



October

2026





**OFFICES WILL BE
CLOSED!**

**MONDAY OCTOBER 12,
2026 FOR
THANKSGIVING**





**PLANNED POWER
OUTAGE ON
OCTOBER 18,
2026**



Sun Oct 18 2026
from 07:00 until
11:00 (4 hrs)

**Affecting Key River, Groundhog
Corner, Howard's Lane and
Beckanon ONLY!**

Hydro One apologizes for
any inconvenience



**Henvey Inlet
First Nation**

Pickering, ON P0G 1J0

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

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

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

Chief
M. Wayne McQuabbie
Council
Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashwasagai
Bradley McQuabbie

MEMORANDUM

To: All Henvey Inlet First Nation Members

From: Samantha Bradley, Human Resources Manager

Date: September 28, 2026

Re: Employment Opportunities

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

- 1) Housing and Finance Assistant – 1 Position
- 2) Administration Manager – 1 Position
- 3) Project Coordinator – 1 Position
- 4) Human Resources Manager – 1 Position
- 5) Prevention Worker – 1 Position
- 6) Jordan's Principle Coordinator – 1 Position
- 7) Maintenance Assistant – 1 Position

See attached job postings for more information.

Be sure to check local communication boards or our website at <https://www.hifn.ca/announcements/job-postings.html> for regular job posting updates.

Miigwetch,

Samantha Bradley, PCP
Human Resources Manager



EMPLOYMENT OPPORTUNITY

HOUSING AND FINANCE ASSISTANT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Housing and Finance Assistant** to join our Administration. The Housing and Finance Assistant reports to the Director of Finance/Administration and is responsible for coordinating preventative maintenance for all Band-owned housing units and supervising all housing maintenance and repairs. The Housing and Finance Assistant receives and reviews all housing applications and inquiries, and, in collaboration with the Housing Committee, recommends tenants to Chief and Council for vacant units in accordance with the rules and regulations set forth in the Housing Policy. Additionally, the Housing and Finance Assistant is responsible for all administrative management of the Housing Department including collecting rent, issuing receipts and invoices, completing housing reports, facilitating workshops and processing payments for all incoming department invoices. The Housing and Finance Assistant will also support the Finance Department with maintaining housing and financial budgets, reports and books, and processing accounts payables, receivables and payroll as assigned. This position requires strong organization skills, financial literacy 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 Housing and Finance Assistant will be responsible to:

Housing Support

- Aid in the preparation and monitoring of the annual housing budget and work plan
- Conduct analyses of maintenance and repair costs to determine areas where cost reductions can be implemented
- Conduct routine and annual home, building, equipment and grounds inspections of band-owned units to determine necessity of repairs and maintenance
- Ensure building facilities are compliant with health and safety regulations including local fire codes, accessibility and other relevant building and maintenance legislation
- Plan, coordinate and schedule preventative maintenance, major repairs, remodeling and construction projects on housing units within the community
- Request quotes and negotiate contracts and service agreements with trade professionals, third party suppliers or service providers
- Arrange the purchase and delivery of project materials as required by trade professionals or service providers
- Coordinate grounds maintenance including landscaping and snow removal in collaboration with the Maintenance Department
- Provide a positive and professional image of the organization at all times, serving as the department's point of contact for all housing-related inquiries
- Act as a liaison between membership, the Housing Committee, vendors, external organizations and Chief and Council
- Receive and review all housing applications and inquiries and respond in a professional and timely manner
- Prepare housing and tenancy agreements, ensuring they are accurately completed, signed and filed
- Prepare and circulate newsletter updates, correspondence and related documentation accordingly
- Meet with prospective tenants to show properties, explain terms of occupancy and provide information about housing policies and procedures
- Coordinate and facilitate two home maintenance workshops annually as part of the Housing Incentive Program
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes
- Solicit and utilize tenant's opinions on a variety of issues, ensuring they feel involved and as though they have influence on decisions
- Aid in the creation and administration of programs that will increase tenant involvement in various decisions concerning the housing authority

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In office

REMUNERATION

\$21/hr - \$43/hr

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: recruitment@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

ADMINISTRATION MANAGER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Administration Manager** to join our Administration for a 6-month contract position. The Administration Manager reports to the Director of Finance/Administration and is responsible for the overall planning, coordination and continuous development of Henvey Inlet First Nation administrative support, operations and shared services departments. The Administration Manager will directly supervise and support the administrative support staff during day-to-day operations to ensure Henvey Inlet First Nation membership and clients are served in a timely and professional manner. This position requires exceptional interpersonal communication and organization skills and a high-level of professionalism.

Henvey Inlet First Nation offers competitive wages, 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 Administration Manager will be responsible to:

Administration

- Promote HIFN vision and values while presenting a positive and professional image of the organization at all times
- Greet all clients, guests and visitors on arrival and escort them to their meetings and appointments
- Develop and implement a process for gathering continuous feedback from clients
- Assist Human Resources with the recruitment of new administrative support staff by participating in the interview process as requested
- Supervise and support the administrative support staff during day-to-day operations through mentorship and coaching
- Ensure productivity remains a priority by delegating work tasks for administrative support staff
- Create goals and expectations for administrative support staff to facilitate their success
- Oversee work projects and evaluate administrative support staff performance
- Coordinate training activities and oversee staff development
- Encourage open employee communication by facilitating regular one-on-one meetings with subordinate administrative support staff to give and receive feedback
- Identify and monitor the organization's culture so that it supports the attainment of the HIFN goals and promotes employee satisfaction
- Work directly with Human Resources to identify, develop and implement succession and learning development programs to prepare successors with formal training, job rotation and one-on-one development coaching
- Oversee time and attendance records for the administrative support staff, including the approval and signoff of time sheets and time-off requests
- Participate in performance management and progressive discipline processes for the administrative support staff within the Administration Manager capacity
- Maintain strict workplace confidentiality at all times
- Attend and participate in training workshops, seminars, webinars and conferences as deemed essential or mandatory by HIFN
- Maintain up-to-date knowledge on current laws, policies and industry regulations, trends and practices that may affect the operations of Henvey Inlet First Nation

- Work collaboratively with the Maintenance Supervisor to coordinate the assignment of building/office keys and alarm codes for approved key personnel
- Perform weekly backups of all HIFN security camera footage
- Maintain detailed records on client services and up-to-date visitor log book
- Ensure that all employees, visitors and third-party contractors understand and adhere to all HIFN health, safety, security and other facility policies and procedures by modeling and enforcing safe workplace practices
- Work collaboratively with fire, maintenance and other departments to ensure office facilities are in compliance with safety regulations such as fire codes and accessibility requirements and report any infractions to leadership
- Assist with various workplace investigations as required
- Assist the Director of Finance/Administration and leadership in negotiating contracts and service level agreements for third party suppliers and providers
- Manage resource allocations while keeping in mind company fiscal responsibilities
- Oversee ordering of office supply inventory to ensure adequate supplies remain available at all times
- Monitor inbound shipping/receiving, distributing packages to appropriate department personnel and following-up on lost/damaged or delayed orders
- Assist with vehicle insurance and plate renewals and insurance claim submissions as requested

Finance

- Monitor and adhere to office and facilities management departmental operating budgets
- Allocate and record incoming invoices and expenses to the appropriate account/budget
- Receive and issue receipts for third-party cash and cheque payments, remitting payments to the finance department
- Assist with the review and interpretation of monthly financial statements and take appropriate corrective action in response to variances and trends
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its clients, as well as payroll and housing financial records
- Assist finance department with collections issues by advising clients/business partners of A/R policies and procedures
- Investigate and resolve department billing discrepancies and misapplied transactions
- Make arrangements for payment of outstanding invoices, escalating late accounts to the Director of Finance/Administration for immediate attention
- Collaborate with the Director of Finance/Administration to prepare and submit departmental financial records and cost reports to authorized government agencies as required
- Communicate with internal/external sales representatives, vendors, accountants, government agencies and auditors as necessary to complete job duties
- Assist the Director of Finance/Administration with finance meeting preparation, including gathering financial records and reports and printing/copying meeting materials
- Perform other duties as assigned from time-to-time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma **required**; University Degree or College Diploma in Business Administration, Finance, Accounting, or a related field *preferred*
- 3+ years of management experience with direct work experience in an office management/administration setting
- A strong understanding and ability to represent and promote First Nations' cultures, values and history
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Demonstrated ability to manage third-party vendors, contractors, and providers
- Strong financial literacy and budgeting skills and working knowledge of internal controls, business planning and asset management procedures
- Proficiency with Simply Accounting software preferred with the ability to adapt to and learn new software when required
- High level of proficiency with Microsoft Office Suite including Word and Excel



EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PROJECT COORDINATOR

RE-POST

ABOUT THE PROJECT

Anishinaabek Wiidosendiwak (formerly the Henvey Inlet First Nation Child and Family Wellbeing Project) is a transformative initiative by Henvey Inlet First Nation (HIFN) to assert jurisdiction over the care and protection of HIFN's children and families. Supported by Indigenous Services Canada, this project focuses on developing a child and family services law that reflects Anishinaabe values and traditions. Community engagement and consultation are integral to the project to ensure the new law meets the needs of children, youth, and families both on and off-reserve. Key partners include the HIFN Band Representative Program, the Anishinaabek Wiidosendiwak Working Group, engagement specialists Avaanz, and the law firm Fogler Rubinoff.

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Anishinaabek Wiidosendiwak Project Coordinator** to join our Administration for a 6-month contract pending approved funding. The Anishinaabek Wiidosendiwak Project Coordinator reports to the Band Representative Lead and will serve as a vital liaison between the community, the Band Representative Program team, the project's working group, and external partners, including the law firm Fogler Rubinoff and Avaanz. The Anishinaabek Wiidosendiwak Project Coordinator will play a critical role in ensuring smooth communication, coordination, and progress toward the development and implementation of HIFN's Child and Family Services Law and eventually, HIFN's own child welfare agency. This position requires strong organizational and interpersonal communication skills and a high-degree of self-motivation and initiative.

Henvey Inlet First Nation offers competitive wages, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Anishinaabek Wiidosendiwak Project Coordinator will be responsible to:

1. Community Engagement

- Act as the primary point of contact for community members regarding the Anishinaabek Wiidosendiwak project
- Build relationships with Henvey Inlet First Nation members to understand and implement best engagement and communication strategies
- Organize and facilitate community consultations, workshops, and engagement sessions both on and off-reserve
- Foster strong relationships with community members to encourage participation and ensure their voices are reflected in the law development process

2. Communications

- Develop and disseminate communications to inform community members and key stakeholders of engagement opportunities (e.g., newsletters, invitations, social media updates, etc.)
- Ensure consistent and clear communication between the HIFN leadership, community members, the Band Representative Program, and external partners
- Collaborate with Avaanz and Fogler Rubinoff to ensure legal drafting aligns with community feedback and priorities

Suitability:

- Self-motivated, proactive, and resourceful
- Empathetic and compassionate approach to community engagement
- Professional attitude with a strong work ethic and high level of personal integrity
- Commitment to ongoing learning and development
- Sensitive to Anishinaabe culture and values, and a role model within the community
- Available to work flexible hours, including evenings and weekends as needed

WORK CONDITIONS

This role involves working directly with community members, on & off reserve Band Members, the Child and Family Wellbeing Working Group, legal counsel, and other external stakeholders. Attendance at community & out of community events and engagement sessions is vital. The role requires sensitivity and professionalism when discussing the topic of child welfare and family wellbeing.

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

Pending - based on approved funding

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: recruitment@henveyinlet.com

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JOB DESCRIPTION

HUMAN RESOURCES MANAGER – MATERNITY LEAVE CONTRACT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Human Resources Manager** to join our Administration for a 20-month maternity leave contract. The Human Resources Manager reports to the Director of Finance/Administration and is responsible for leading the development and implementation of HR strategy, policy, practices and programs that supports the growth of both employees and the Administration. The Human Resources Manager provides guidance to business leaders, managers and staff, ensures legal compliance with labour and payroll legislation and manages employee relations. This position requires strategic thinking, relationship management and technical HR and payroll expertise, as well as a strong attention to detail and a high-degree of integrity and professionalism.

Henvey Inlet First Nation offers competitive wages, 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 Human Resources Manager will be responsible to:

- Provide strategic leadership and consulting support to Chief and Council and management for setting goals, policy development, staff allocation and management to ensure business goals are met
- Build and maintain strong relationships with local non-profit employment organizations, educational institutions, government agencies, insurance companies, legal advisors, and other First Nations & First Nations organizations to enable Henvey Inlet First Nation to achieve business objectives
- Oversee personnel management, including wage increases, promotions, and disciplinary actions in compliance with company policies
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures
- Maintain HR metric records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, absenteeism rates, etc.
- Assist in compiling and analyzing statistical HR data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices
- Assess company culture and employee morale and provide recommendations on changes to accomplish company goals and objectives
- Assist in the development and implementation of programs that will drive increased employee satisfaction and commitment levels
- Oversee the evaluation, classification and rating of occupations and compensation programs to ensure regulatory compliance and competitive salary levels
- Create and run required HR, payroll, benefits, training and statistical reports from the various electronic systems/platforms as needed
- Prepare personnel forecast to project employment needs
- Determine staffing requirements and oversee and participate in the recruitment process
- Develop interview questions for individual positions
- Develop, administer and evaluate applicant tests where required
- Participate in full-cycle recruitment services including job posting creation, interviews, reference checks, employment offers and employee onboarding

- Assist with auditing preliminary payroll processing reports and timesheets for accuracy
- Monitor employee time & attendance, time-off balances and timesheet approvals
- Inform managers of timesheet discrepancies and time & attendance patterns and concerns
- Ensure all wage, benefit and pension changes are made accurately and in time for effected pay periods
- Facilitate the processing of salary increases, bonuses and so on in accordance with instructions given
- Assist with updating and maintaining payroll system for accuracy and prepare manual payroll adjustments as required
- Maintain detailed records and documentation of payroll functions for audit purposes in accordance with statutory requirements
- Verify a variety of payroll related information for the purpose of ensuring accurate distribution of payroll funds and recommending corrective action as required
- Oversee the processing of employee garnishments, leaves, and terminations, ensuring accurate processing of vacation and other payouts
- Initiate the process of preparing and amending employee ROEs as required
- Work collaboratively with the finance department to ensure payroll is submitted for processing accurately and on time
- Respond to all government inquiries regarding payroll, including requests from Service Canada, CRA, FRO and other related agencies as required
- Oversee, process and coordinate employee leave requests for maternity/parental, illness, STD & LTD with appropriate third-party insurers and government agencies
- Complete and submit administrative paperwork needed to facilitate employees leaves including employer statements and questionnaires
- Educate employees on available leave types, policy terms, waiting periods and claim submission processes
- Collaborate with third-party claims adjudicators to provide reasonable accommodations and build safe, gradual return-to-work schedules when the employee is cleared to return
- Maintain communication with employees during their leave and/or recovery, offering assistance and resources where available
- Help establish Joint Health & Safety Committee (JHSC) and related health & safety policies and procedures in accordance with applicable legislation
- Attend JHSC meetings and actively participate in JHSC inspections and investigations
- Investigate and report on industrial accidents for insurance carriers and applicable government agencies as required
- Develop performance goals, metrics, and targets that are consistent with company goals
- Oversee the performance management program as well as the coaching and mentoring programs
- Ensure employees have clear goals, complete and submit annual goal setting forms and are aware of workplace expectations and etiquette
- Oversee the annual performance review process, ensuring managers remain on-track with their evaluation deadlines
- Provide leadership and coaching to managers on key workplace matters such as performance management, difficult conversations, employee relations, and employee development
- Conduct workplace investigations and resolve any conflicts that arise among staff in the department
- Conduct annual employee engagement and feedback surveys, summarizing data collected into an itemized feedback report
- Compile performance evaluation data and calculate annual salary increases based on evaluation scores
- Monitor employee recognition milestones and administer incentive programs
- Plan and organize employee recognition events, parties, recreational activities and staff retreats
- Develop and implement human resources and payroll policies and procedures, ensuring they are in compliance with applicable employment and payroll legislation
- Ensure that all employees comply with company policies, procedures, and ethical standards
- Ensure that new and/or changed human resources policies and programs are published as planned and that all employees receive information and training for them
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Work with managers to administer progressive disciplinary action in accordance with established procedures
- Collaborate with department heads to develop terminations strategies and script each termination case carefully
- Provide terminated employees with outplacement or relocation assistance where required
- Conduct exit interviews to identify reasons for employee resignations
- Work collaboratively with legal counsel to represent organization at personnel-related hearings and investigations
- Conduct organizational research and work collaboratively with managers and leadership to develop succession plans that address knowledge and skill deficiencies for current and future employment/business needs
- Research and prepare recommendations for position specific salary ranges and annual performance-based salary increases

- Ability to build and maintain strong professional working relationships
- Ability to deal with people sensitively, tactfully and professionally at all times
- Strong morals and ethics, along with a commitment to staff privacy and preserving strict confidentiality
- Ability to multi-task and manage competing priorities
- Excellent time and project management and organization skills
- High level of critical and logical thinking, reasoning and decision-making skills
- Strong problem identification and problem resolution skills
- Strong research and data analysis skills
- Strong attention to detail and high degree of accuracy
- Strong work ethic and a positive team attitude
- Ability to quickly adapt to and learn new software
- Proficient with Microsoft Office programs including Word, Excel, and Outlook and the use of general office equipment
- Valid Class G driver's license with access to a reliable, insured vehicle
- Willingness to work flexible work hours, including evenings and weekends, when needed
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

\$32/hr - \$55/hr

START DATE

As soon as possible

APPLICATION DEADLINE

Open 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: recruitment@henveyinlet.com

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

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EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PREVENTION WORKER

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking at full-time **Prevention Worker** to join Anishinaabek Wiidosendiwak. The Prevention Worker reports to the Band Representative Lead and provides prevention and family support services that promote the safety and well-being of Henvey Inlet First Nation (HIFN) children, youth, young adults, and families. The role supports prevention across a continuum of care, including primary (community-centred), secondary (family-centred), and tertiary (individual-centred) prevention, with the goal of reducing risk factors and strengthening protective factors within families and the community.

The Prevention Worker focuses on early intervention, family wellness planning, crisis support, and coordination of wraparound services that help families address challenges and maintain safe, nurturing environments for children. The role supports family preservation, reunification, and kinship or Customary Care approaches wherever possible and helps advance HIFN's approach to child and family wellbeing and supports children remaining connected to their families, community, culture, and identity. This position requires exceptional advocacy and 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 Prevention Worker will be responsible to:

Family Support & Prevention

- Provide culturally grounded, strengths-based prevention services that promote the safety, wellbeing, and resilience of HIFN children, youth, young adults, and families.
- Work collaboratively with families to identify strengths, needs, and goals and develop Family Wellness Plans and Plans of Care that support family preservation, safe home environments, and reunification efforts wherever possible.
- Provide home visits, family support, mentoring, and parenting guidance where appropriate.
- Promote Customary Care and kinship care arrangements as preferred options when children cannot remain with their parents.
- Connect families with community supports and services addressing needs such as mental health, addictions, housing, domestic violence, and financial stability.
- Support or facilitate culturally relevant activities, workshops, and programming that promote family wellness, parenting skills, and child development.
- Set-up and decorate event and workshop venues and disassemble and clean-up venues afterwards

Advocacy & System Navigation

- Act as a liaison between HIFN families and child and family services agencies across Ontario and Canada.
- Support families in coordination and navigating services related to housing, mental health, addictions treatment, education, and other social supports.
- Attend case conferences, service planning meetings, and court proceedings as required.
- Ensure the Nation is notified of child welfare involvement concerning HIFN members.
- Promote culturally appropriate, least disruptive approaches that prioritize family preservation and community connection.
- Support compliance with HIFN protocols, *An Act respecting First Nations, Inuit and Métis children, youth and families* (Bill C-92), and applicable provincial legislation such as the Child, Youth and Family Services Act (CYFSA).
- Prepare briefing notes, reports, and Band Council Resolutions (BCRs).

HOURS OF WORK

Full-Time, 35.5 hrs/week

WORK LOCATION

In-office, some travel within community and throughout Northern Ontario is required

REMUNERATION

\$27/hr-\$40/hr

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: recruitment@henveyinlet.com

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EMPLOYMENT OPPORTUNITY

JORDAN'S PRINCIPLE COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a temporary, full-time **Jordan's Principle Coordinator** to join our Administration for a short-term contract going until March 2027, with possibility of extension pending approved funding. The Jordan's Principle Coordinator reports to the Band Representative Lead and is responsible for coordinating support and services for Henvey Inlet First Nation families who have children with unmet needs or disabilities in accordance with the Jordan's Principle funding framework as set by Indigenous Services Canada. This position requires exceptional interpersonal communication and advocacy skills and strong organization skills.

Henvey Inlet First Nation offers competitive wages, 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 Jordan's Principle Coordinator will be responsible to:

- Act as the Jordan's Principle liaison for Henvey Inlet First Nation, responding to member inquiries and improving client awareness of existing supports and services
- Be a knowledgeable community resource for HIFN families looking to access Jordan's Principle services and educate members on Jordan's Principle programming framework
- Work collaboratively with the child and family services team to evaluate the services children in care are currently receiving and identify and document the need for additional services
- Assist the child and family services team to facilitate early intervention measures through access to Jordan's Principle services as required
- Support families as they manage their needs, involving relevant partners in each case as necessary, to expediently address immediate service gaps
- Provide families with resources to navigate a full range of health and social programs to address their needs
- Assist HIFN families both on- and off-reserve to complete and submit applications for Jordan's Principle funding through Indigenous Services Canada
- Liaise with Indigenous Services Canada, Health Canada and other government agencies to identify service gaps and advocate for program improvements
- Ensure the program model is implemented with First Nations cultural practices in mind
- Undertake data collection on cases and collaborate with relevant service providers in securing the supporting documentation needed for Jordan's Principle applications
- Create a secure digital and paper-based filing system to collect and maintain personal client information, applications and other relevant data
- Ensure confidentiality and safe-keeping of all Jordan's Principle documents and records
- Assist Henvey Inlet First Nation in filing the annual application for Jordan's Principle funding based on anticipated member needs
- Maintain up-to-date financial records and remit reports, receipts, invoices and other relevant financial data to the Finance Department promptly
- Work collaboratively with the Finance Department to ensure that all financial claims related to Jordan's Principle are processed and managed according to agency policy and procedures

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Pending – based on approved funding

WORK LOCATION

In Community

START DATE

November 16, 2026

APPLICATION DEADLINE

October 18, 2026

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

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EMPLOYMENT OPPORTUNITY

MAINTENANCE ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Maintenance Assistant** to join our Administration. The Maintenance Assistant reports to the Maintenance Supervisor and is responsible for the maintenance of all current and future band-owned buildings and grounds including HIFN Administration Office, Commercial Rental Offices, Health Centre, Daycare, Playground Areas, 4-Plex, Ball Field, Pow Wow Grounds, Helipad, 8-Plex, Learning Centre, Lands Office, Fire Hall and Pickerel River Trailer Park. This position requires high degree of self-motivation and a strong work ethic.

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 Maintenance Assistant will be responsible to:

- Assist with the set-up and clean-up of workshops and other events taking place in the Firehall and throughout the Community
- Ensure ample supply of toiletries, including soap, toilet paper and paper towels, are available in building restroom dispensaries and laundry facilities at all times
- Assist with minor plumbing issues including repairing leaking faucets, broken pipes, etc.
- Assist with minor electrical issues including changing light bulbs and smoke detector batteries, etc.
- Assist with minor building repairs including damage to drywall, replacement/installation of doors, windows, damaged siding and floor coverings, and interior and exterior painting and window washing
- Transport required band-owned equipment to and from respective job sites
- Ensure security of all HIFN maintenance equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings at all times
- Perform regular maintenance on all HIFN maintenance equipment including repairs, oil changes, re-fueling, etc.
- Maintain building grounds by watering grass and gardens as needed, cutting grass and brush, raking leaves and removing fallen trees impeding band property
- Assisting with planting, watering, and weeding of flower beds, and harvesting of Community gardens
- Clean building eavesdrops and gutters as needed
- Assist with removal of beehives, hornet and wasp's nests from exterior of buildings
- Clear snow from parking lots, driveways, steps, ramps, pathways, garbage bins, and building roofs
- Salt and/or sand parking lots, driveways, steps, ramps and walkways prior to and immediately following snow or ice storms
- Winterize building doors and windows as needed
- Pick up and remove garbage, cigarette butts and other debris in and around band-owned property
- Flood the community ice rink at the beginning of and throughout the season as needed
- Maintain docks throughout the PRTP season and repair, secure and/or re-anchor docks in event of shifting due to weather
- Prepare and post various notices regarding planned maintenance, safety advisories, traffic control and other related directives for members, staff, visitors and customers
- Assist with collecting and recording payments and issuing receipts to trailer park customers for dock and parking slips during trailer park season as required
- Be aware of and assist with maintaining the register of customer names associated with boats and their dock slips with lot numbers
- Help create a supportive, safe and welcoming environment for members, staff, visitors and customers
- Escalate safety concerns and customer service incidents to the Supervisor as appropriate
- Assist with training and coaching summer students

- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in trailer park, staff and community meetings
- Perform other duties as assigned from time-to-time by Maintenance Supervisor, Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Valid Ontario Class G Driver's License **a must**
- Clear driver's abstract
- Grade 12 diploma or equivalent preferred
- Basic home maintenance and carpentry skills
- Previous carpentry, brush cutting or landscaping experience an asset
- Working at Heights Certification 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
- Current First Aid and CPR Level C
- 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, including occasional weekends, **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$19.00/hr - \$29.00/hr

START DATE

November 2, 2026

APPLICATION DEADLINE

October 14, 2026

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: recruitment@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.



PICKEREL RIVER

— *Trailer Park* —

CLOSING

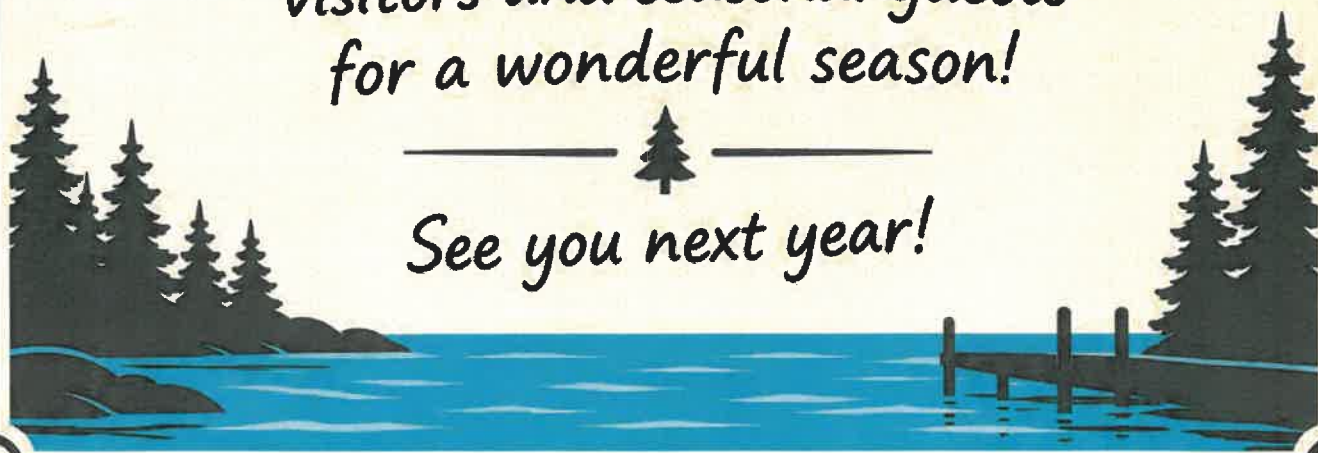
**MONDAY,
OCTOBER 12**

FOR THE 2026 SEASON

*Thank you to all our tenants,
visitors and seasonal guests
for a wonderful season!*



See you next year!





HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

Quarterly Payments to Eligible Members **2026 ANNUAL PAYMENT SCHEDULE**

If you have not submitted your banking information, or have new/updated bank accounts
Please follow the instructions below:



Photo/Image of Member's Status Card

Provide a photo/image of
your Status Card



Submit Deposit Form

Complete a direct deposit
form or Void Cheque in
your name from your bank



Contact Information

MUST include:

1. Legal name
2. Address
3. Phone #
4. Email address



Await Transfer

Payments are made every 3 months in:

March, June, September & December

Refer to the Payment Schedule for details

Email your information to: Lyndy McQuabbie, Trust Coordinator trustcoordinator@henveyinlet.com



HENVEY INLET FIRST NATION WINDFARM LEGACY TRUST

Quarterly Payments to Eligible Members **2026 ANNUAL PAYMENT SCHEDULE**

Eligible Member Info Submission Deadline	Quarterly Payment Date
QUARTER 1:	
Friday, February 27, 2026	Tuesday, March 31, 2026
QUARTER 2:	
Friday, May 29, 2026	Tuesday, June 30, 2026
QUARTER 3:	
Friday, August 28, 2026	Monday, September 29, 2026
QUARTER 4:	
Friday, November 20, 2026	Friday, December 18, 2026

1. Late submissions after the deadline will be included at the next Quarterly Payment Date.
2. Payment questions and submissions send to trustcoordinator@henveyinlet.com, or please contact the Trust Coordinator @ 705-857-2331

Forest Fire Season

Safety Notice

Message from Henvey Inlet Fire Department

As we enter forest fire season, we remind all community members that conditions can change quickly. Hot, dry, and windy weather increases the risk of wildfire. Everyone plays an important role in keeping our community safe.

Fire Danger Ratings & Burning Rules

 Fire danger rating signs are posted throughout the community

LOW (BLUE)

 No daytime burning allowed

✓ Burning ONLY permitted 6:00 PM – 8:00 AM

Campfires allowed (max 3 ft diameter)

Fireworks allowed

3 ft burn piles allowed

Incinerators allowed

Burn barrels allowed

MODERATE (GREEN)

 No daytime burning allowed

✓ Burning ONLY permitted 6:00 PM – 8:00 AM

Campfires allowed (max 3 ft diameter)

Fireworks allowed

Incinerators allowed

Burn barrels allowed

HIGH (YELLOW)

 NO BURNING AT ANY TIME

No incinerators

No burn barrels

No fireworks

Small enclosed fires for cooking or warmth only when absolutely necessary and no other means are available

EXTREME (RED)

 NO FLAME – TOTAL FIRE BAN

No fires of any kind

No propane fire pits

No open charcoal BBQs

 No Daytime Burning Rule

Burning is NOT permitted before 6:00 PM under any conditions.

All fires must be fully extinguished by 8:00 AM.

Fire Safety Requirements

To help prevent wildfires:

Campfire pits must be no larger than 3 ft (0.9 m) in diameter

All fires (campfires, burn barrels, incinerators) must be:

At least 5 metres from any forested area

At least 2 metres from any flammable material

Fire Danger Rating Sign Locations

Please check daily
updates at these
locations:

SN Convenience

Community Entrance

Fire Hall

French River Trading Post

Howard Lane

Trailer Park

Unsafe Burning Warning

Never leave fires
unattended

Keep water and tools
nearby

Fully extinguish fires
(soak, stir, repeat until
cold)

Avoid burning during
windy or dry conditions

Do not burn garbage or
hazardous materials

Even one ember can start
a wildfire.

REPORT FIRE ACTIVITY

CALL 911 IMMEDIATELY
if you see any signs of fire
or unsafe burning.

Early reporting helps
protect lives, homes, and
the land.

FireSmart Tips for Your Home

FireSmart practices help
reduce wildfire risk:

Around your home:

Keep grass short and
watered

Remove dry leaves,
brush, and debris

Store firewood at least 10
metres from structures

Clean roofs and gutters
regularly

Fire safety habits:

Use spark screens on fire
pits and chimneys

Keep burn areas clear of
flammable materials

Avoid equipment that
may spark during high fire
risk conditions

Questions or Support

For Fire Danger Ratings or FireSmart information:

Community Emergency
Management
Coordinator

Vincent Bradley

 519-591-2740

Or visit the Henvey Inlet
Fire Department

 Monday to Friday |
9:00 AM – 4:00 PM

We are happy to provide
education, tips, and tools
to help keep you safe this
fire season.

Community Message

Our team at Henvey Inlet
Fire Department wishes
everyone a safe and
enjoyable fire season. We
look forward to working
together with our
community members to
keep Henvey Inlet First
Nation safe and fire-free
this summer.

Let's work together to
protect our community
this fire season.

FIRE SAFETY

Do or Don't

Do Stay low and leave your home immediately.

Do Yell "Fire!" so anyone else in your building can hear you.

Do Call 9-1-1 from another building

Don't Stop to take anything with you

Never Go back into a burning building

Never Attempt to put out a fire yourself, no matter how small it is

How To Use Fire Extinguisher

Remember The Pass Word (Pull - Aim - Squeeze - Sweep)

P A S S

Pull

Pull the pin



Break seal
and test
extinguisher



Aim

Aim at the
base of fire



Ensure you
have a
means of
escape



Squeeze

Squeeze the
operating
handle



To operating
extinguisher
and discharge
the agent



Sweep

Sweep From
side to side



Completely
extinguish
the fire



KITCHEN FIRES

SAFETY TIPS

Did you know that fires start in the kitchen more often than anywhere else? Here are a few tips to prevent kitchen fires from starting :

- ◆ Turn pot handles in, not away where they can be bumped, or worse, be pulled down by a child
- ◆ Don't leave anything unattended in or on the stove.
- ◆ Roll up your sleeves. Don't let loose clothing catch on fire.
- ◆ Keep your stove clean. Fire hazards increase when grease builds up.
- ◆ Be careful when cooking with oil or grease. Spatters can catch fire.
- ◆ Check electrical cords for fraying or loose connections.
- ◆ Always use a pot holder, not a towel. Towels can ignite if they touch the burner.



Energy Affordability Program

FREE HOME UPGRADES

**LET US HELP YOU
SAVE ON YOUR
ENERGY BILLS**

FREE
insulation upgrades

FREE
replacement
appliances

NEW

FREE
cold climate air
source heat pumps

"With the free upgrades from
this program, I am seeing
improvements in my energy
bills and home comfort."

Linda Daybutch,
Mississauga First Nation

 **ieso**
Connecting Today.
Powering Tomorrow.

**SAVE ON
ENERGY**
POWER WHAT'S NEXT

**Save on Energy will be doing Energy evaluations on all the
Band owned homes October 5, 6, & 7.**

24-hour notices will be provided



HOUSING WHO TO CALL FLOW CHART



GENERAL REPAIRS



Call the Housing Dept. or
submit a letter in writing
to the Housing Dept.



Monday - Friday
8:30 AM - 4:30 PM



GENERAL QUESTIONS



Call the Housing Dept. at
705-857-2331



Email:
housing@henveyinlet.com

WEEKENDS & HOLIDAYS



EMERGENCY ONLY

Examples include:

- Sewage / Pump Outs
- Water
- Hydro
- Heat



**FIRE EMERGENCY
PLEASE CALL
911**



CALL ON-CALL EMERGENCY NUMBER

ONLY AFTER HOURS &
IF A SERIOUS ISSUE LISTED ABOVE.

**BRAD MCQUABBIE
1-226-868-1688**



ANIMAL EMERGENCY NUMBERS

Municipality of French River
By-Law Enforcement:
Call **705-898-2294**

YOUR ADDRESS:



**HENVEY INLET
FIRST NATION**

FREE EVENT
Lunch provided
& door prize!

HOUSING WORKSHOP #2

Attending this workshop is critical
for qualifying for the **December rent incentive.**

**Learn, ask questions and
get guidance.**

Guest Speaker:
Chasity Toulouse from
Waabnoof Bemjiwang Association
of First Nations



OCTOBER 7, 2026



12 PM TO 2 PM



LOCATION:
OFFICE 2 @
14 SANDPITT ROAD



OPEN TO ALL
HIFN TENTANTS.



TOPICS WE'LL COVER



**Knowing Your
First Home**



**Housing
Applications
Process**



**Homeownership
Basics**



**Resources &
Support
Programs**



**Building Your
Future Together**



STRONG HOMES. STRONG NEIGHBOURHOODS. STRONGER TOGETHER.



Questions?
Contact us at (705) 857-2331
or housing@henveyinlet.com

*We look forward to
seeing you there!*



Appendix 1 – Housing Application

HOUSING RENTAL APPLICATION

Date of Application	
Name of Applicant	
Number of bedrooms needed	
(redundant)	

1. Applicant Information

Please list the names of all of the individuals who will be living in the home. The first name on the list should be the primary occupant (head of the household). Under 'Relationship to Primary Occupant' this could be spouse/partner, children/dependents (son, daughter), and other family member such as aunt, grandparent or someone not related to the primary occupant.

Name (First and Last Name)	Date of Birth	Male or Female	Relationship to Primary Occupant	FN membership #
1. Primary Occupant:				
2. Secondary Occupant:				
3.				
4.				
5.				
6.				

2. current residential and postal address?

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

Rental Application -FN Rental Unit What is your mailing address (if different from #2):

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

3. Contact information (NTD: add row for email of each occupant)

Primary Occupant	Home phone #	Work phone #	Cell phone #
Secondary Occupant			

4. **Alternate Contact in Your Absence for messages**

Name: _____	Home phone #	Work phone #	Cell phone #
Relationship: _____ (i.e. friend, relative)			

5. **Employment History**

Name of present employer/source of income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Other Income:	
Note: *Applicant must provide copy of most recent T4 & current pay stub.*	

6. **Information on your current and previous accommodation**

Do you rent or own your current home (please check one)?			Rent ☐	Own ☐
What is the monthly rent that you pay at your current address?			\$	
<i>Please provide information on your current and last residence</i>				
	From Date	To Date	Name of Landlord (if applicable)	Phone number for landlord
Current address				
Previous address				

7. **Current Living Conditions:**

- a. The current dwelling poses a health and/ or safety risk to the occupants (must be supported by documentation such as inspection report or someone with authority)
Provided detail:

- b. What is considered an overcrowded situation by the National Occupancy Standards (NOS):
(NTD: item in this section can be moved to a note at the end of the document)

1. National Occupancy Standards' guidelines;

a. Suitable housing:

- i. Suitable housing has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements. Enough bedrooms based on NOS requirements means one bedroom for:
- ii. each cohabiting adult couple;
- iii. unattached household member 18 years of age and over;
- iv. same-sex pair of children under age 18;
- v. and additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.
- vi. A household of one individual can occupy a bachelor unit (i.e. a unit with no bedroom).

c. The current household is overcrowded; please provide details with supporting documents by authoritative agent and using NOS's guidelines above.

d. Presently are you residing in temporary type housing situation? If yes provide details and how long:

e. ☐ Yes ☐ No

8. Number of household member(s) who require disabled access or special modifications, please elaborate and justify by proper documentation:

9. What type of Housing are you and your family requiring? The house must meet National Occupancy Standards.

a. ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 Bedrooms ☐ 4 Bedrooms

10. Gross Monthly Income:

Primary Applicant \$ _____/Month

Co-Applicant \$ _____ /Month

**Must provide proof of income - cheque stubs, bank statements, Income Assistance
Affordability analysis to ensure applicant can afford monthly rent**

11. Two Reference Letters from either:

a. Two landlord references are submitted (the references must be from the two most recent landlords).

i. ☐ Yes ☐ No ☐ N/A

b. Do you have Pets?.

i. ☐ Yes ☐ No ☐ N/A

Primary occupant (please print)	
Signed _____	Date: _____

Secondary occupant (please print)	
Signed _____	Date: _____

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL AND USED FOR THE PURPOSE DESCRIBED HEREIN.

For Housing Unit use only		
Check off appropriate box and print name where required		
1. Date Received: _____ Via: Person ☐ mail ☐ e-mail ☐	2. Acknowledge letter of receiving application and will be reviewed: Date: _____ by: _____	3. Review of application for completion? Date Reviewed: _____ Reviewer: _____ Complete: ☐ Incomplete: ☐
4. Reason for incomplete _____ _____ _____ _____ _____ _____ _____	5 For incomplete application, contacted applicant by: Person ☐ mail ☐ Phone ☐ e-mail ☐ Date: _____ Notes: _____ Contacted person: _____ Reviewed by: _____	6. . Application eligible or ineligible? Yes: ☐ No: ☐ details _____ _____ _____ _____

7. Confirmation letter for eligibility or ineligibility sent Date: _____ by: _____	8. Filed accordingly as eligible or Ineligible: Yes: ☐ No: ☐ Date: _____ Inputted into the Housing Waiting list: Yes: ☐ No: ☐ Date: _____	9. Date of Conditional Housing Offer : _____ by: _____ Accepted ☐ Declined ☐		
<table border="0"> <tr> <td data-bbox="211 682 646 1020"> Authorized by Print: _____ Dated: _____ </td> <td data-bbox="646 682 1396 1020"> Authorized by Signature: _____ </td> </tr> </table>			Authorized by Print: _____ Dated: _____	Authorized by Signature: _____
Authorized by Print: _____ Dated: _____	Authorized by Signature: _____			

Appendix 2 Budget Worksheet

Monthly Income	Amount \$
Income (wages or salary after deductions)	
Income(Wages or Salary after deductions)	
Child Tax Credit	
Child/Spouse Support	
Pension	
Investment Income / Rental Income	
Total Monthly Income	
Monthly Expenses	
Current Rent / Mortgage	
Electricity	
Natural Gas/Propane	
Telephone/Cell	
Cable / Internet	
Groceries	
Car Payment	
Gas for Car	
Bus Pass	
Credit Cards (3% of Credit Limit)	
Loan Payments	
Insurance Auto / Life / medical / disability	
Savings	
Child Care	
Entertainment	
Other	
Total Regular Monthly Expenses	
Surplus / (Shortfall) Total Monthly Income - Expenses	
*Add: Current Rent (Will no longer pay with new place)	
Income Left for Proposed Loan / Rent	

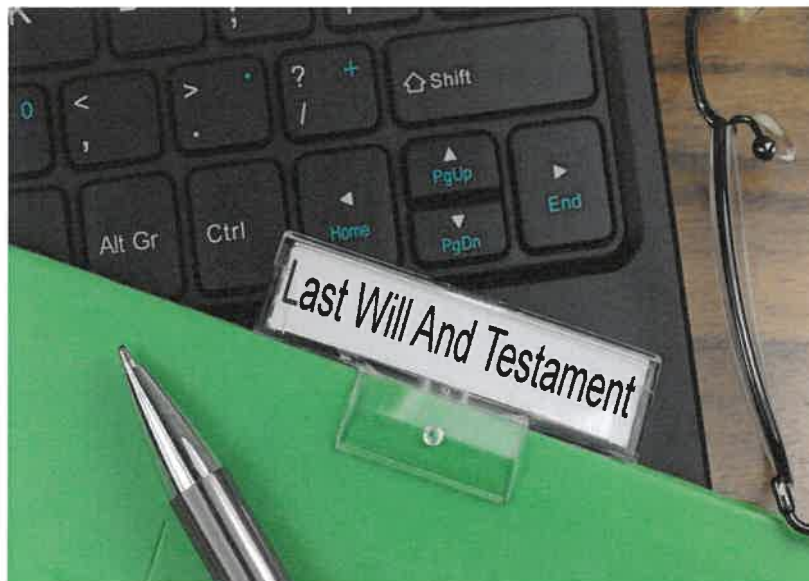
*The rent and mortgage you are currently paying will be replaced by the new rent/loan payment.

WILLS SESSIONS

Lawyer Natalie Schryer from WEAVER SIMMONS in Sudbury will be here at Pickerel on OCTOBER 22 to work on Wills.

The Lands Office will contact the applicants for appointment times and where to meet with the lawyer.

Sign-up sheets will be posted at the Admin Office and Health Centre.



FROM THE LANDS OFFICE



FALL COMMUNITY CLEAN-UP FRIDAY OCTOBER 23

(if raining October 30 is the next date)

9:30 AM TO 11:30 AM

**EACH HOUSEHOLD PLEASE HAVE YOUR LARGE ITEMS
NEAR ROAD FOR PICK-UP BY 8:30 AM**

Everyone (including HIFN staff) please help pick up the garbage from the land.

Rules for participating in garbage pick-up

- 1) Up to 5 garbage collectors on each team
- 2) Everyone that signs up must work at garbage pick-up for most of the morning to qualify for a gift card for the most bags collected
- 3) The **Sign-up sheet is posted at the Band Office** or you may be at the Learning Centre at 9:30 am to sign up to join a team or be your own team
- 4) **The Lands Office truck will be parked at the LEARNING CENTRE at 9:15 am**, so please come get your assigned number, garbage bags, gloves, and stickers/markers
- 5) Only the garbage bags provided by the Lands Office will be counted, so please stick your team number on the bags
- 6) If possible, move any large items to the side of the road for pick-up
- 7) Each team's garbage bags will be counted after each team is done picking up garbage

PRIZES: Teams coming in 1st, 2nd, and 3rd for most bags will get gift cards of \$100 (1st), \$75 (2nd) and \$50 (3rd). Remaining participants will get other \$25 gift cards.

**LUNCH (BARBECUE) SERVED AT 11:30 AM AT THE RED O&M
BUILDING.**



HALLOWEEN HOT SPOTS!

EVERY YEAR WE HAVE A LIST OF
HOUSEHOLDS THAT WILL BE
HANDING CANDY OUT!

CALL **DARCY** AT THE HEALTH
CENTRE TO ADD YOUR NAME TO
THE HOT SPOT LIST BEFORE
OCTOBER 27TH!!

LIST WILL BE **DELIVERED** TO
MAILBOXES AND WILL ALSO BE
POSTED TO SOCIAL MEDIA AND
THE WEBSITE!

Henvey Inlet First Nation

ONLY

Haunted HOUSE

OCTOBER 31, 2026

18 SANDPIT ROAD, PICKEREL, ON

TRICK OR TREAT

OPEN 4:00PM - CLOSSES AT 9 PM



FREE SCARES & FREE TREATS

2027 AES Youth Council Calendar

CALL FOR ARTWORK!

**SUBMIT A GROUP/CLASS PROJECT OR SUBMIT INDIVIDUAL
STUDENT PIECES!**

Deadline is November 6th, 2026 @4:30PM!

PRIZES FOR SELECTED ART PIECES!

**ARTWORK CAN INCLUDE
PAINTINGS, DRAWINGS,
DIGITAL ART, AND/OR
PHOTOGRAPHY.**

**PLEASE SEND ALL SUBMISSIONS TO:
KAEALYN PIZZALE
YOUTH INITIATIVES COORDINATOR
KAEALYN.PIZZALE@A-E-S.CA**



**ANISHINABEK
EDUCATION SYSTEM**





Nigig Power Corporation

HIFN 7th annual Children's fishing derby.

Saturday September 12th 2026 HIFN children's fishing derby, sponsored by Henvey Inlet Wind and Nigig Power Corporation was held at the HIFN Landing. The weather could not have been better for a morning of fishing, food and fun.

27 Youth members showed up to participate with their adult supporters.

We are pleased to announce the winners are as follows:

1-5 age group: Wyatt

6-12 age group: Richard

13-17 age group: Ashaya

Special thanks to Pat Murray from Pattern Energy for ensuring all youth had the gear needed to participate.

Allen Cada for his culinary skills that ensured breakfast and lunch for all who came out in support of this event.

Thank you to Nigig Board members, for the weighing and recording of all participant's fish and ensuring the fish were released back into the water to hopefully show up again next year.

Henvey Inlet Wind and Nigig Power Corporation's Board and staff look forward to seeing you all next year.



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
Brenda D. Contin
Patrick D. Brennan
Deborah Newton
Stanley K. Moses
Genevieve Solomon-Dubois
Carl Ashawasagai
Bradley McQuabbie

MEMORANDUM

To: Ontario Works Recipients

From: Henvey Inlet Ontario Works (MCCSS)

Date: October 1, 2026

Subject: Information relating to Ontario Works

Income Statements

Reminder: If you receive financial assistance from Ontario Works, your income statements will be delivered to your **GREEN mailbox** in the first week of each month. If you do not have a **GREEN mailbox**, please fill out the income statement at the Band Office.

Please submit your income statement by the due date, or you may experience a delay in receiving your Ontario Works financial assistance.

Food Bank

The food bank is distributed to on-reserve community members once a month, with priority given to them. If you reside off reserve, please visit a food bank in your local area, such as Britt, Alban, Parry Sound, or Sudbury.

Appointments

To apply for financial assistance, call the Ontario Works Administrator during office hours at 705-857-2331 or (Cell) 1-705-773-8714.

OCTOBER ONTARIO WORKS

2026



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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Office Hours 8:30 AM to 4:30 PM	Not in Office!	
4	5	6	7	8	9	10
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM ODSP Clinic 11 AM – 2 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:30 PM FOOD BANK DISTRIBUTION!	Not in Office!	
11	12	13	14	15	16	17
	Office Closed!	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM Food Bank Bingo 5:30 PM	Office Hours 8:30 AM to 4:30 PM	REMINDER Last Day to Submit Income Statement without a delay.	HALLOWEEN DANCE 4 PM - 8 PM
18	19	20	21	22	23	24
	Office Hours 8:30 AM to 4:30 PM ONWAA Meeting	ONWAA Meeting	ONWAA Meeting	ONWAA Meeting	Not In Office!	
25	26	27	28	29	30	31
	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 4:30 PM	Vacation Day!	Office Hours 8:30 AM to 4:30 PM	Office Hours 8:30 AM to 12:00 PM	

HIFN OW will be hosting an

ODSP CLINIC

APPLY FOR ODSP & ASK QUESTIONS

What are the eligibility requirements to apply for ODSP? Update your file, ask questions, and receive information about your Hydro & Propane Bills and other services ODSP offers.



DATE: October 6, 2026

TIME: 11:00 AM- 2:00 PM

PLACE: Learning Centre
334 Pickerel River Rd.



Call 705-857-2331 for more info.

FOOD BANK



Wednesday, October 7 & 14, 2026

WAGAMAKE LEARNING CENTRE

Doors open at 5:30 PM

Bingo starts at 6:00 PM

Regular Games - .25 cents a card

Special Games - .50 cents a card

Jackpot Game – \$1.00 a card



Toonie Pot!



PROCEEDS GO TO THE HENVEY INLET FOOD BANK.

Henvey Inlet Food Bank



Date: **October 8, 2026**

Time: **11:00 AM to 12:00 PM**

Location: **Food Bank (Red Building)**

***PLEASE NOTE* YOU MUST FILL OUT YOUR REQUEST FORM & PICK UP YOUR BAGS OF FOOD.**

Elders are an exception and may have a family member or staff member pick up their food.

Families, Couples and Single Adults are eligible to receive assistance from the food bank and must receive the following **Fixed Low Incomes**:

- Ontario Works
- O.D.S.P. (Ontario Disability Support Program)
- O.A.S. (Old Age Security)
- C.P.P. (Canada Pension Plan)
- E.I. Benefits (Employment Insurance)
- Post-Secondary Student Allowance

DibAAjIMOOWINAN

GEZHTOOJIG EMPLOYMENT & TRAINING

GEZHTOOJIG PROGRAMS & SERVICES

Purchase of Training:

For F/T programs up to 52 weeks long.

Upskill:

To provide (someone, such as an employee) with more advanced skills

Mobility:

Assistance to attend job interview

Employment Support:

Up to \$500 to start a full time job.

Relocation:

Assistance to relocate for a full-time job

PROGRAMS AVAILABLE

Self Employment

Information and resources

Wage Subsidies: 50% of wage for full-time jobs

Administer Better Jobs Ontario

Apprenticeship:

- Wage Subsidies available for Registered Apprentices
- Purchase of Training for In Classroom Offer of Training
- Tool Grant



Gezhtoojig Employment & Training, 117 Elm St., Unit 102, Sudbury, ON P3C 1T3

Tel: 705-524-6772/Toll: 1-800-361-9256/Email: info@gezhtoojig.ca

ANISHINABEK NATION ANISHINAABEMOWIN MAAWNJIDING MASHKOZIITOODAA GDINWEWINAA

OCTOBER 13-14, 2026 | 9 AM - 4 PM EST

ANISHINABEK NATION HEAD OFFICE
1 Migizii Miikan, Nipissing First Nation

Anishinabek Nation member First Nations are invited to register for two days of language sessions and activities for adult (18+) learners with an understanding of Anishinaabemowin.

This event will be primarily in Anishinaabemowin. Registration will be on a first come, first served basis - spots are limited.

Additional details:

- Emcee and facilitator: Dr. Barbara Nolan, Anishinaabemowin E-niigaanwidood (Language Commissioner)
- Other facilitators: Isadore Toulouse, Mabel Lewis-Hill, Mary Lou Manitowabi, and Paulette Green
- Morning snack and a lunch will be provided
- Travel is at your own expense



REGISTER TODAY





JOURNEY & DISCOVERY

SHKAGAMIK-KWE HEALTH CENTRE OPEN HOUSE

FRIDAY, OCTOBER 9, 2026
12 P.M. TO 7 P.M.

No registration required. For more information, please call reception at 705-675-1596.



Community Centre

HART Hub, Health and Well-being, Integrated Health and Therapy, and Mishko-Ode-Wendam School
 105 Elm Street



A Place of Understanding

SKHC Fetal Alcohol Spectrum Disorder (FASD) Clinic
 151 Applegrove Street



Mashkiki Wiigwaam

Traditional Program
 153 Applegrove Street



Primary Care Clinic and Traditional Healing Space

Primary Care, Lodge, and Medicine Room
 161 Applegrove Street



Start your journey at any location, then wrap up your visit with a warm meal and a chance to enter a prize draw.

Tuesday November 3, 2026



SHARING KNOWLEDGE AND PERSPECTIVES

LEARNING FROM THE LAND AND COMMUNITY

**AN INVITATION TO
ELDERS & KNOWLEDGE CARRIERS**

Elders and Knowledge Carriers are invited to join the Blazing Star team for an informal gathering about our long-term reptile monitoring project on HIFN lands.

This is an opportunity to share your perspectives about the research and the land. Your knowledge and experience are valued and will help inform how we approach this work in the future.



INTERESTED IN JOINING US?

If you're interested in attending, please add your name to the sign-up sheet.



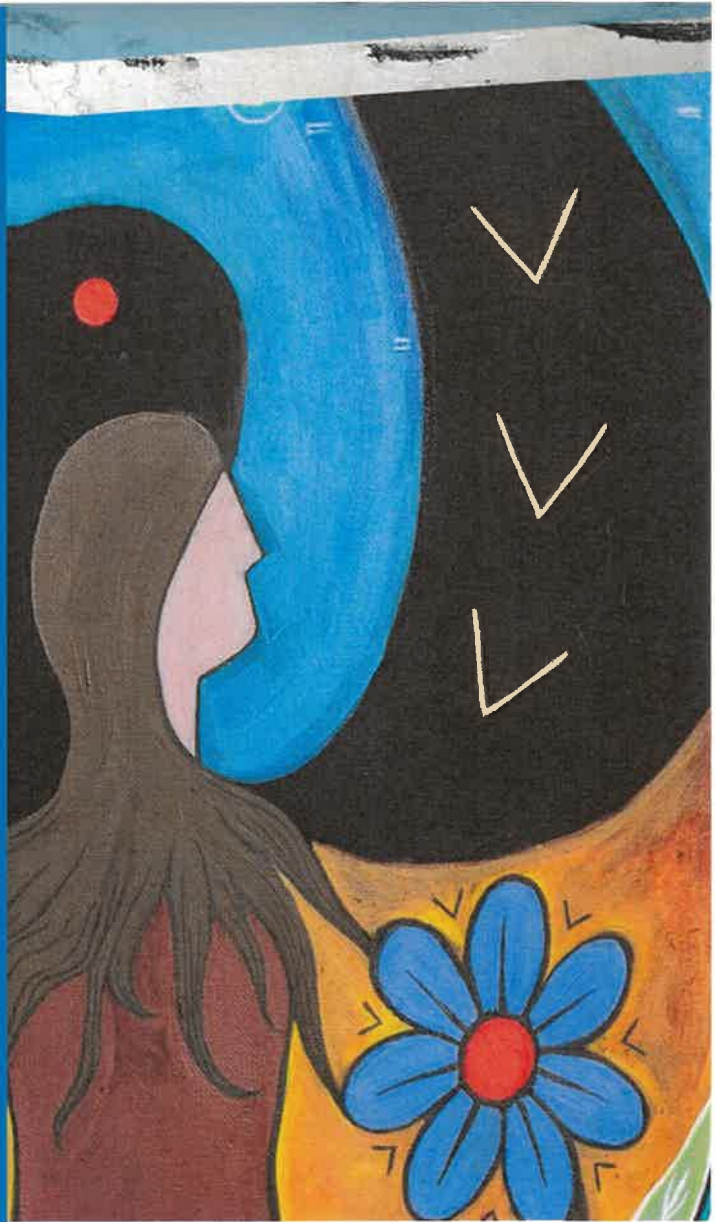
Food, refreshments, and honoraria provided for all participants

COMING SOON!

**Human
Trafficking
Workshop**

All are Invited

**O&M Community Hall
November 27th, 2026
9am-12pm**



**Addressing, Preventing and Ending Sex
Trafficking**

Call HIFN Library 705-857-2331 ext. 621 for more information



Shkagamik-Kwe HEALTH CENTRE

E-niigaanzid (Chief Executive Officer)

Primary Location:	Shkagamik-Kwe Health Centre, Sudbury, Ontario
Service Locations:	Sudbury and Cochrane, Ontario, including Sweetgrass Health Centre
Reports to:	Board of Directors
Position Status:	Permanent, Full-Time Executive Position
Salary Range:	\$170,786 – \$202,852 annually

About Shkagamik-Kwe Health Centre

Shkagamik-Kwe Health Centre (SKHC) is an Anishinaabek-led Indigenous health and wellness organization dedicated to improving the health and well-being of Indigenous individuals, families, and communities. For nearly 30 years, SKHC has provided culturally grounded, wholistic, and community-driven care that brings together Indigenous knowledge and traditional healing with primary health care, mental wellness, health promotion and prevention, cultural programming, and community supports. Headquartered in Sudbury, SKHC also operates Sweetgrass Health Centre in Cochrane and works in partnership with First Nations, Indigenous communities, and health-system partners across Northeastern Ontario.

The Opportunity

Reporting to the Board of Directors, the E-niigaanzid (Chief Executive Officer) provides strategic, cultural, organizational, and operational leadership across SKHC and its service locations. The E-niigaanzid (CEO) is accountable for advancing SKHC's mission and strategic direction while ensuring strong organizational performance, financial sustainability, quality of care, and accountability to the Indigenous individuals, families, and communities served. The Board is seeking a collaborative, values-driven leader who will strengthen relationships, guide organizational growth, and ensure SKHC continues to provide culturally grounded, wholistic, and community-responsive care.

Key Responsibilities and Accountabilities

The E-niigaanzid (CEO) is responsible for:

- **Strategy and Governance:** Work with the Board to establish strategic direction, translate priorities into measurable organizational objectives, and report regularly on performance, finances, risks, and emerging issues.
- **Financial and Operational Accountability:** Oversee operating and capital budgets, financial controls, audits, funding agreements, and regulatory compliance, ensuring responsible stewardship of SKHC's resources.

Building healthy communities – Respecting traditional values

- **People and Organizational Leadership:** Lead and hold accountable the senior leadership team, establish clear roles and performance expectations, and foster a culturally safe, respectful, psychologically healthy, and accountable workplace. Support Indigenous employment, mentorship, leadership development, workforce planning, and succession planning.
- **Indigenous Leadership and Community Accountability:** Ensure Indigenous culture, knowledge, values, and community priorities are reflected in organizational decisions, programs, services, and partnerships. Maintain meaningful relationships with Elders, Knowledge Keepers, First Nations, Indigenous organizations, clients, families, and communities.
- **Quality and Service Delivery:** Ensure programs and services are safe, accessible, culturally grounded, wholistic, client-centred, and responsive to community needs, with appropriate systems for quality improvement, client safety, privacy, and professional accountability.
- **Sweetgrass and Multi-Site Leadership:** Provide executive oversight of SKHC's Sudbury and Cochrane operations, including Sweetgrass Health Centre, ensuring effective local leadership, staffing, financial oversight, organizational alignment, and a regular leadership presence in Cochrane.
- **Risk and Organizational Systems:** Ensure effective organizational systems, controls, and risk-management practices are in place to support safe, compliant, and sustainable operations, including appropriate stewardship of Indigenous knowledge and data consistent with Indigenous data sovereignty and applicable OCAP® principles.
- **Partnerships and Advocacy:** Build and maintain strategic relationships with communities, governments, funders, and health-system partners and advocate for Indigenous health equity, self-determination, and culturally grounded models of care.
- **Growth and Sustainability:** Identify and advance opportunities for sustainable funding, partnerships, service development, innovation, and organizational growth that respond to community needs and support SKHC's long-term sustainability.

The E-niigaanzid (CEO) is accountable to the Board of Directors for the overall performance, integrity, and sustainability of SKHC and for ensuring the organization fulfills its strategic, legal, financial, funding, and community responsibilities.

Qualifications and Experience

The successful candidate will bring a combination of senior leadership experience, education, Indigenous knowledge, cultural experience, and community connection, including:

- Significant progressive senior leadership or executive experience in Indigenous health, primary care, community health, mental wellness, social services, or a comparable organization.
- Experience working effectively with a governing Board and leading within a multidisciplinary, publicly funded, community-serving organization.
- Strong financial, operational, human resources, governance, and risk-management capabilities.

Building healthy communities – Respecting traditional values

- Demonstrated knowledge of Indigenous health and wellness, cultural safety, anti-Indigenous racism, trauma-informed practice, and Indigenous approaches to healing.
- Demonstrated ability to build respectful relationships with Indigenous communities, Elders, Knowledge Keepers, governments, funders, health professionals, and community partners.
- Experience leading organizational change, workplace culture, service development, and organizational growth.
- Strong communication, relationship-building, decision-making, negotiation, and conflict-resolution skills.
- **Knowledge of Ontario's health-care system and Indigenous health landscape.**
- Ability and willingness to travel regularly between Sudbury and Cochrane and to other communities as required.

A graduate degree in a relevant discipline is preferred. A combination of formal education, Indigenous knowledge, cultural experience, community leadership, and executive experience may be considered equivalent. The ability to communicate in Anishinaabemowin or French is an asset.

Compensation

The salary range is \$170,786 to \$202,852 annually, commensurate with qualifications and experience. SKHC also offers a comprehensive executive compensation package, including benefits, HOOPP pension, paid time off, and professional development support.

Equity and Accessibility

SKHC is committed to a fair, accessible, culturally appropriate, and inclusive recruitment process. Accommodation will be provided throughout the recruitment and selection process in accordance with applicable human rights and accessibility legislation.

Artificial Intelligence Disclosure

Shkagamik-Kwe Health Centre does not use artificial intelligence to screen, assess, or select applicants for this position. This recruitment is for an existing full-time executive vacancy.

How to Apply

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications, leadership experience, and alignment with SKHC's mission and values. Please submit applications in confidence by **October 16, 2026** to the Board Chair at bodhr@skhc.ca with the reference "**E-niigaanzid (Chief Executive Officer)**" in the subject line.

We thank all applicants for their interest. Only candidates selected for further consideration will be contacted. All applications will be treated in confidence.

Building healthy communities – Respecting traditional values



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**



B'SAANIBAMAADSIWIN
INDIGENOUS MENTAL HEALTH

INTERNAL/EXTERNAL POSTING: OPEN UNTIL OCTOBER 9, 2026, AT 4PM

PEER SPECIALIST – INDIGENOUS EPI (CONTRACT) (71-26)
INDIGENOUS EARLY PSYCHOSIS INTERVENTION
B'SAANIBAMAADSIWIN PROGRAM

Hours of Work: 14 hours per week (0.4 FTE)

Job Status: Contract – October 2026 to March 2027

Base office: Muskoka District (Bracebridge, Gravenhurst) or Parry Sound District (Parry Sound, Sundridge)

Competition #: 71-26

Purpose of the Position: The Peer Specialist – Indigenous Early Psychosis Intervention (EPI) draws upon lived experience of mental health challenges and recovery, and/or the experience of supporting a family member through mental illness, to provide peer-based support, advocacy, practical assistance and hope. The position is housed within B'saanibamaadsiwin and works across both the Muskoka and Parry Sound EPI teams, supporting Indigenous and non-Indigenous clients and families throughout the region. The Peer Specialist works collaboratively within multidisciplinary teams while maintaining the distinct role and boundaries of peer support, and helps connect people with recovery, community, cultural and wellness resources based on their goals and preferences. Services may be provided from agency offices, in community settings and virtually. Peer services will be recovery-oriented, culturally safe and person-centered, and offered in accordance with the province-wide EPI coordinated specialty care model (NAVIGATE).

Education and Qualifications:

- Ontario Secondary School Diploma (OSSD) or equivalent.
- Personal lived experience with the mental health system as a consumer/survivor and/or family member, with the ability to use that experience intentionally, appropriately and safely in a peer support role.
- Lived experience related to psychosis or early psychosis, or experience supporting someone through psychosis, is considered an asset.
- Knowledge of peer support principles, including mutuality, self-determination, hope, recovery, strengths-based practice, appropriate self-disclosure, confidentiality and role boundaries.
- Certification with Ontario Peer Development Initiative (OPDI), another recognized peer support program, or willingness to complete required peer support training.
- Demonstrated knowledge of Indigenous peoples, communities, cultures, histories and contemporary realities within Muskoka and Parry Sound, including communities within the Williams Treaties and Robinson-Huron Treaty territories.
- Knowledge and awareness of Indigenous culture, the importance of traditional language, and traditional and non-traditional approaches to healing and wellness, including the roles of Elders, Knowledge Keepers and Healers and a Two-Eyed Seeing approach.
- Understanding of the impacts of colonization and systemic barriers on Indigenous peoples and their experiences within health and mental health systems.
- Ability to provide culturally safe, respectful and inclusive support to both Indigenous and non-Indigenous clients and families.

- Excellent communication, organization, listening and interpersonal skills, with the ability to develop respectful, non-judgmental and trusting relationships.
- Ability to work autonomously as well as cooperatively within multidisciplinary teams in a rural setting while maintaining the distinct role of peer support.
- Awareness of psychosocial rehabilitation and recovery-oriented principles and practices is considered an asset.
- A commitment to the rights, dignity and self-determination of people experiencing mental health and/or addiction challenges.
- Working knowledge of Microsoft Windows, the Internet and data management software.
- Willingness and ability to provide services in person and virtually and to travel throughout the Districts of Muskoka and Parry Sound.
- A valid Ontario G or G2 driver's licence, a safe and reliable means of transportation, and appropriate insurance for work purposes on your vehicle with a minimum of \$1,000,000 in liability coverage.
- Bilingualism in French and English is considered an asset.

Qualified applicants who self-identify as Indigenous will be given priority. Demonstrated Indigenous cultural knowledge, community experience and understanding are mandatory requirements of this position.

Salary scale: \$25.26 to \$29.98 per hour commensurate with qualifications and experience

You are invited to submit your application by quoting competition number **71-26 by 4pm on Friday, October 9, 2026:**

The Hiring Committee

Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street

Bracebridge, Ontario P1L 1S3

Telephone: (705) 645-2262 Online: [CMHA MPS Careers](#)

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer, and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca.

If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

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



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: OPEN UNTIL OCTOBER 9, 2026, AT 4PM

INDIGENOUS EPI THERAPIST AND YOUTH WORKER (72-26)
INDIGENOUS EARLY PSYCHOSIS INTERVENTION
B'SAANIBAMAADSIWIN PROGRAM

Job Status: Permanent

Hours of work: 35 hours per week

Base office: Parry Sound

Competition #: 72-26

Purpose of the Position: The EPI Therapist is a member of B'saanibamaadsiwin, an Indigenous Mental Health and Addictions program that walks alongside Indigenous community members, families, and communities in a way that is relational, culturally safe, trauma-informed, and grounded in respect for Indigenous ways of knowing. This role provides Early Psychosis Intervention (EPI) services to Indigenous youth, emerging adults, and their families/supports who may be experiencing early signs of psychosis or a first episode of psychosis. The EPI Therapist provides counselling/psychotherapy, assessment, psychoeducation, treatment planning, relapse prevention, family support, system navigation, and coordinated care in collaboration with the client, their chosen supports, the B'saanibamaadsiwin team, the Parry Sound EPI Team, the regional EPI team, and community partners.

B'saanibamaadsiwin honours a Two-Eyed Seeing approach. The successful candidate will be expected to respect and draw from both Indigenous and Western ways of knowing, while ensuring that care is led by the client's needs, choices, identity, culture, family/supports, and community context.

We strongly encourage applications from First Nations, Inuit, and Métis applicants. Candidates who self-identify as Indigenous will be prioritized in the hiring process as part of our commitment to providing culturally appropriate, community-accountable care. Applicants are invited to self-identify in their cover letter if they are comfortable doing so. Indigenous knowledge, language, lived/living experience, community connection, cultural teachings, and professional experience are all valued forms of knowledge for this role.

Education and Qualifications:

- Bachelor's degree or higher in Social Work, Psychology, Nursing, Occupational Therapy, Counselling/Psychotherapy, or another related human service/health science discipline, or an equivalent combination of relevant education, registration, and experience.
- Current registration in good standing with a professional regulatory body whose members are authorized to perform the controlled act of psychotherapy in Ontario, or ability to obtain and maintain appropriate registration as required for the role. This may include, but is not limited to, the Ontario College of Social Workers and Social Service Workers, the College of Registered Psychotherapists of Ontario, the College of Nurses of Ontario, the College of Occupational Therapists of Ontario, or another appropriate regulatory college.

- Demonstrated ability to provide counselling/psychotherapy, therapeutic interventions, assessment, treatment planning, crisis support, and professional documentation with youth, emerging adults, families, and/or individuals experiencing significant mental health concerns.
- Experience or strong interest in Early Psychosis Intervention, first episode psychosis, serious mental illness, concurrent disorders, youth mental health, family work, or recovery-oriented care. Formal EPI experience is an asset but is not required when the candidate brings strong clinical, relational, cultural, and learning capacity.
- Understanding of EPI principles, including early identification, engagement, psychoeducation, coordinated specialty care, relapse prevention, family involvement, and support for school, work, home, social, cultural, and community functioning.
- Knowledge of Indigenous cultures, histories, strengths, teachings, and practices, with awareness of the traditional territories and First Nation communities within Muskoka and Parry Sound.
- Understanding of the impacts of colonization, residential schools, child welfare involvement, racism, discrimination, grief/loss, poverty, housing insecurity, and other social determinants of health, while also recognizing Indigenous strengths, resilience, culture, family, kinship, land, ceremony, language, humour, and community connection.
- Experience working with Indigenous communities, Indigenous organizations, First Nation communities, or Indigenous clients and families is strongly preferred.
- Ability to respectfully collaborate with Elders, Knowledge Keepers, healers, traditional people, community leaders, and cultural supports when requested by the client and when appropriate protocol has been followed.
- Ability to work independently and collaboratively as part of a multidisciplinary team in rural and community-based settings, including in-person, community-based, office-based, and virtual service delivery.
- Proficiency with Microsoft Word, Outlook, and client information systems.
- Bilingualism in French is an asset. Indigenous language fluency is an asset.
- A valid Ontario G or G2 driver's licence, access to reliable transportation, and ability to travel throughout Muskoka and Parry Sound Districts as required.
- Flexibility to work days, evenings, weekends, and statutory holidays as required by program needs.

Major Responsibilities:

- Provide culturally safe Early Psychosis Intervention services to Indigenous youth, emerging adults, and families/supports, with a focus on early engagement, recovery, education, prevention, intervention, and wellness.
- Provide counselling/psychotherapy and therapeutic interventions using culturally safe, trauma-informed, strengths-based, recovery-oriented, and clinically sound approaches.
- Complete intake, screening, assessment, treatment planning, risk assessment, safety planning, relapse prevention planning, discharge/transition planning, and follow-up in a respectful and timely manner.
- Support clients who may be experiencing early signs of psychosis, a first episode of psychosis, mood concerns, anxiety, trauma, substance use, social withdrawal, grief/loss, crisis, or other barriers to wellness and recovery.
- Provide psychoeducation and family/support work, with client consent, to help families and chosen supports better understand psychosis, recovery, communication, relapse prevention, crisis planning, and available resources.
- Participate in NAVIGATE model training and apply relevant components of coordinated specialty care, including Individual Resiliency Training, Family Education, Supported Employment and

Education, peer support, medication collaboration, and team-based care, as appropriate to the role and service plan.

- Work from a wholistic lens that considers physical, mental, emotional, spiritual, family, social, cultural, community, school/work, housing, income, and safety needs.
- Use a Two-Eyed Seeing approach by integrating clinical knowledge with Indigenous knowledge, cultural supports, ceremony, land-based approaches, and traditional healing when requested by the client and appropriate to the service plan.
- Build and maintain respectful relationships with First Nation communities, Indigenous organizations, schools, health care providers, hospitals, primary care, psychiatry, crisis services, RAAM/addictions services, community partners, and other service providers.
- Support early identification and access by providing education, consultation, outreach, and service navigation to clients, families, communities, schools, and partners as appropriate.
- Maintain accurate, respectful, timely, and professional clinical documentation in accordance with agency policy, regulatory college standards, privacy legislation, and program expectations.
- Contribute to a healthy team culture by practicing humility, accountability, good communication, mutual support, and willingness to learn.

Salary scale: \$36.62 to \$45.15 per hour, commensurate with qualifications and experience.

Benefits: Comprehensive benefit plan and enrolment in a Registered Retirement Plan with HOOPP where contributions start on date of hire.

You are invited to submit your application quoting competition **72-26 by 4:00pm on Friday, October 9, 2026**, to:

The Hiring Committee

Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street
Bracebridge, Ontario P1L 1S3
Telephone: (705) 645-2262 Online: CMHA MPS Careers

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If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

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



Anishinaabek Wiidosendiwak

October Programming

Band Representative On-Call Schedule

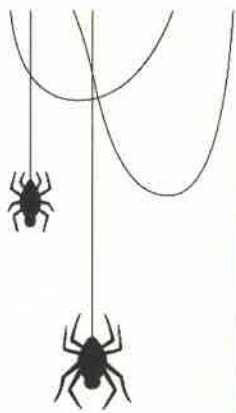
Staff Member	Start Date	End Date
McKenzie Garon	2026-09-28 16:30	2026-10-05 8:30
Eric Martin	2026-10-05 16:30	2026-10-12 16:30
Dale Xilon	2026-10-12 16:30	2026-10-19 8:30
Kerri Campbell	2026-10-19 16:30	2026-10-26 8:30
Kara Newton	2026-10-26 16:30	2026-11-02 8:30

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
Kara	(705) 921-5205
Eric	(705) 690-6829
McKenzie	(705) 690-1015
Dale	(705) 391-4358

*** 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 ***



AFTER SCHOOL PROGRAM

Ages 8-18



Bi-Weekly
3:30- 5:30 pm
Health Centre Boardroom
Dinner will be provided
Call 705-857-1963 to sign up!



October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Programing 3:30 - 5:30 pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Programing 3:30 - 5:30 pm	22	23	24
25	26	27	28	29	30	31



FESTIVAL OF SPIRITS

OCTOBER 15, 2026 @ 10 AM
HEALTH CENTRE BOARDROOM
LUNCH PROVIDED

12 SPOTS AVAILABLE

CONTACT ERIN TO SIGN UP @705-857-1963

CALL FOR VENDORS

CARS FOR KIDS

SUNDAY | OCTOBER 18

10 AM TO 2 PM

HENVEY INLET HEALTH CENTRE - 354A PICKEREL RIVER RD



**Anishinaabek
Wiidosendiwak**

Please Contact Erin Campbell @705-857-1963 by 4:30
pm on October 13



Anishinaabek
Wiidosendiwak

CARS FOR KIDS

CARS, BBQ, VENDORS AND MORE

START YOUR ENGINES! Cars for Kids is rolling in with a full day of excitement for kids of all ages.



10 AM TO
2 PM

SUNDAY, OCT 18, 2026

Henvey Inlet Health Centre
Weather Permitted

363

Car & Social Club





AFTER SCHOOL HALLOWEEN PHOTOSHOOT

Wednesday October 21st

3:30 - 5:30 pm

****for the kids in the after school
program****

Dinner will be provided

Please call 705-857-1963 to sign up!





NNADAP Worker

Brenda Roberts

CANNING AND PRESERVING

JAMS



CORN
RELISH

shutterstock.com • 263130146

OCTOBER 5, 2026
9-3PM

MICHELLE OR BRENDA

1ST MEETING

AA/NA

Meeting

2026 OCT 5

6:00-8:00 PM

MEETING IN THE STAFF ROOM (AKA GARY'S OFFICE)
CONTACT BRENDA NNADAP WORKER

LIGHT SNACK AND REFRESHMENTS

WE WILL BE DECIDING ON HOW OFTEN TO MEET



Community Gatering For Wellness & Connection

With ACNBA

Join us for an evening of activities, learning and connection.

Tuesday October 6th 2026

5-8:30pm

Henvey Inlet First Nation Health Centre

The evening will include:

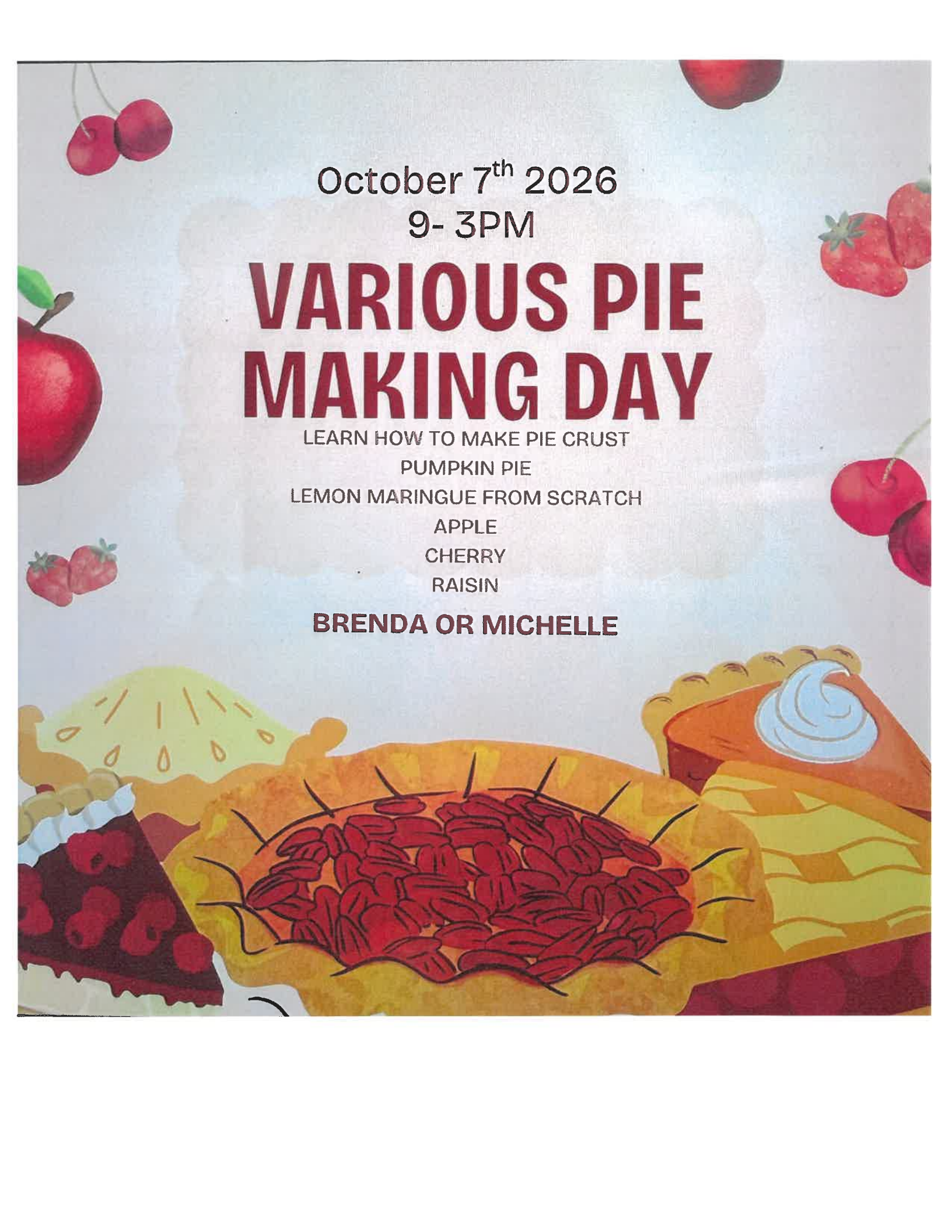
- **Free and private testing for hepatitis C and HIV**
- **Health Bingo**
- **Naloxone training**
- **Prizes and giveaways**

Dinner and snacks provided



PLEASE CALL TO SIGN UP!!

Need to know for food purposes!!



October 7th 2026

9- 3PM

VARIOUS PIE MAKING DAY

LEARN HOW TO MAKE PIE CRUST

PUMPKIN PIE

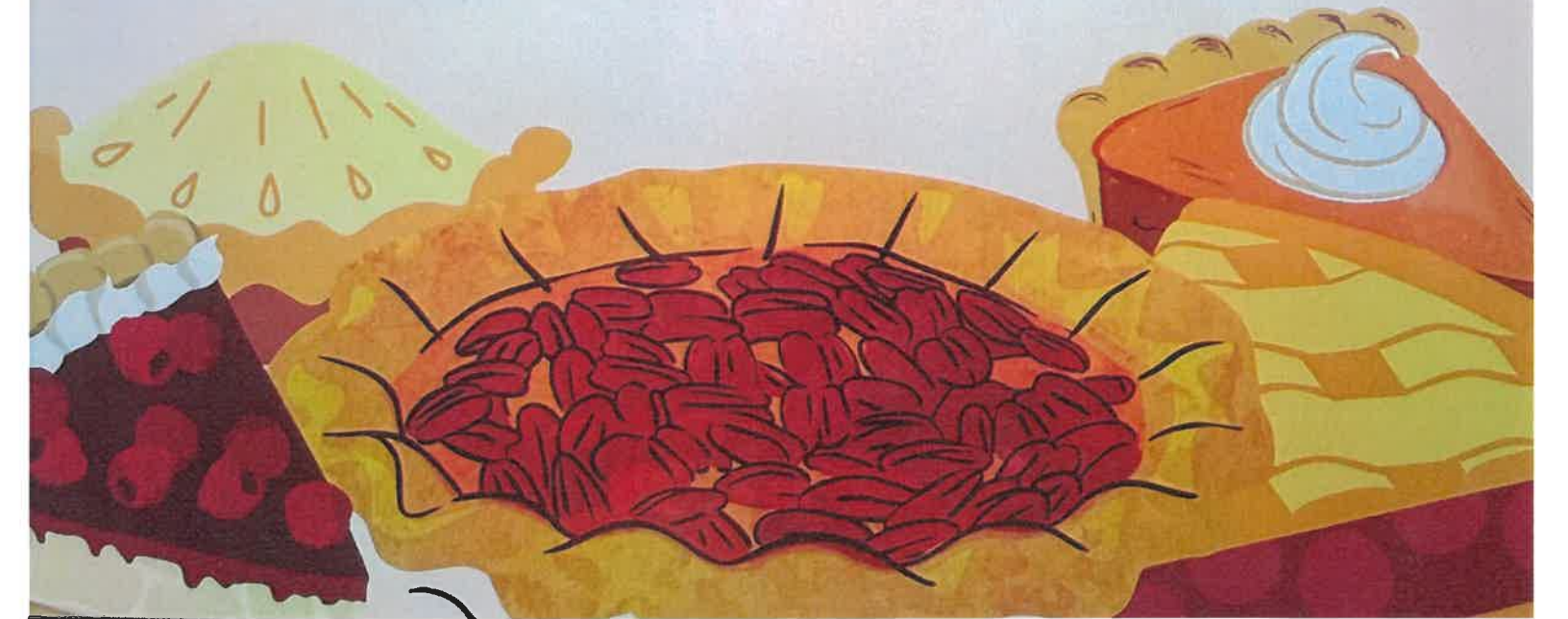
LEMON MARINGUE FROM SCRATCH

APPLE

CHERRY

RAISIN

BRENDA OR MICHELLE





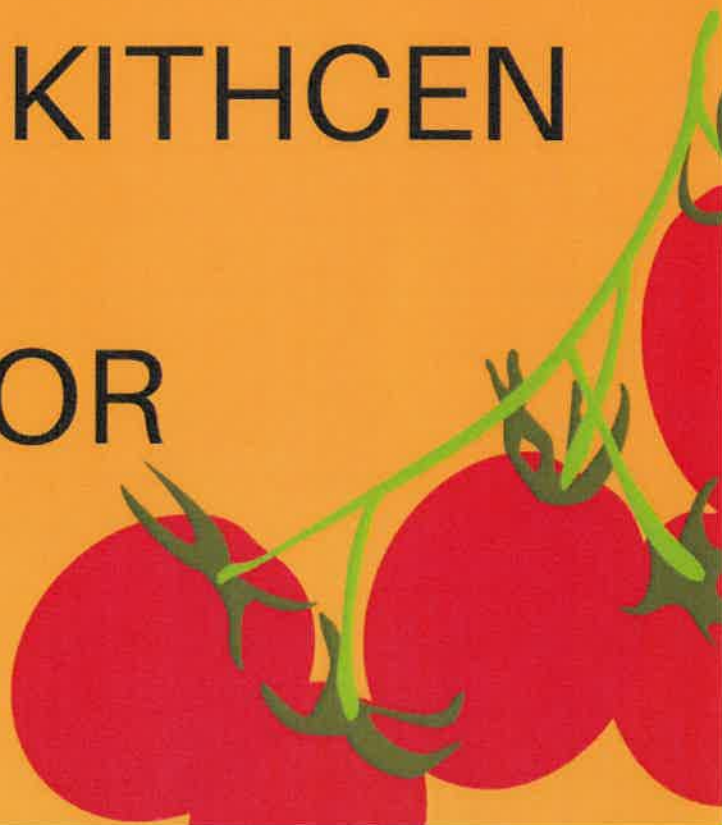
CANNING AND
PRESERVING
SALSA AND
TOMATOE SAUCE

OCTOBER 13 2026

9-2PM

TEACHING KITHCEN

MICHELLE OR
BRENDA



Moose Hide Mitts

MEDICAL CENTRE
BOARD ROOM

OCTOBER 13, 14 & 15
5-8 PM

MICHELLE OR
BRENDA





MENTAL HEALTH FIRST AID

Facilitated by: Roger
Chum & Jennifer
Funnell- MHFA First
Nations



October 14, 15 & 16, 2026

8:30 AM- Approx. 5:00pm Daily

8:30am- 12:00PM Friday

O&M Office 2 Upstairs

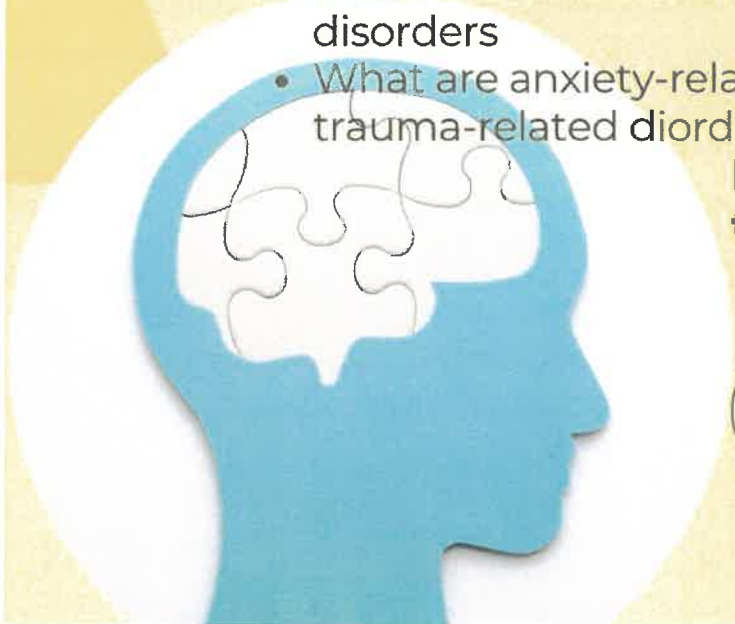
A few of the Topics Covered:

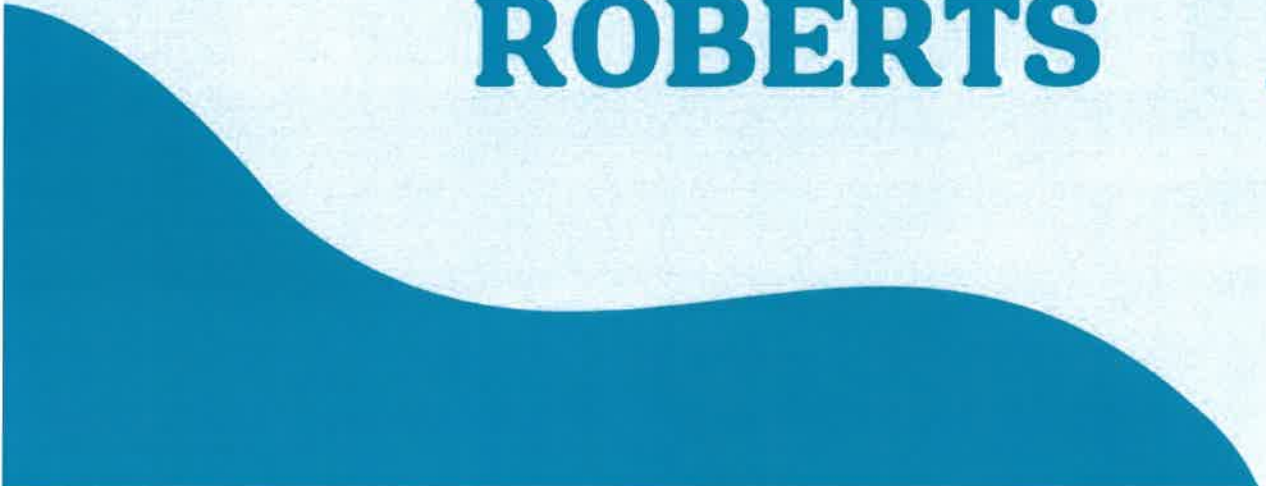
- Understanding Mental Health and the need for MHFA
- What is mood-related disorder
- What are substance related disorders
- What are anxiety-related and trauma-related disorders

**Lunch
Provided!
25 Spots
only!**

**Please call Health Centre
to register!!**

**Brenda Roberts- NNADAP
705-857-1221 ext: 228**





**HARM
REDUCTION
SUPPLIES ARE
AVAILABLE FROM
THE NNADAP
WORKER,
BRENDA
ROBERTS**



TUESDAYS ONLY!

NEEDLE EXCHANGE PROGRAM



Please see NNADAP Worker, Brenda Roberts to drop off used needles and pick up new ones.

If any questions, Please call Health Centre

AVAILABLE FROM NNADAP

Naloxone Kits

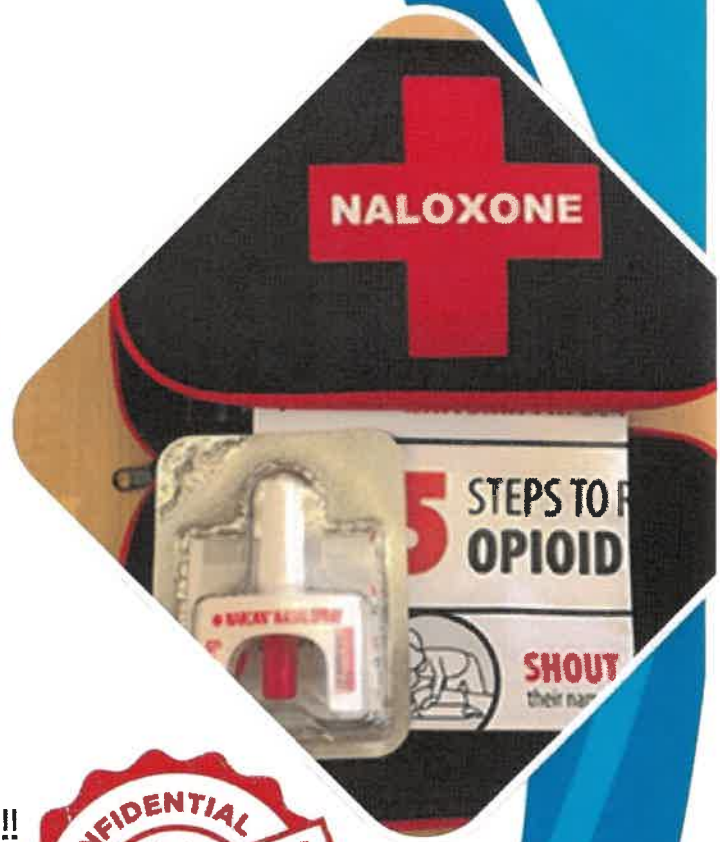
If you require a Naloxone Kit, Come see Brenda Roberts at Health Centre!!

Drop off expired Naloxone Kits also!!!



Drug Testing Kits

Take home kits available to test street drugs for fentanyl, benzodiazepines, and xylazine before use.





**Michelle Moses—
Community Wellness
Worker**



WOMANS Wellness DAYS

Take
Time
For
You
♡

HEAL • CONNECT • RELAX • BE YOU

October 2nd & 3rd

10:00 AM – 4:00 PM

HENVEY INLET FIRST NATION
HEALTH CENTRE



MASSAGE



CRANIOSACRAL
THERAPY



EMOTION CODE

Nourishing Mind • Body • Spirit
♡



SELF CARE
IS NOT SELFISH
IT'S MEDICINE

13 SPOTS AVAILABLE
(PRIORITY TO WOMANS GROUP PARTICIPANTS)
☎ CALL 705-857-1221 TO SIGN UP





Quills and Seeds

EAR DETOX TREATMENTS

EAR ACUPUNCTURE WITH MERCEDES, AURICULAR DETOX SPECIALIST

Thursday, September 24, 2026

Monday, October 5, 2026

Monday, October 26, 2026

10:00 a.m. to 3:00 p.m.

354A Pickerel River Road

Pickerel, ON

Join us this Thursday at the Henvey Inlet First Nation Health Centre for a group ear detox session. Designed to ease stress and relieve pain, this offering provides a calm, supportive space to relax and restore your well-being.

Benefits

- Reduce anxiety and stress
- Promote a sense of calm
- Improve sleep & Enhance mood
- Reduce cravings
- Relieves pain & Body aches



FOR MORE INFORMATION AND TO REGISTER, PLEASE CONTACT:

Kerrigan Iserhoff, Office Coordinator, 705-675-1596, ext. 213, or mcueto@skhc.ca



Shkagamik-Kwe
HEALTH CENTRE



Ladies Hand Drum

Every Tuesday 4:00-5:30pm

 begining Oct 6th

Meet @ The Health Centre



Refreshments served
All ages

Cedar Bath

Wellness Honouring Grief



Physical health



Mental Wellness



Emotional Wellness



Social Well-being



Spiritual Balance

OCTOBER 13TH
2PM-4:00 PM
10 SPOTS



Henvey Health Centre 705 857 1221 CWW &NADAP

COPPER SHAKER

WORKSHOP



10Am-3Pm



Create, and Have Fun! Oct 17th ●●●●●



Lunch



Crafting



Fun

Spots

10

REGISTER NOW

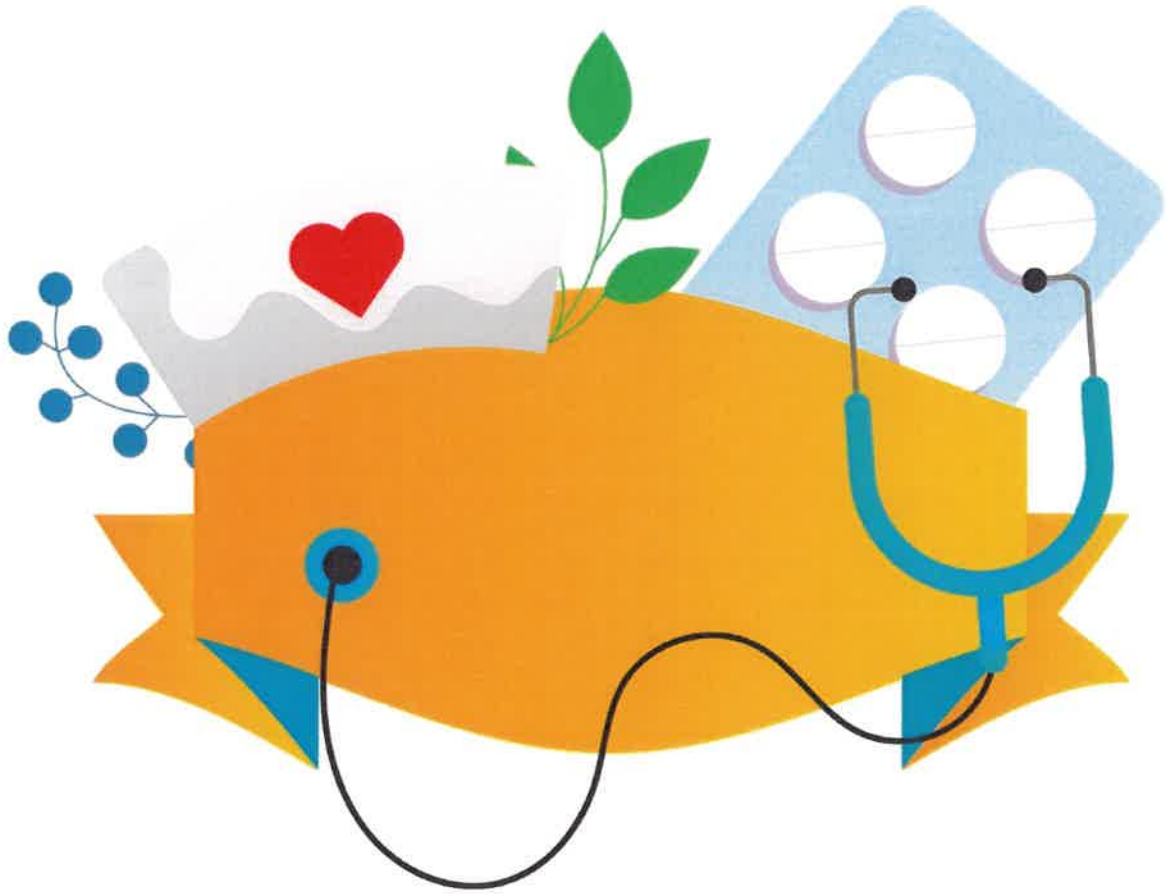


7053831047



michellemoses.hfin@outlook.com

CWW



*Melanie Morel-
Nurse Practitioner*



Community support services resuming!



Were ready to get back out in the community to help support your needs

Community support services are ready to start back up! The health centre now has a community referral form that gets filled out by the health department. Contact the health centre at 705-857-1221 and let us know what your needs are and when you would the services.

Housekeeping



We help with light housekeeping, dishes, laundry.



Friendly visit

We provide companionship, building healthy client relationships and help with daily reminders.

HOME MAINTENANCE

- Yard clean up
- Leaf raking
- Minor outdoor maintenance
- Large garbage assistance

HOME SUPPORT

- Bed making
- Medication reminders
- Minor housekeeping/deep cleans

NEED HELP WITH HOME MAINTENANCE?

Home Maintenance is available for community members 55 years of age and older.

Grass cutting • Yard work • Snow removal
Outside window cleaning • Other home maintenance

CALL THE HEALTH CENTRE

Tell Reception what you need help with. **We will send your request to Home Maintenance.**

You do not need to fill out any forms.

WHAT HAPPENS AFTER YOU CALL?

- 1 The Health Centre sends your request to Home Maintenance.
- 2 Requests are looked at based on how urgent they are.
- 3 When the work is finished, the worker lets the Health Centre know.

WHAT IF NO ONE COMES?

Call the Health Centre and let us know.
We will follow up for you.

Please do not call Home Maintenance directly.
All requests should go through the Health Centre.

HOME SUPPORT SERVICES

Help with things like **cooking, laundry, housekeeping and grocery shopping** is coming soon, but is **not available yet**.

When Home Support Services begin, the process will be the same: **call the Health Centre and tell us what help you need.**

HENVEY INLET HEALTH CENTRE



Brenda Contin
Community Health Nurse



Brenda Contin, CHN

October 2026

S	Mon	Tue	Wed	Thu	Fri
				1 OUT OF OFFICE	2 CULTURAL DAY
5 Staff Mtg/OFFICE	6 OFFICE	7 NALOXONE/ HOUSING WKSHP	8 ELDER CRUISE	9 OFFICE	
12 STAT HOLIDAY	13 NOT IN OFFICE	14 OFFICE	15 OFFICE	16 OFFICE	
19 SUDZ: FIRST AID/CPR	20 SUDZ: F.A/CPR	21 OFFICE	22 OFFICE	23 VACAY	
26 NOT IN OFFICE	27 OFFICE	28 OFFICE	29 OFFICE	30 VACAY	

FOOT CARE



For Elders & Diabetics

Wednesday

October 7,

2026

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

A photograph of three trays containing dried herbs. The top tray is white and filled with bright green, feathery herbs. The bottom-left tray is black and filled with white, shredded herbs. The bottom-right tray is yellow and filled with dark brown, shredded herbs. A large teal circle is overlaid on the center of the image, containing the text.

**CULTURAL
COORDINATOR**
Stan Moses

**Henvey Inlet First Nation Health Centre
354A Pickerel River Road- Pickerel, ON**

PoG 1J0

(705)857-1221 EXT: 229

Canadian Fire **Arms & Safety.** **Course**

Facilitated by Regan Pilatkze

October 2026

19th~ 12:00pm- 5:00pm

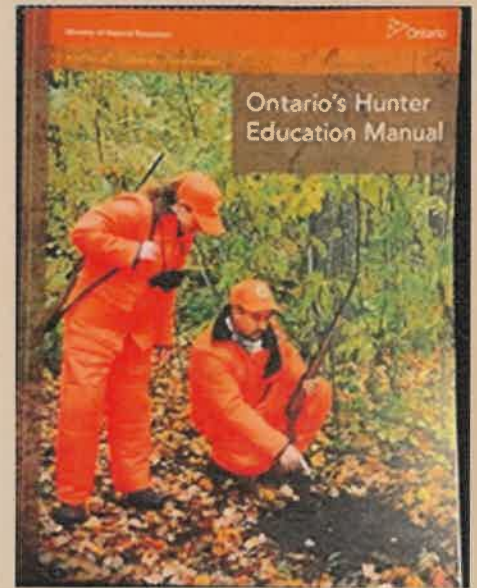
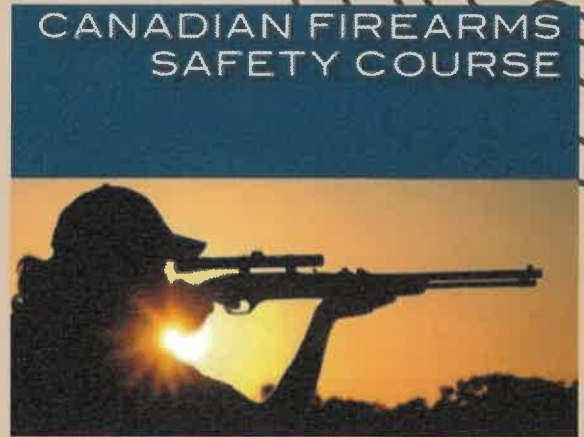
20th~ 12:00pm- 6:00pm

21st~ 11:00am- 5:00pm

O&M Office 2 (Upstairs)

Only 12 Spots Available!

**Please call Health Centre to
sign up, Must be committed to
attending!**



Contact Person: Stan Moses

705-857-1221



THURSDAY'S
OCTOBER 1, 8, 15, 22, & 29
2026

MEN'S CIRCLE

WITH GARY MARTIN

**NEW HEALTH CENTRE - DINNER TO BE
PROVIDED**

Starting at 5:00 PM

NO SIGN-UP NEEDED!

**FOR FURTHER INFORMATION OR IF A RIDE IS NEEDED WITHIN
COMMUNITY, CONTACT:**

CULTURAL COORDINATOR- STAN MOSES 705-857-1221



Women's Group

W. Gary Martin



**Wednesday's October 7,14,21,&
28, 2026**

Starts with Lunch at 11:30pm

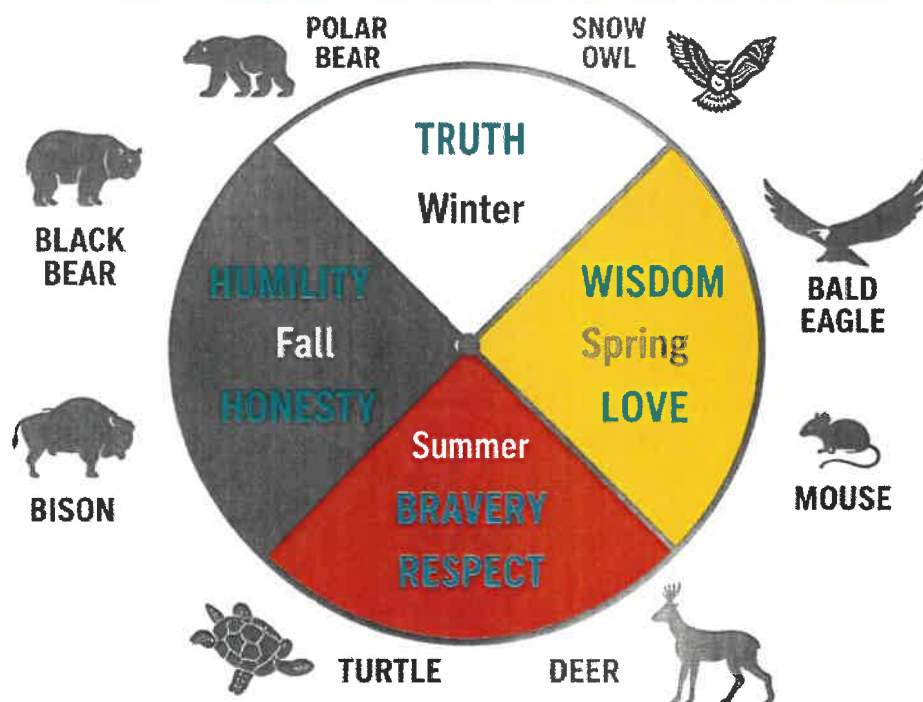
Henvey Inlet Health Centre in the
Health Room

admin@henveymedicalcentre.com

Contact : Stan Moses 705-857-1221

NEW!
ACCEPTING
NOMINATIONS
ALL YEAR!

7 GRANDFATHER TEACHING



2027 AWARDS CALL FOR NOMINATIONS

Nominations are now being accepted all year 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 April 30, 2027

@ 12 NOON

1

To nominate an individual who has made a positive contribution to our community, please circle the teaching you are nominating them for. Please Print their name in full. Please give an example in a short story using one of the chosen Seven Grandfathers teachings and indicate why you feel this individual would be a perfect candidate for this award.

WISDOM~~LOVE~~RESPECT~~BRAVERY/COURAGE~~HONESTY~~HUMILITY~~TRUTH

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

All nomination ballots can be submitted into one of the provided Nomination Ballots boxes located at the Health Centre or Band Administration Office on or before April 30, 2027, at 12:00pm.