individual differences
- Initiate referral for additional services for parents and children as needed
- Ensure the child's environment is healthy and safe and monitor the environmental hazards
- Attend to children's physical needs for toileting, diapering, eating & sleeping as promptly as possible
- Maintain positive and ongoing communication with parents
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Daycare Supervisor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary diploma or degree Early Childhood Education, Child and Youth Worker, Social Services or other related field plus 1-3 years related professional experience working with children preferred
- Current Ontario RECE License in good standing and registration with the College of Early Childhood Education preferred
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C
- Membership in good standing with the College of Early Childhood Educators
- Knowledge of the Child Care and Early Years Act, 2014
- Professional and responsible attitude
- Excellent oral, written and interpersonal communication skills
- Willingness to work flexible hours

HOURS OF WORK

Full Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

HOME MAINTENANCE WORKER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a temporary, full-time **Home Maintenance Worker** to join our Administration for a 6-month contract. The Home Maintenance Worker reports to the Community Health Nurse and is responsible for providing primarily exterior home maintenance and minor home repairs for eligible clients in the Community. This position requires excellent customer service and interpersonal communication skills and a strong work ethic.

MAIN RESPONSIBILITIES

The Home Maintenance Worker will be responsible to:

- Ensure the safety and adaptation needs of clients are met via installation of support bars, railings, etc.
- Check and report any extraordinary maintenance or safety concerns to the Supervisor
- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Accompany Supervisor on quarterly home visits to clients to review services being provided and ensure client satisfaction
- Perform various preventative, routine and seasonal home maintenance duties for clients including:
 - Basic plumbing such as repairing leaky faucets, broken pipes, etc.
 - Interior and exterior painting, window washing and basic carpentry
 - Changing light bulbs and smoke detector batteries
 - Deck and porch repair
 - Installation of clotheslines when requested
 - Hanging wall fixtures, safety bars or décor
 - Ensuring mailboxes are kept in good order for incoming mailing delivery
 - Cutting, piling, splitting and delivering wood
 - Lawn maintenance such as grass and brush cutting, raking leaves and removal of fallen trees
 - Assisting with planting, watering, weeding and harvesting of gardens
 - Clearing snow from driveways, steps, ramps, pathways, garbage bins, and mailboxes
 - Salting and/or sanding driveways, steps, ramps and walkways prior to and immediately following snow or ice storms
 - Hanging Christmas lights and outdoor decorations
 - Cleaning chimneys, stove pipes and gutters/eavestroughs
 - Winterizing doors and windows
 - Water delivery
 - Picking up and removing garbage and other debris in and around the property
 - Assisting with more difficult tasks in and around the home as required
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Must be 17 to 30 years of age per funding agreement
- Must be unemployed and not in school per funding agreement
- Valid Ontario Class G2 Driver's License **a must**
- Grade 12 diploma or equivalent preferred
- Current CPIC
- Basic home maintenance and carpentry skills
- Previous brush cutting or landscaping experience an asset
- Chainsaw Safety Certification preferred
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Previous experience providing respectful and compassionate service to Elders preferred
- Current First Aid and CPR Level C
- Excellent customer service and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours a must

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$19.52/hour

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

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Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

COMMUNITY WELLNESS WORKER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Community Wellness Worker** to join our Administration. The Community Wellness Worker reports to the Health Director and is responsible for providing culturally appropriate programs and services to address and respond to existing and emerging family violence, health, healing and wellness issues, including intergenerational trauma. The Community Wellness Worker will work directly with clients to achieve and enjoy healthy and balanced lives through the promotion of positive change in values, attitudes and behaviours. This position requires exceptional interpersonal communication and advocacy skills and strong knowledge of First Nations culture, language and traditional ceremonies and practices.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Community Wellness Worker will be responsible to:

- Support the reduction and prevention of family and community violence through 1-on-1 client support and group support initiatives
- Assist in planning, designing and facilitating various group-based workshops and activities focused on improving indigenous health and enabling participants to achieve and enjoy a healthy and spiritually balanced life
- Work collaboratively with HIFN colleagues and community partners to bring family violence and human trafficking awareness and prevention campaigns and resources into the community
- Build and maintain trusting and supportive client relations
- Assist with client intake and needs assessments, ensuring all necessary forms and documents are completed and inputted into appropriate files and electronic databases
- Maintain up-to-date electronic and paper-based client files, ensuring they are securely stored with restricted access
- Provide client-based services that utilize case management techniques such as establishing trusting relationships, case noting, advocacy and referrals
- Conduct home visits and provide home outreach services as appropriate
- Support clients to establish and maintain independent, safe and stable living environments where their basic needs are being met
- Assist clients with scheduling appointments and securing or providing transportation to/from appointment destinations
- Assist clients with applying for and obtaining personal identification such as birth certificates, health cards, status cards, etc.
- Encourage and support clients to make healthy choices and practices through methods such as harm reduction
- Support clients through their journey to healing traumas and assist them to connect with after-care support programs designed to help them achieve overall wellness
- Incorporate indigenous culture into healing and wellness activities
- Provide focused education and information to members seeking to learn about and participate in their indigenous culture through individual and group counselling sessions
- Work collaboratively with the Cultural Coordinator to coordinate and facilitate ceremonial and traditional activities, including sewing and beading groups, healing/cultural teaching circles and/or support groups
- Provide culturally appropriate life skills training, support services, resources, educational materials, and workshops to address community wellness needs
- Help to organize and facilitate all major community events such as the Community Christmas Party, Easter Breakfast, Loonie Auction, Community Powwow, Remembrance Day Ceremonies, etc.
- Establish committees to help coordinate all major community events and recruit and train volunteers

- Work collaboratively with staff, band members and Elders to establish and maintain documentation of HIFN historical projects, events, family histories and other relevant historical archives
- Assist members with establishing and maintaining up-to-date ancestry records when requested
- Provide members with culturally centered support services for funeral and estate planning when requested
- Plan the annual Seven Grandfather Teaching awards ceremony and oversee the nomination and selection process
- Prepare and submit grant proposals to funding agencies for community wellness and fitness initiatives
- Order and purchase supplies required to facilitate community events, workshops and other approved items for clients as needed
- Distribute information on community wellness workshops, community events and other departmental initiatives via the community newsletter, website, bulletin boards and other multi-media platforms as required
- Ensure all Ministry reporting requirements are met in a timely manner, including the completion and submission of all required agency forms, agreements, budgets and reports
- Prepare and monitor annual community wellness program budget and present quarterly program financial reports to the Director of Finance/Administration
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop and maintain professional working relationships with external agencies and program sponsors including the Union of Ontario Indians
- Liaise and consult with the Union of Ontario Indians on issues and available opportunities to enhance the community wellness program
- Prepare and submit all mandatory reports required on behalf of the community wellness program to the appropriate government ministry and funder
- Work collaboratively and cooperatively with all community professionals, departments and colleagues
- Prepare full briefing notes for the Health Director, Director of Finance/Administration and Chief and Council on program statistics regarding program participation and attendance, and other issues and concerns
- Develop and maintain accurate, up-to-date and concise work files
- Create and maintain a secure filing system with gathered information on all clients accessing services in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in external continuous learning opportunities that affect the delivery of the community wellness program and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time-to-time by the Health Director, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent required; Post-secondary degree or diploma in Social Services, Human Services or other related field preferred
- 2-3 years of experience providing health and social support services to clients, preferably in an Indigenous setting
- Previous experience working with volunteers in a non-profit setting an asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Current NVC training certificate an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Knowledge of current social issues affecting Indigenous people including trauma and addictions
- Previous experience working within a First Nations organization an asset
- A strong working knowledge of traditional ceremonies and practices
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients, community agencies and affiliates
- Ability to mentor clients and intervene when additional support services and referrals are needed
- Knowledge of relevant community-based, and external support programs and services available
- Strong public speaking and advocacy skills

- Strong written and verbal communication skills
- Exceptional time-management, organization and administrative skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent problem-solving, critical thinking and conflict resolution skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Effective financial literacy and budgeting skills
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Ability to work collaboratively with colleagues in all departments to support client needs
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

HOURS OF WORK

Full-Time – 35.5 hrs/wk

WORK LOCATION

In-office

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

GAS BAR ATTENDANT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is a casual **Gas Bar Attendant** to join our Administration. The Gas Bar Attendant reports to the Gas Bar Manager and is responsible for the sale of fuel and other automotive products and in-store merchandise, including tobacco products. The Gas Bar Attendant is also responsible for processing all point-of-sale transactions via cash, credit or debit card using an electronic scanner and cash register. This position requires a high level of personal integrity and superior customer service skills.

MAIN RESPONSIBILITIES

The Gas Bar Attendant will be responsible to:

- Greet Gas Bar customers and refuel vehicles
- Answer customer inquiries
- Assist with the sale of automotive products, in-store merchandise and tobacco products, ensuring restricted products are sold only to customers that are of the required age by requesting appropriate identification
- Process sales transactions, receive payments and issue correct change and receipts
- Count money in cash drawer at the beginning and end of shifts, dropping end of shift deposits in Finance deposit box
- Maintain clean and orderly checkout areas and Gas Bar exterior by sweeping service station and shoveling, sanding and/or salting service in winter and picking up/removing garbage and debris
- Stock shelves and price merchandise
- Change fuel prices on signage
- Assist with placing and receiving fuel and merchandise orders
- Maintain accurate sales and purchase records
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Must be 18 years of age or older
- Grade 12 diploma or equivalent preferred
- Customer service and/or retail experience preferred
- Current First Aid and CPR Level C an asset
- Excellent customer service and interpersonal communication skills
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Professional appearance and manners
- High level of personal integrity and a strong work ethic
- Basic mathematical skills
- Strong attention to detail
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours, including occasional weekends, **a must**

HOURS OF WORK

Varies – up to 40 hours per week as needed

REMUNERATION

\$18.52/hour

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

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EMPLOYMENT OPPORTUNITY

SECONDARY SCHOOL BUS DRIVER

POSITION SUMMARY

Henvey Inlet First Nation is seeking a **Secondary School Bus Driver** to join our Administration for a temporary, 5-month contract for the 2024-25 school year. The Secondary School Bus Driver reports to the Education Counsellor and is responsible for transporting students of various ages to and from their homes and respective schools in a timely and safe manner and in accordance with MTO driving regulations, Ontario traffic laws and safe driving practices. This position requires excellent organization, communication and customer service skills.

MAIN RESPONSIBILITIES

The Secondary School Bus Driver will be responsible to:

- Ensure bus is well-maintained and operational by conducting daily safety checks on both interior and exterior of school bus prior to operating vehicle
- Report any bus malfunctions or needed repairs
- Safely deliver students to and from their homes and schools, following the assigned time schedule.
- Assist students with boarding and exiting the bus and while crossing the street as needed
- Adhere to and enforce bus safety rules and standards
- Comply with traffic regulations to operate vehicles in a safe and courteous manner
- Resolve any conflicts in a positive, respectful and proactive manner
- Complete an Ontario School Bus Inspection Log Book and Drivers Time Log Book on a daily basis
- Fuel the bus at HIFN Gas Bar as required, notifying the Gas Bar Attendant which bus they are fueling to ensure the correct account is charged
- Transport busses to maintenance and service appointments as required
- Cleaning of the interior of the bus daily and restocking bus supplies when necessary
- Regularly report on the operations of daily runs to the Education Counsellor
- Be available by phone at all times during the school day
- Be informed on protocols for the bus's ability to transport students when weather or safety conditions are a concern
- Other duties as assigned from time to time by the Supervisor, Chief and Council or the Director of Finance/Administration.

QUALIFICATIONS

- Grade 12 diploma or equivalent preferred
- Valid Ontario Class B Driver's License **required**
- Clear Driver's Abstract
- Clear CPIC – Vulnerable Sector Police Check
- Current First Aid and CPR Level C

- Previous school bus driver experience preferred
- Knowledge of the Ontario Highway Traffic Act and school bus regulations
- Knowledge of First Nations customs, traditions and language an asset
- Excellent driving skills and habits
- Ability to remain attentive when faced with distractions
- Excellent customer service and written and verbal communication skills
- Exceptional organization and time-management skills
- High level of personal integrity and accountability

HOURS OF WORK

Full-Time – 40 hrs/week

REMUNERATION

Based on experience

START DATE

February 3, 2025

APPLICATION DEADLINE

January 7, 2025

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



EMPLOYMENT OPPORTUNITY

HOME SUPPORT WORKER

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Home Support Worker** to join our Administration. The Home Support Worker reports to the Community Health Nurse and is responsible for providing in-home housekeeping and personal care support for eligible clients in the Community. This position requires high-level of personal integrity and professionalism.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Home Support Worker will be responsible to:

- Provide appropriate level of service to all clients as assigned and noted in the monthly calendar
- Ensure the safety and adaptation needs of clients are met, reporting any extraordinary maintenance or safety concerns to the Supervisor
- Check and report any concerning changes in client behaviour or conditions to the Supervisor
- Visit with clients and provide friendly companionship
- Help clients with daily personal care items such as dressing or grooming when requested
- Assist elders with their medications as needed or required
- Assist with personal safety such as walking and descending stairs, getting up or sitting down, and climbing in and out of bed, etc. as needed
- Perform housekeeping tasks catered to each clients' individualized needs including doing dishes, making beds, washing/drying/ironing/folding/putting away laundry, putting away groceries and other items, and other routine cleaning tasks
- Do a major deep house cleaning at least twice per year in spring and fall
- Help plan, prepare and serve meals, cleaning up once finished
- Help collect client mail from the community mail box and deliver to client in-person as requested
- Help with household-management tasks like coordinating non-medical appointments and excursions or running household errands such as groceries and other shopping
- Accompany clients to events, appointments and shopping excursions as required
- Serve as back-up transportation driver and help to coordinate client transport when needed
- Assist Home Maintenance Worker on exterior maintenance when directed
- Accompany Home Care Nurse on quarterly home visits to clients to review services being provided and ensure client satisfaction
- Attend and participate in staff meetings, training seminars, workshops, and online courses as requested
- Adhere to all HIFN Policies and Procedures
- Perform other duties as assigned from time-to-time by the Supervisor, Health Director or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent
- Completion of a Personal Support Worker certificate program preferred
- 1-3 years work experience as an in-home personal support worker preferred
- Previous experience providing respectful and compassionate service to Elders preferred
- Valid Ontario Class G Driver's License and access to a reliable, insured vehicle **a must**
- Current CPIC
- Current First Aid and CPR Level C
- Ability to understand and speak Ojibway preferred
- Excellent customer service and interpersonal communication skills
- Exceptional organization and time-management skills
- Professional, friendly attitude and a strong work ethic
- High level of personal integrity
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Must be able to work with little supervision; must be self-directed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

January 6, 2025

APPLICATION DEADLINE

December 11, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.



EMPLOYMENT OPPORTUNITY

EDUCATION ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Education Administrative Assistant** to join our Administration. The Education Administrative Assistant reports to the Education Counsellor and is responsible for providing ongoing administrative support for the Education Department to ensure smooth operation of educational support programs. The Education Administrative Assistant will assist with documenting, tracking and reporting on training and education programs and initiatives. This position requires exceptional organization and time-management skills and strong computer skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Education Administrative Assistant will be responsible to:

- Present a positive and professional image of the organization at all times
- Answer incoming calls and take and record telephone, e-mail, or written messages
- Serve as a central point of contact for Educational Department questions and concerns
- Respond to general membership, staff and client inquiries via telephone, email and in-person where appropriate
- Promote good relations with staff, parents, councils, and the community
- Create new files, labels and records as necessary
- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Locate and remove materials from files when requested
- Accurately record and distribute all forms of paper correspondence and mail
- Prepare outgoing mail for distribution
- Write correspondence, forms, letters, reports, and memos as necessary
- Make, collate and distribute photocopies as necessary
- Assist with the completion of client intake forms, applications and all other required education-related forms
- Assist with tracking and recording client attendance, examinations and assessments results
- Assist in the compilation and maintenance of data for various reports using the Learning Management System as necessary
- Assist in the development of long-range and short-term department goals and objectives
- Assist in the development of Education Department policies and procedures
- Establish and maintain effective professional relationships with educational institutions and government agencies
- Assist with preparing and submitting recommendations regarding the success of educational programs

- Research funding programs available for the Education Department needs and assist with funding applications, including KEB contribution funding agreement, as requested
- Assist with the completion of Education Department reports for all government agencies and funders
- Ensure that reports and information requested by education officers are promptly provided
- Prepare statistical reports for leadership meetings, explaining the usage and progress of the current educational programs
- Assist with scheduling and coordinating meetings and appointments with clients
- Assist with the coordination of all Education Department meetings and programming by preparing materials and organizing catering as required
- Assist with organizing, setting up and cleaning up meeting facilities and ensuring appropriate presentation equipment is available
- Create posters and notices on behalf of the Education Department for distribution in the newsletter, building communication boards, and HIFN website
- Assist with updating HIFN website with Education Department notices and correspondence
- Assist with the purchase of equipment and other materials needed to support clients with educational success
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Education Counsellor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Education, Human Services or Office Administration preferred; or Grade 12 diploma and equivalent required
- 2+ years previous office administration experience
- Valid Ontario Class G Driver's License with access to a reliable vehicle preferred
- Current CPIC
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Ability to work independently and as part of a team
- Proven ability to handle confidential information with discretion
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Based on experience

START DATE

January 27, 2025

APPLICATION DEADLINE

January 7, 2025

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

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Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.

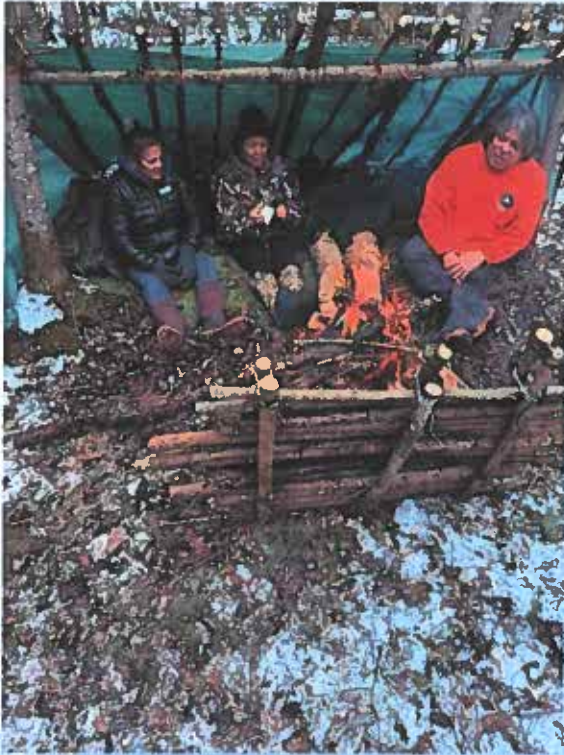


MEALS ON WHEELS NOTICE

There will be NO Meals on Wheels for the
weeks of December 2nd to December 6th
and
December 9th to December 13th.

Meals will RESUME on December 17th and
December 19th and will continue
over the Christmas Holidays on December 23rd
and December 27th and
December 30th and January 3rd.

Sorry for inconvenience!



**SURVIVAL TRAINING
PARTICIPANTS!**



IMPORTANT INFORMATION ABOUT CHILDREN'S LETTERS TO SANTA

- All letters to Santa must be mailed by Friday, December 6, 2024. Letters mailed after this date may not make it to the North Pole Post Office in time for Santa to write and send his reply before Christmas.
- Letters mailed after December 6 will receive a reply after January 6, 2025.
- If you are collecting letters from the children, please mail them to Santa at his North Pole address as you receive them. DO NOT hold onto letters until the week before Christmas. It's a long way to the North Pole and back, but our postal elves are on standby, ready to help Santa with his mail and get the replies back to children as quickly as possible!
- Letters to Santa do not need a stamp, and can be either mailed or dropped off at your nearest post office.



Here is Santa's address:

**Santa Claus
North Pole
HOH OHO**

Drop off in person with administration or the library at 295 Pickeral River Road. If you have any questions please email anisha.jeanveau@henveyinlet.com



7 Grandfather Teachings 2024 Awards

Call for Nominations

Nominations are now being accepted for individuals who have made a positive contribution to our Community. Nominators are encouraged to nominate an individual who has demonstrated one or more of the Seven Grandfather Teachings. Nominations can be submitted into one of the two Ballot boxes located at the Administration Building or Health Centre.

Submission Deadline is December 6, 2024
@ 12 NOON

Each Winner will receive an award and \$100.00 Cash at the 2024 Community Christmas Party. For further information Contact Brenda Contin

Top 10 Holiday Safety Tips

ESFi



1. Inspect electrical decorations for damage before use.

Cracked or damaged sockets, loose or bare wires, and loose connections may cause a serious shock or start a fire.



2. Do not overload electrical outlets.

Overloaded electrical outlets and faulty wires are a common cause of holiday fires. Avoid overloading outlets and plug only one high-wattage appliance into each outlet at a time.



3. Never connect more than three strings of incandescent lights.

More than three strands may not only blow a fuse, but can also cause a fire.



4. Keep tree fresh by watering daily.

Dry trees are a serious fire hazard.



5. Use battery-operated candles.

Candles start almost half of home decoration fires (NFPA).



6. Keep combustibles at least three feet from heat sources.

A heat source that was too close to the decoration was a factor in half of home fires that began with decorations. (NFPA).



7. Protect cords from damage.

To avoid shock or fire hazards, cords should never be pinched by furniture, forced into small spaces such as doors or windows, placed under rugs, located near heat sources, or attached by nails or staples.



8. Check decorations for certification label.

Decorations not bearing a label from an Independent testing laboratory such as Underwriters Laboratories (UL), Canadian Standards Association (CSA) or Intertek (ETL) have not been tested for safety and could be hazardous.



9. Stay in the kitchen when something is cooking.

Unattended cooking equipment is the leading cause of home cooking fires (NFPA).



10. Turn off, unplug, and extinguish all decorations when going to sleep or leaving the house.

Unattended candles are the cause of one in five home candle fires. Half of home fire deaths occur between the hours of 11:00 p.m. and 7:00 a.m. (NFPA)



Winter Holiday Safety

Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season.

HOLIDAY DECORATING

- Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- Keep lit candles away from decorations and other things that can burn.
- Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- Use clips, not nails, to hang lights so the cords do not get damaged.
- Keep decorations away from windows and doors.



HOLIDAY ENTERTAINING

- Test your smoke alarms and tell guests about your home fire escape plan.
- Keep children and pets away from lit candles.
- Keep matches and lighters up high in a locked cabinet.
- Stay in the kitchen when cooking on the stovetop.
- Ask smokers to smoke outside. Remind smokers to keep their smoking materials with them so young children do not touch them.
- Provide large, deep ashtrays for smokers. Wet cigarette butts with water before discarding.



Before Heading Out or to Bed

Blow out lit candles when you leave the room or go to bed. **Turn off** all light strings and decorations before leaving home or going to bed.

FACTS

- ❗ **One-third** of home decoration fires are started by candles.
- ❗ **Two of every five** decoration fires happen because decorations are placed too close to a heat source.



**NATIONAL FIRE
PROTECTION ASSOCIATION**

The leading information and knowledge resource
on fire, electrical and related hazards



12 DAYS OF HOLIDAY SAFETY



DAY 1 - DECEMBER 12

Use the proper lights, and check for frayed or damaged cords.

DAY 2 - DECEMBER 13

Let's go flameless - use battery operated candles.

DAY 3 - DECEMBER 14

Have working smoke alarms.

DAY 4 - DECEMBER 15

Have working carbon monoxide alarms.

DAY 5 - DECEMBER 16

Water fresh cut trees daily.

DAY 6 - DECEMBER 17

Extension cords are for temporary use; overloaded outlets can overheat and start a fire.

DAY 7 - DECEMBER 18

When celebrating with candles, keep open flames away from anything that can burn.

DAY 8 - DECEMBER 19

Develop and practice a home fire escape plan with everyone in your home.

DAY 9 - DECEMBER 20

Stay in the kitchen when cooking on the stovetop.

DAY 10 - DECEMBER 21

Keep decorations 1 metre away from space heaters or other heating sources.

DAY 11 - DECEMBER 22

If you smoke, smoke outside.

DAY 12 - DECEMBER 23

Lithium batteries - always follow manufacturer's instructions for safe charging.

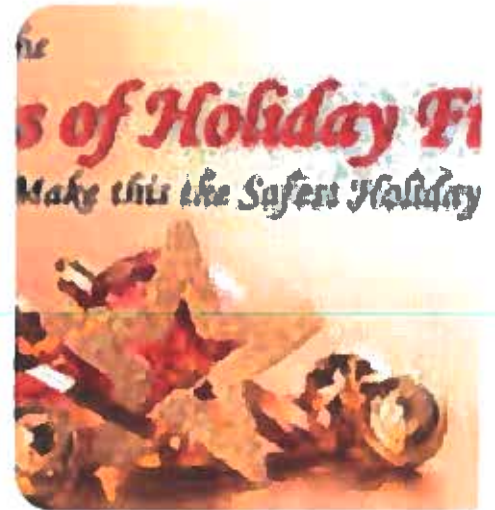


In Partnership With:



Holiday Entertaining

- Test your smoke alarms and tell guests about your home fire escape plan. ...
- Keep children and pets away from lit candles.
- Keep matches and lighters up high in a locked cabinet.
- Stay in the kitchen when cooking.
- Ask smokers to smoke outside.
- ...
- Don't drink and drive, or let your guests drink and drive.





HENVY INLET FIRST NATION
**WELCOMES ANISHA JEANVEAU AS
OUR NEW LIBRARIAN**

Anisha comes to us with a background consisting of Addictions, Mental Health, and Social Services experience. Anisha joined our team on October 7, 2024; She has been familiarizing herself with all aspects of the role including departmental policies and procedures, organizational structure, and team and community building and engagement endeavors. She is looking forward to hearing any suggestions, ideas, and interests HIFN has for the Library. The Library hours of operation are Monday - Thursday 8:30 AM to 4:30 PM and Friday 8:30 AM to 12:00 PM. Please join us in welcoming Anisha to the HIFN Team!



EDUCATION NEWS



DECEMBER 2024

IMPORTANT DATES

NOBEL PUBLIC SCHOOL

DECEMBER 3: NOBEL SALAD BAR-BUTTER CHICKEN

DECEMBER 7: CATCHBALL TOURNAMENT- DETAILS TO BE DETERMINED

DECEMBER 9: DENTAL SCREENING FOR JK, SK AND GRADE 2

DECEMBER 17: 6PM NOBEL CHRISTMAS CONCERT & HOLIDAY FEAST

NOVEMBER 18: CHRISTMAS CONCERT SNOW DATE

BRITT PUBLIC SCHOOL

DECEMBER 2: LIBRARY DAY

DECEMBER 6: COMFY DAY

DECEMBER 9- SCIENCE NORTH VISITS BRITT & LIBRARY DAY

DECEMBER 13: JERSEY DAY

DECEMBER 16: RED & GREEN DAY/ LIBRARY DAY

DECEMBER 17: DRESS UP DAY & WINTER CONCERT @ 5PM

DECEMBER 18: PYJAMA DAY

**DECEMBER 19: HOLIDAY SWEATER DAY/WINTER HOLIDAYS AROUND THE
WORLD**

DECEMBER 20: HAT DAY/ LAST DAY OF SCHOOL FOR THE HOLIDAYS

EDUCATION NEWS



EDUCATION COMMITTEE

INTEREST IN CREATING AN EDUCATION COMMITTEE SO EVERYONE CAN BE INVOLVED IN THE EDUCATION DECISION MAKING IN OUR COMMUNITY.

THOSE INTERESTED IN BEING A PART OF THE EDUCATION COMMITTEE IN THE COMMUNITY ARE ENCOURAGED TO MAKE AN APPLICATION TO THE EDUCATION DEPARTMENT. GENEVIEVE SOLOMON DUBOIS WILL THEN MAKE RECOMMENDATIONS TO THE CHIEF AND COUNCIL UPON THE DIRECTION OF OUR EDUCATION.

IF A MEMBER WOULD LIKE TO CONTACT THE EDUCATION DEPARTMENT THEY CAN DO SO BY ADDRESSING THEIR CONCERNS/QUESTIONS TO GENEVIEVE, WHICH WILL THEN BE ADDED TO THE NEXT CHIEF AND COUNCIL AGENDA FOR DISCUSSION.

AS THIS WILL BE A NEW COMMITTEE INTRODUCED TO THE COMMUNITY, YOU CAN FORWARD ANY QUESTIONS TO EITHER GENEVIEVE OR EILEEN AT 705-857-2331 EXT. 229

DECEMBER

BRITT SCHOOL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 LIBRARY DAY SCIENCE NORTH VISITS BRITT PS 11:30 - 1:30 LIBRARY DAY	10	11	12	13 JERSEY DAY	14
15	16 LIBRARY DAY RED & GREEN DAY LIBRARY DAY	17 DRESS UP DAY WINTER CONCERT! 3 - 6 PM	18 PYJAMA DAY	19 HOLIDAY SWEATER DAY! WINTER HOLIDAYS AROUND THE WORLD	20 HAT DAY LAST DAY	21 WINTER BREAK
22	23 WINTER BREAK	24 WINTER BREAK	25 Merry CHRISTMAS	26 WINTER BREAK	27 WINTER BREAK	28 WINTER BREAK
29	30 WINTER BREAK	31 NEW YEARS EVE	1 HAPPY NEW YEAR!	2 WINTER BREAK	3 WINTER BREAK	4 WINTER BREAK
5	6 WINTER BREAK	6 Back to SCHOOL!				



WE NEED YOUR **HELP**

LOOKING TO SEE IF
MEMBERS HAVE A PHOTOS
OF ANY PREVIOUS CHIEF
AND COUNCILLORS!

PLEASE SUBMIT TO EILEEN!

FOR MORE INFORMATION OR ANY
QUESTIONS PLEASE CALL EILLEN BOUCHER AT
ADMINISTRATION

705-857-2331





KEB/AETS



ANISHINAABEMOWIN ONLINE CLASS



**WEDNESDAY FROM
6-7PM EST!**

Start date: November 6th, 2024
End date: June 25th, 2025
Instructor: Audrey Fisher

REGISTER HERE!



[Or click
here!](#)

For more info/questions, contact kristin.kewaquom@a-e-s.ca

December



And in the blink of an eye November has come to an end! We had lots of fun in the month of November. The children have really enjoyed the festive sensory table of red and green. They used the scoops and spoons to pick up the rice and then dumped it working on our fine motor skills. We also have been working with the children to help with self-help skills with getting ready to go outside. We have begun having the children start taking off their own shoes and helping to put on their coat all on their own!

For the month of December we are planning for the following:

December 2nd: Festive Slime Making.

December 4th: "Gingerbread" Housing Making (using graham crackers)

December 6th: Ornament Making.

December 9th: Finish Ornament Making.

December 11th: Red and Green day!

December 13th: Fizzy Snow Experiment

December 16th: Snowman making.

December 17th: Cookie Decorating.

December 18th: Christmas Movie and Pj Day!

**** Reminder Daycare is Closed: December 19th until January 5th! ****

Some reminders for the New Year:

- ◆ Daycare is Open at 8:30 Monday to Friday, Arrival is to be **BEFORE 9:00am**. After 9:00am the door will be locked and you will not be admitted that day unless for a **valid reason (ex, appointment)**. Unfortunately we have had a pattern of families arriving well after 9:00am the last few months and has become hard on the cook to prepare the meals when we are not sure who we are expecting.
- ◆ Your children are outside for two hours a day (weather permitting) that is either going out for a walk or to the playground. It is the parents responsibility that their children have the proper clothing for the day. That includes snowpants, coat, boots, hat, mitts and spare clothing incase of accidents or spills.
- ◆ The next Baby Eagle Staff Meeting is January 14th 2025! If you and your family are wishing to attend please let me know no later than January 9th for catering purposes!

Daycare staff and I would like to wish everyone A Merry Christmas and a happy and safe New Year!

Ashley (RECE), Nancy (RECE), Kathy (RECE), Darlene (Cook)





BABY EAGLE STAFF



COMMUNITY ENGAGEMENT SESSION

HENVEY INLET FIRST NATION

WHAT IS AN EAGLE STAFF?

EVERY EAGLE STAFF CREATED IS UNIQUE TO ITS COMMUNITY. IT IS A SYMBOL OF NATIONHOOD, RELATIONSHIPS, CLANS, TRUST, SACREDNESS, AND OUR TRADITIONAL INDIGENOUS KNOWLEDGE. THE EAGLE STAFF WILL BECOME A PART OF YOUR COMMUNITY.

THE EAGLE STAFF CONTAINS STORIES, TEACHINGS, AND IDENTITY SPECIFIC TO THE COMMUNITY. IT HAS A SPIRIT AND IS ALIVE.

THE CHILDREN'S EAGLE STAFF REPRESENTS THE "RIGHTS OF THE CHILD" AS BESTOWED ON CHILDREN BY THE CREATOR AND IS KNOWN IN ANISHNAABEMOWIN AS NIIGANNINAATIG, WHICH MEANS "THE ONE THAT LEADS THE CEREMONY."

ALL CHILDREN & FAMILIES ARE ENCOURAGED TO ATTEND

OVERVIEW OF SESSION

- FEAST
- OPENING CEREMONY
- EAGLE STAFF TEACHINGS
- DISCUSSION
 - WHAT DOES YOUR BABY EAGLE STAFF REPRESENT?
 - HOW DOES IT LOOK?
 - HOW DO WE DRESS IT?
- PROTOCOLS
 - LOCATION FOR EAGLE STAFF
 - EAGLE STAFF CARRIER
 - CARING FOR EAGLE STAFF
- CLOSING

Facilitated by
Niijaansinaanik Culture
Services Team
Perry McLeod-Shabogesic
Paige Restoule
Irvin Contin

Please register with
Ashley Houckley
for catering purposes

DATE
Tuesday January 14
Tuesday February 4
Tuesday February 18

TIME
5:00-6:30pm

LOCATION
Henvey Inlet Daycare Centre



To register & for more information please contact:
Ashley Houckley, RECE
ashleyannehouckley@outlook.com and/or 705-857-0957



Niijaansinaanik
Child and Family Services

DECEMBER ONTARIO WORKS



NOTE: If I am not in the office, please leave a message with the administration at the front desk.

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 9:30 AM to 4:30 PM Food Bank Bingo 5:30 PM to 7:30 PM	Office Hours 9:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	
8	9	10	11	12	13	
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	Office Hours 9:30 AM to 4:30 PM Christmas Food Bank Bingo	Office Hours 9:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	Community Christmas Party Penny Table
15	16	17	18	19	20	21
	REMEMBER Last Day to Submit Income Statement without a delay.	Office Hours 8:30 AM to 4:30 PM	Staff Party	Christmas Holidays	Christmas Holidays	
22	23	24	25	26	27	28
	Christmas Holidays	Christmas Holidays 	Christmas Day! 	Christmas Holidays	Christmas Holidays	
29	30	31				
	Christmas Holidays	Christmas Holidays 				

MERRY CHRISTMAS



Date: November 29, 2024

To: Chief, Council, Staff and Community

From: Henvey Inlet Ontario Works

Subject: Annual Christmas Penny Table

Aanii, Good day everyone! I am requesting donations for the annual Penny Table, either a personal donation or a donation from your program, which will be featured at our annual Community Christmas Dinner on December 14, 2024. Your donation is much appreciated.

Suggestions include Monetary donations, Gift baskets, Tim Hortons Coffee Packages, Movie Gift Cards, and Gift Cards (e.g. Play Station, Food Basics, Independent, Amazon, Cineplex, VISA, New Sudbury Mall, etc.) OLG scratch cards, electronics, Dish or Utensil sets, Pots/Pans sets, Hairbrush/Grooming Sets, Sephora Makeup, Art Supplies, Camping Supplies, Comforters, Sheet sets, Sleds, Winter clothing such as gloves, hats, scarves, warm socks, Christmas wrap/decorations, toys etc.

Please drop off your donation to Roy Perreault at the front office or the Ontario Works office or contact us at 705-857-2331 ext. 222 to arrange a pickup.

Your name will also be added to our "list of donations," which will be posted at the Christmas dinner to acknowledge your generosity and kindness.

Miigwetch for your support!

PROCEEDS TO FOOD BANK!



MERRY CHRISTMAS



Date: November 29, 2024

To: Chief, Council, Staff and Community

From: Henvey Inlet Ontario Works

Subject: Annual Christmas Penny Table



Aanii, Good day, everyone! Ontario Works will host the annual penny table event at the community Christmas dinner on December 14, 2024. The penny table will continue to raise funds for the food bank.

There will be cash prizes, gift card prizes, Christmas decorations and many more exciting items to win.

Tickets can be purchased at the Christmas party penny table event beginning at 4:30 PM. Good Luck!!!

Thank you all for your ongoing support. Your participation makes events like these a success. Miigwech!

PROCEEDS TO FOOD BANK!





PENNY TABLE

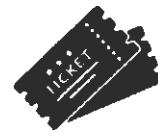


Tickets

\$2.00 Each



Or



3 for \$5.00

Miigwech, thank you for supporting our local food bank.

FOOD BANK



Wednesday, December 4, 2024

Wagamake Learning Centre

Doors open at 5:30 PM

Bingo starts at 6:00 PM



Henvey Inlet Ontario Works



BINGO



Christmas Food Bank Bingo

December 11, 2024

Place: Learning Centre

Time: Doors Open @ 5:30 PM

CASH/PRIZES

Last Bingo for the 2024 year! We will resume in January 2025!

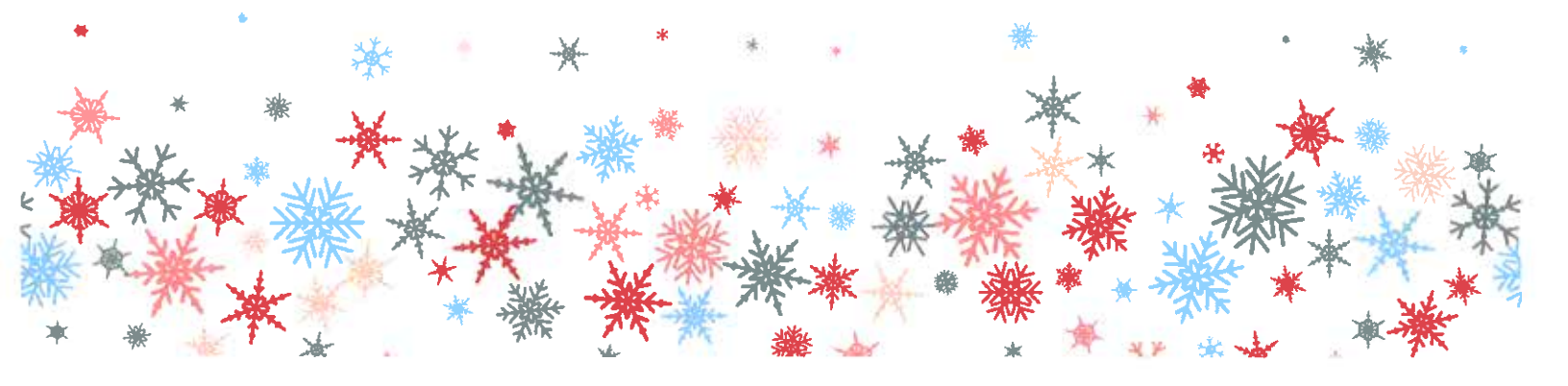


Henvey Inlet Ontario Works



December 2024

BAND REPS PROGRAMMING



Band Representative On-Call Schedule

Staff Member	Start Date	End Date
Kerri	2024-11-25 16:30	2024-12-09 8:30
Kara	2024-12-09 8:30	2024-12-16 8:30
Naomi	2024-12-16 16:30	2024-12-23 8:30
Kara	2024-12-23 8:30	2024-12-30 8:30
Naomi	2024-12-30 8:30	2025-01-06 8:30
Kara	2025-01-06 16:30	2025-01-13 8:30
Naomi	2025-01-13 16:30	2025-01-20 8:30
Kerri	2025-01-20 16:30	2025-02-03 8:30

All On-Call Shifts are from Monday of week @ 4:30 PM to Monday of week @
8:30 AM

Holidays are all day; until 4:30 for Mondays

Contact Numbers:	
Kerri	(705) 921-5202
Naomi	(705) 690-6829
Kara	(705) 921-5205

*** Our office is open Monday-Thursday from 8:30 - 4:30 and Friday from 8:30 - 12 to provide necessary items (food, diapers, etc.). On-Call is for Child Welfare emergencies ONLY ***

December

2024

Band Rep Program-KERRI CAMPBELL



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 CHRISTMAS CRAFT	4 Band Rep Meeting 11-3	5 Enchanted Christmas Outing	6 Home Visit All Day	
	9 CHRISTMAS BINGO	10 Family Court	11	12 BUN VENTURE	13 OUT OF OFFICE	
	16 OUT OF OFFICE	17 OUT OF OFFICE	18 OUT OF OFFICE	19	20	HAPPY BIRTHDAY KARAI!
	23	24	25 MERRY CHRISTMAS	26	27	
	30	31				



HIFN Child and Family Wellbeing Project Open House

Drop-in and chat to legal counsel Fogler Rubinoff and consultants Avaanz to learn more about developing a Henvey Inlet-specific Child and Family Wellbeing Law, and what this project means for children and families in the community.

November 12th and December 3rd, 2024
Learning Centre
5:30pm

Snacks and refreshments to be provided.

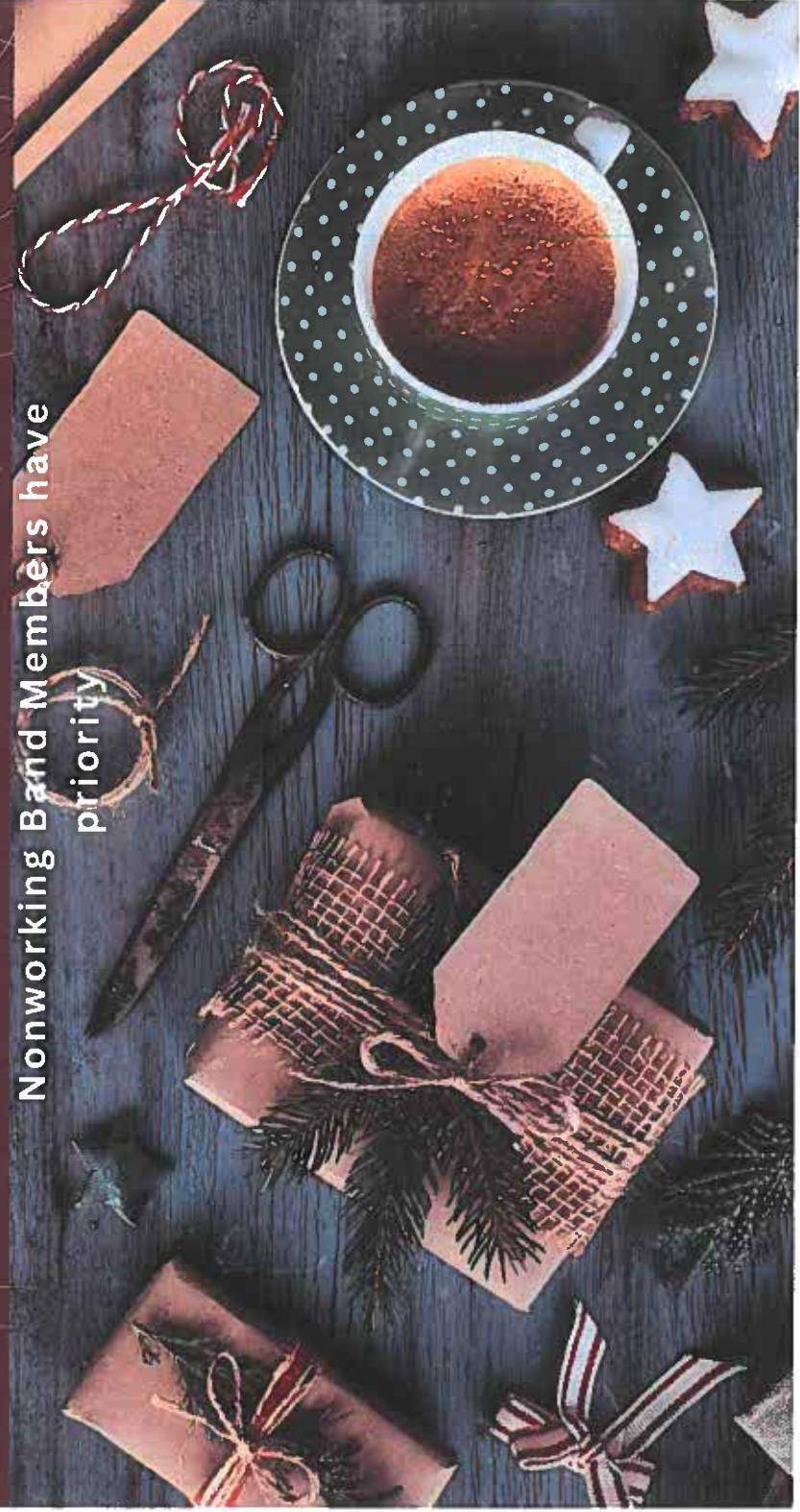


Christmas Craft Workshop

DECEMBER 3 @ 10 AM

O & M Office 2 - Upstairs
8 Spots Available
Contact Darcy to Register

Nonworking Band Members have
priority



December
5.2024



**Drug & Alcohol-Free
Outing**

ENCHANTED

**Contact Darcy
to Register**

CHRISTMAS

MEDIUM JAY LANE

Group Reading in Azilda

10 Spots available

pick-up @ 8:40 am at Health Centre Trailer,

readings @ 10 am

lunch will be provided

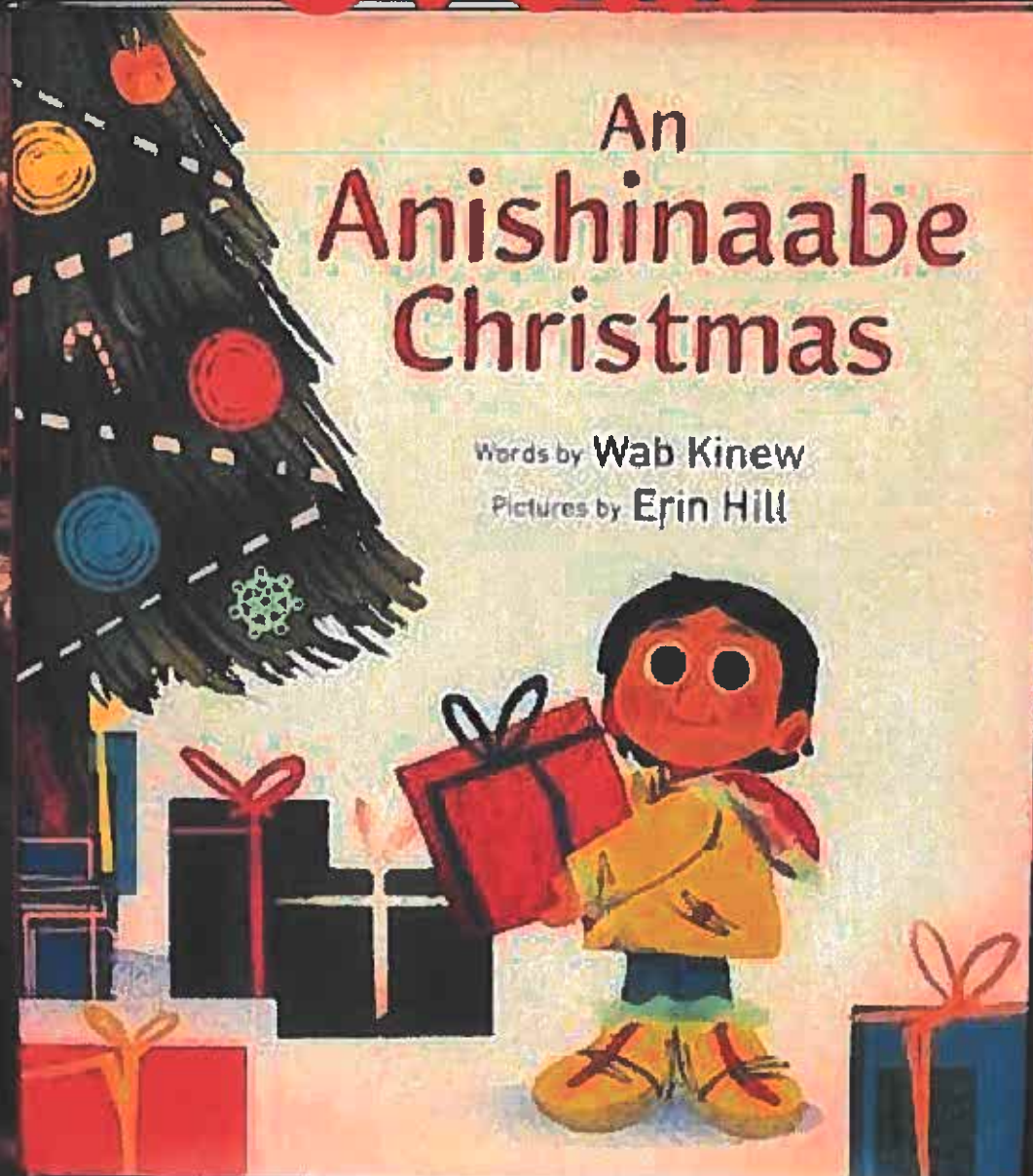
back in community by 2:30 pm

CHRISTMAS STORY

An Anishinaabe Christmas

Words by Wab Kinew

Pictures by Erin Hill



MERRY CHRISTMAS FROM THE BAND REP TEAM

STOP BY THE BAND REP TRAILER STARTING
DECEMBER 4

1 Book Per Household/Pickup
1st Come, 1st Serve - 35 Books
No Holds or picking up for others

Christmas Bingo



20 Spots available
Nonworking band
members priority

Contact Darcy to
Register

December 9
@ 10am

Learning
Centre



ZOOM WORKSHOP




BUN VENTURE

5 SPOTS AVAILABLE

Nonworking band members have priority
off reserve members will need to purchase
their own ingredients



DECEMBER 12, 2024 | 09:00 AM ONWARDS



CONTACT
DARCY TO
REGISTER

Community Health Nurse



BRENDA CONTIN

Brenda Contin, CHN

December 2024


S	Mon	Tue	Wed	Thu	Fri
2	Methadone Clinic/ OFFICE	3 Methadone Clinic/ OFFICE	4 Methadone Clinic/ OFFICE	5 Methadone Clinic/ OFFICE/	6 Methadone Clinic
9	Methadone Clinic/ OFFICE	10 Methadone Clinic/ OFFICE	11 SUDZ: RHT MTG	12 Methadone Clinic/ OFFICE	13 Methadone Clinic
16	NOT IN	17 Methadone Clinic/ OFFICE	18 Methadone Clinic/ OFFICES CLOSED @ NOON	19 Methadone Clinic	20 Methadone Clinic
23	CLINIC CLOSED	24 _____	25 MERRY XMAS!!	26 Methadone Clinic	27 Methadone Clinic
30	Methadone Clinic	31 Methadone Clinic	1 CLINIC CLOSED	2 _____	3 _____

FOOT CARE



For Elders & Diabetics

Wednesday
December 4,
2024

Appointments will be 
approximately 30 minutes,
First appointment at 9am &
last appointment is 2:30pm

Call Darcy at the Health
Centre to book your
appointment time!



Brenda Contin-C.H.N. 705-857-1221

Non-Insured Health Benefits Updates

November 2024

Possible Canada Post Mail Delays

- Canada Post mail services may be impacted by a labor disruption
- Payments for most NIHB services will not be affected, however delivery of payments by cheque may be delayed
- Many clients and most providers of NIHB benefits are paid through direct deposit and these payments will not be affected. Providers can continue to provide eligible services and bill the Program in the usual manner
- Before accessing health benefits and services, clients are encouraged to speak to their provider's office to confirm that the provider is enrolled with NIHB, will bill the Program directly, and will not charge any additional fees
- If your provider does not bill NIHB directly, you can contact your [NIHB regional office](#) for assistance to find an alternate provider, or you can pay the provider up front for eligible services and submit a request to NIHB for reimbursement
- If you are expecting items covered by NIHB to be shipped to you by mail, please contact the benefit provider directly with any questions about these items
- Client reimbursement requests for pharmacy, dental, vision care, medical supplies and equipment and mental health counselling benefits can be submitted by fax to Express Scripts Canada at 1 888 249-6098 or online through your secure NIHB web account on the [Express Scripts Canada NIHB website](#)
 - To create a web account, go to the [Create Account](#) webpage and follow the instructions
 - Enrol for direct deposit by completing the Direct Deposit and Communication Preference form, found on the [NIHB Client Reimbursement page](#) of the Express Scripts Canada NIHB website
- Client reimbursement requests for medical transportation benefits are processed by Indigenous Services Canada (ISC) regional offices or by communities administering medical transportation benefits through contribution agreements
- To submit a client reimbursement request for medical transportation benefits to ISC NIHB:
 - visit the [Indigenous Services Canada \(ISC\) Forms by category webpage](#) to find the Client Reimbursement Request - Medical Transportation form
 - print and complete the form and fax it to your [NIHB regional office](#)
 - if you are enrolled with Indigenous Services Canada to receive payments by [direct deposit](#), these payments will not be affected
- Clients and providers who are not enrolled for direct deposit may experience delays receiving NIHB reimbursement cheques by mail

Vision care benefit information

General eye exams now listed as an open benefit

- NIHB no longer requires prior approval for coverage of a general eye exam. It will be considered an open benefit, within program frequency guidelines
- Under the NIHB vision care policy, the frequency guidelines are:
 - clients 0-17 years old are eligible once per calendar year
 - clients 18-64 years are eligible once every 2 calendar years
 - clients 65 years and over are eligible once per calendar year
- NIHB coverage for eye exams is provided when the exam is not covered by your provincial or territorial health plan or on a year when you do not have coverage from that plan
- General eye exams outside of frequency due to a medical condition affecting the eye, single eye tests and corrective eyewear continue to require prior approval from the NIHB Program and may be approved on an exception basis. Prior approval will be coordinated by your provider. Before scheduling your appointment, you are encouraged to verify eligibility for your next eye exam on your NIHB-ESC client web account or by calling the Express Scripts Canada (ESC) NIHB call centre at [1-888-441-4777](tel:1-888-441-4777)
- For more information, see section [2.2 Eye examination frequency guidelines of the Guide to vision care benefits for First Nations and Inuit](#) or contact your [NIHB regional office](#)

Self-service client eligibility function on the client web account

- NIHB clients who have an NIHB-ESC client web account can now check online to see if they are eligible for a general eye exam and eyewear
- To check your eligibility for a general eye exam and eyewear, you will need to log-on to your NIHB-ESC client web account
- On the left side of the screen, click "benefit eligibility", then select the province or territory where you will be seeking the item or service. From there, you will be able to select a vision care item from a drop-down menu and check your eligibility
- The results from the self-service client eligibility function will not indicate the dollar value of the coverage available because rates for general eye exams will vary by province or territory and eligible corrective eyewear coverage amounts vary by prescription. Information about rates of NIHB coverage for vision care benefits in your province or territory is available on the [Express Scripts Canada website](#)
- Your eligibility is only valid at the time it is checked. After receiving the vision care service and once the claim is paid, your eligibility will update to show that you have used up your frequency for that benefit and will let you know when you are next eligible
- If you don't have a client web account, visit the [ESC NIHB website](#) to create an account or contact the Express Scripts Canada (ESC) NIHB call centre at [1-888-441-4777](tel:1-888-441-4777) for support with setting up an account
- With a secure NIHB client web account you can also view your benefit claims status and history, submit client reimbursement requests online and receive NIHB Program communication directly by email

Home Care Nurse



DEBBIE BRENNAN

December 2024



DEBBIE BRENNAN
HCN

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Methadone Clinic Medical follow-ups HCC	3 Home visits HCC	4 Home visits HCC	5 Home visits HCC	6 Methadone clinic 9am-11am	7
8	9 Home visits HCC	10 Home visits HCC	11 Methadone clinic 9am-11am	12 Home visits HCC	13 Home visits HCC	14
15	16 NOT IN	17 Home Visits HCC	18 Offices closed at noon	19 Offices closed Holidays! Re-open in New Year!	20 _____	21
22	23 _____	24 _____	25 Merry Christmas!	26 _____	27 _____	28
29	30 _____	31 _____				