

**Kitasoo Xai'xais Nation  
Operations Manual**

---

**Section 7  
Health Services**

---



Updated Version: August 30, 2023

## Section Seven Health Services

### Contents

#### Table of Contents

|   |           |
|---|-----------|
| <b>Contents .....</b>   | <b>1</b>  |
| <b>Appendix 7A: Health Department Organization Chart.....</b>                     | <b>6</b>  |
| <b>Appendix 7B: Health Services Committee Terms of Reference .....</b>            | <b>6</b>  |
| <b>Appendix 7C: Agenda Meeting of Kitsoo Health Services Committee.....</b>       | <b>12</b> |
| <b>Appendix 7D: Kitsoo Health Services Committee Meeting Sample Minutes.....</b>  | <b>13</b> |
| <b>Appendix 7E: Job Description: Health Department Manager .....</b>              | <b>15</b> |
| <b>Appendix 7F: Job Description: Community Health Rep.....</b>                    | <b>18</b> |
| <b>Appendix 7H: Job Description: Drug &amp; Alcohol Counsellor (NNADAP) .....</b> | <b>23</b> |
| <b>Appendix 7I: Job Description: Recreation Coordinator .....</b>                 | <b>26</b> |
| <b>Appendix 7K: Job Description: Health Clinic Receptionist/Clerk.....</b>        | <b>31</b> |
| <b>Appendix 7L: Job Description: Health Clinic Janitor/Custodian.....</b>         | <b>33</b> |
| <b>Appendix 7M: Job Description: Child Care Centre Supervisor .....</b>           | <b>34</b> |
| <b>Appendix 7N: Job Description: Child Care Provider .....</b>                    | <b>37</b> |
| <b>Appendix 7O: Job Description: Child Care Centre Cook .....</b>                 | <b>39</b> |
| <b>Appendix 7P: Job Description: Early Childhood Educator (ECE).....</b>          | <b>40</b> |
| <b>Appendix 7Q: Job Description: Child Care Centre Janitor/Custodian.....</b>     | <b>42</b> |
| <b>Appendix R: Multi Year Health Plan .....</b>                                   | <b>44</b> |
| <b>Appendix S: Child Care Centre Internal Policies &amp; Procedures.....</b>      | <b>53</b> |
| <b>Appendix T: After School Care Program Staff Operational Directives.....</b>    | <b>57</b> |

### 7.01 Health Program – KXN delivers the Health Program to the Membership as follows:

- a. By way of service contracts with health service agencies with such services as may be more specifically specified in such contracts as may exist from time to time;
- b. By way of utilization of personnel hired amongst the community by KXN to perform specific functions within the health department in the delivery of health services.

### 7.02 Health Department Organizational Structure – The organizational structure for the Health Department is shown on the Health Department Organizational Chart in **Appendix “7A”** with lines of authority as indicated.

### 7.03 Health Services Committee - The Health Services Committee is made up five (5) adult members of the Kitasoo Xai'xais Nation. Two (2) of the Committee members are appointed by Council with one of the appointee being the Councillor holding the Health Portfolio. The remaining three (3) Committee members are elected by the membership. All Committee members serve on the Committee for a term of two (2) years. The Terms of Reference of the Health Services Committee describing their role and responsibilities are as contained in **Appendix “7B”**.

### 7.04 Health Services Committee Meetings – The following applies with respect to the Health Services Committee Meetings:

- a. **Standing Meeting** – The Health Services Committee meets monthly in accordance with the Schedule of Standing Meetings, and such further other meetings as may be approved by Council;
- b. **Standing Agenda** – The Standing Agenda for the Health Services Committee meetings is as contained in **Appendix “7C”**;
- c. **Standing Chairperson** – The Health Services Committee appoints one (1) of their numbers as the Standing Chairperson for the Health Services Committee meetings which person holds such position until otherwise changed by the Health Services Committee. The duties of the Health Services Committee Chairperson are set out in the Health Services Committee Terms of Reference;
- d. **Standing Secretary** – The Standing Secretary for the Health Services Committee meetings is selected from among their numbers, and can be changed from time to time;
- e. **Minutes** – The Health Services Committee keeps the minutes in a standard format similar to the sample minutes as contained in **Appendix “7D”** and the management of such minutes are subject to the procedures as contained in the Operations Manual;
- f. **Committee Operations** – The Health Services Committee operates in accordance with the rules contained in the Terms of Reference of the Health Services Committee.

### 7.05 Health Department Job Descriptions - The job descriptions for the personnel working within the Health Department are as follows:

- a. **Health Department Manager** attached and marked as **Appendix “7E”**;
- b. **Community Health Rep** attached and marked as **Appendix “7F”**;
- c. **Home & Community Care Nurse** attached and marked as **Appendix “7G”**;
- d. **Drug & Alcohol Counsellor** attached and marked as **Appendix “7H”**;
- e. **Recreation Coordinator** attached and marked as **Appendix “7I”**;
- f. **Youth Program Coordinator** attached and marked as **Appendix “7J”**;
- g. **Health Clinic Receptionist/Clerk** attached and marked as **Appendix “7K”**;
- h. **Health Clinic Janitor/Custodian** attached and marked as **Appendix “7L”**;
- i. **Child Care Centre Supervisor** attached and marked as **Appendix “7M”**;
- j. **Child Care Provider** attached and marked as **Appendix “7N”**;
- k. **Child Care Centre Cook** attached and marked as **Appendix “7O”**;
- l. **Child Care Centre Early Childhood Educator** attached and marked as **Appendix “7P”**;
- m. **Child Care Centre Janitor/Custodian** attached and marked as **Appendix “7Q”**.

The job for each of the above is determined at the time each such person is hired, which job description is in writing. Each job description for the Health Department Personnel incorporates by reference the provisions contained in the Operations Manual. The Health Department Manager may vary the above job descriptions from time to time in consultation with the Human Resources Officer, and in the event a new job is created, then the approval of the Council is required.

#### 7.06 Hiring & Firing – The following are the hiring/appointment and firing/removal rules as they relate to the following positions:

- a. **Health Department Manager** - The Health Department Manager is hired and dismissed by the Council on the recommendation of the General Manager, the Health Services Committee, and in consultation with Human Resources Officer. If the Department Manager is dismissed, the Department Manager may request that the Council reconsider their dismissal.
- b. **Child Care Centre Supervisor** – The Child Care Centre Supervisor is hired and dismissed by the General Manager in consultation with the Health Department Manager, the Health Services Committee, and Human Resources Officer. If the Child Care Centre Supervisor is dismissed, the Child Care Centre Supervisor may request that the Council reconsider their dismissal.
- c. **Health Department Personnel** – Health Department personnel working under the Health Department Manager, are hired and dismissed by the Health Department Manager in compliance with the Recruiting and Staffing Policy in the Operations Manual at Section 5.2. Health Department personnel may request that the General Manager reconsider their dismissal.
- d. **Child Care Centre Personnel** – When the Child Care Centre is operational, its personnel are hired and dismissed by the Health Department Manager in compliance with the Recruiting and Staffing Policy in the Operations Manual at Section 5.2 in consultation with the Child Care Supervisor. Child Care personnel may request that the General Manager reconsider their dismissal. When the Child Care Centre is not operational, its personnel are hired and dismissed by the General Manager, who may request that the Government reconsider their dismissal.
- e. **Health Department Professional Contractor** - Health Department Professional Contractors are hired by the Government on the recommendation of the General Manager, Health

Department Manager and/or Health Services Committee and are dismissed by the Government with no right for appeal or reconsideration.

**7.07 Health Department Financial Information** – The Health Department Manager and the Child Care Centre Supervisor implement and follow the Financial Information Flow as described in the Operations Manual, subject to the direction of the Finance Officer.

**7.08 Health Department Service Delivery Information** – The Health Department Manager and the Child Care Centre Supervisor prepare a monthly Service Delivery Status Report that is delivered at the monthly management meeting with the General Manager as per the Service Delivery Information Flow specified in the Operations Manual, subject to the direction of the General Manager.

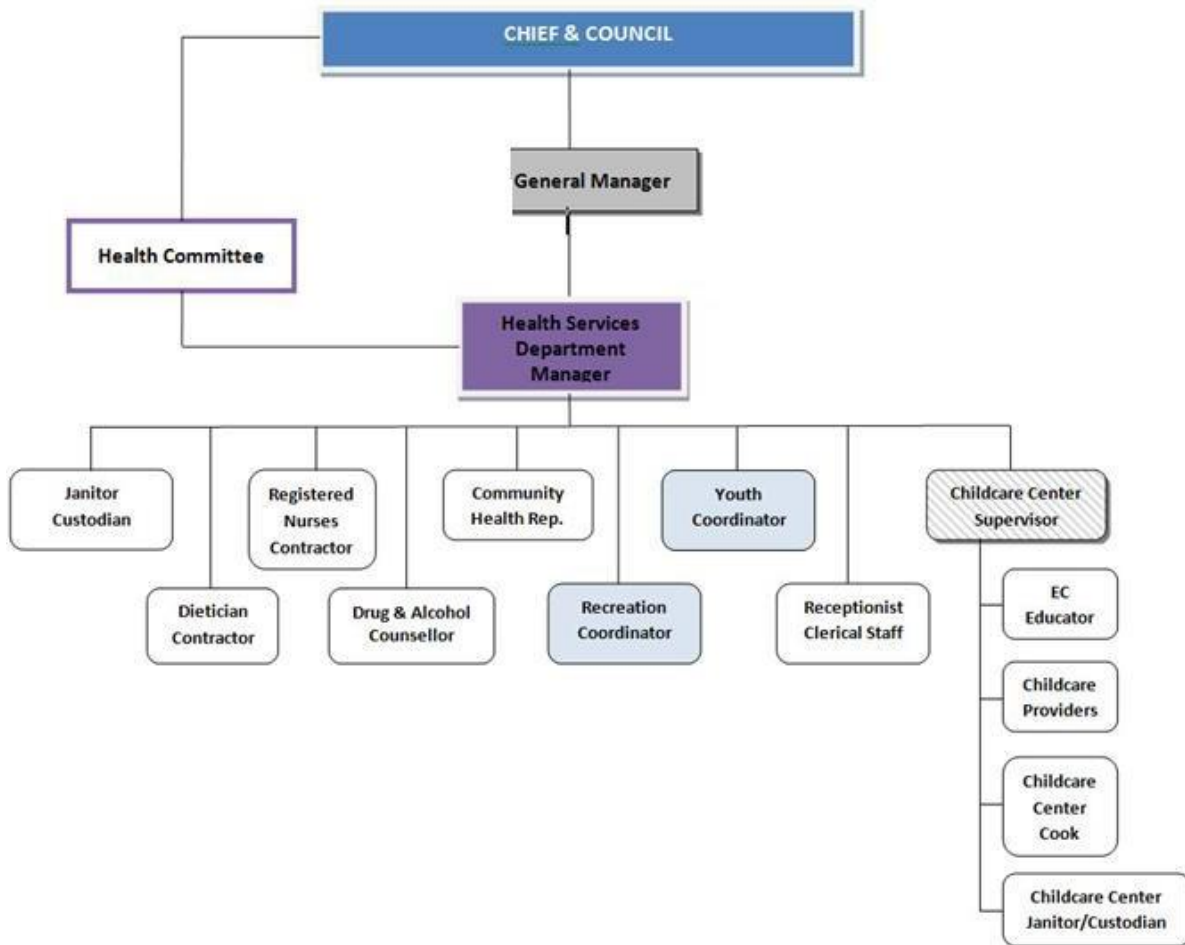
**7.09 Health Department Compliance** – The Health Department Manager, the Health Services Committee and all Health Department Personnel comply with the provisions contained in the Operations Manual.

**7.10 Health Program Internal Policies, Procedures and Multi Year Health Plan** - The Health Program Internal Policies and Procedures are available from the Health Department Manager. The Kitasoo Xai'Xais Multi Year Health Plan is as contained in **Appendix "7R"**. The Multi Year Health Plan is required by Health Canada in order to obtain funding contribution agreement. Any changes to the Health Program Internal Policies and Procedures and the Multi Year Health Plan may be as recommended by the Health Services Committee and the Health Department Manager. The Government approves any changes to the internal Health Program Policies and Procedures and the Multi Year Health Plan.

**7.11 Child Care Centre Internal Policies and Procedures** - The Child Care Centre Internal Policies and Procedures are as contained in **Appendix "7S"** and the After School Care Program Staff Operational Directives are contained in **Appendix "7T"**. Any changes to the Child Care Centre Internal Policies and Procedures or Staff Operational Directives may be as recommended by the Child Care Centre Supervisor, in consultation with the Health Department Manager. The Council approves any changes to the Child Care Centre Internal Policies and Procedures.



### Appendix 7A: Health Department Organization Chart



## Appendix 7B: Health Services Committee Terms of Reference

The Health Services Committee of the Kitsoo Xai'xais First Nation is subject to the provisions in the Operations Manual, and has the following Terms of Reference:

### Mission Statement

1. **Mission Statement** - The Kitsoo Health Services Committee will work in partnership and cooperation with Chief and Council, Education Department, Social Development Program and Community Members to improve the general health and well-being of the Kitsoo Xai'xais First Nation from the unborn to our Elders, and to ensure that Health Services are delivered in an effective and efficient manner to the Community.

### Philosophy

2. **Philosophy** - The Kitsoo Health Services Committee is guided by the following beliefs:
  - a. In respecting the life of the unborn;
  - b. That our youth are our future and must be included in decisions with regards to health issues;
  - c. That the overall direction of health services must come from the community;
  - d. That it is our responsibility to educate ourselves with current health issues and traditional practices;
  - e. That prevention must incorporate education and training;
  - f. Promoting health services careers among the people of our community;
  - g. We must respect and take care of our Elders by providing quality and meaningful services;
  - h. Promoting a healthy lifestyle and eating habits to our community members;
  - i. Practicing healthy boundaries;
  - j. Promoting the idea that each family has the responsibility to take care of each other;
  - k. That clients must receive initial and on-going assessments to adequately determine the level of service required;
  - l. That all clients have rights and responsibilities;
  - m. That all Committee Members and Health Department staff must adhere to the Oath of Confidentiality;
  - n. Protecting the rights of the people in the community with special needs and disabilities in self respect and self reliance;
  - o. That all Committee Members, Health Department staff and visiting professionals must adhere to our values which are; Respect, Honesty, trust, compassion and empathy; Treat everyone with dignity and respect.

### Health Services Committee Responsibilities

3. **Health Services Committee Responsibilities** – In order to fulfill its mandate, the Health Services Committee has the following responsibilities:
  - a. **Vision, Philosophy and Goals of the Health Services** – In consultation with the community and the Health Department Staff, the Health Services Committee is responsible for developing the long term vision of health services being offered to the community and the philosophy which form part of the values and principles that provides the foundation in our service delivery. The Health Services Committee is also responsible for setting short and long term goals with regards to



Community Health Services by developing a multi year health plan for the community for submission, review and approval of Council.

- b. Reporting** – The Health Services Committee will submit copies of all Committee meeting minutes to the Chief and Council as per the meetings minute information flow contained in the Operations Manual. The Health Services Committee may be asked to provide reports to the Band Membership at General Meetings as requested by Council. All information from *in camera* meetings will be kept confidential.
- c. Policies and Procedures** - The Committee, in collaboration with the Health Department Manager, is responsible to Council for the development of internal Health Services Policies and Procedures. These policies and procedures once drafted are then submitted to Council for approval. Once approved, the Committee is responsible for ensuring that the internal Health Services Policies and Procedures are implemented and enforced with the overall objectives to promote the effective and efficient operation and management of health services for the community in accordance with all applicable policies, laws and regulations. The Committee is also responsible for the ongoing review of established policies.
- d. Budget & Finances** – In collaboration with the Health Department Manager, the Committee is responsible to participate in the preparation of the annual Health Department budget and once the annual budget has been approved by Council, the Committee is responsible for monitoring expenditures throughout the year ensuring that budget guidelines are being followed as per the provisions of the Operations Manual;
- e. Authority** – The Committee has no authority with respect to the management of KXN Employees. The Committee also has no authority to sign or enter into a contract with any third parties. All matters relating to service contracts must be referred to Council. The Health Services Committee makes recommendations to Council.
- f. Distribution of Information** - The Health Services Committee acts as the main conduit of information between Health Department and the Community. Therefore the Committee is responsible for the distribution of all communications and information relating to health services to the Community.

### Structure, Appointment and Removal

- 4. Structure** – The Health Services Committee consists of five (5) members. Two members are appointed by Council, one of whom is the Councillor holding the Health Portfolio. The Government Appointments are made through a Band Council Resolution. Three members of the Health Services Committee are elected by the community. All Health Services Committee members are in position for a two year term commencing on the day of the election and/or appointment.
- 5. Qualifications** – The selection of a Council Appointee is determined in the absolute discretion of the Council. Community members who possess the following recommended qualifications may be qualified to become a Health Services Committee member:
  - a.** Is an adult member of the Kitasoo Xai'xais First Nation and is qualified to vote in the Council elections;

- b. Is not a current employee working within the Kitasoo Health Department;
      - c. Is a full time resident of Klemtu;
      - d. Has a strong interest in enhancing the health services for the community;
6. **Removal or Resignation** – Such persons remain members of the Health Services Committee for the term of office until disqualified from being a Health Services Committee member under the Health Services Committee Terms of Reference or the Operations Manual Section 11 Code of Conduct and Managing Conflicts of Interest. Otherwise, Council Appointees can be removed by Band Council Resolution and elected Health Services Committee members can be removed by a community vote.
7. **Vacancy** - In the event of a vacancy on the Health Services Committee, the Health Services Committee Chairperson will advise Council and Council will appoint someone to fill such vacancy within thirty (30) days of receiving notice of such position becoming vacant. Until the position is filled, the Health Services Committee can hold meetings provided that a quorum is present.
8. **Disqualification:** A member of the Health Services Committee is disqualified from holding office for any of the following reasons:
  - a. Term expires;
  - b. Being absent for three (3) consecutive Health Services Committee meetings, unless the majority of the Chair or the balance of the Health Services Committee declare, in writing that the reason of such absenteeism is acceptable;
  - c. Declared mentally incompetent;
  - d. Is convicted of an indictable offence while being a Health Services Committee member, with such member being suspended from holding office from the date such charges came to the attention of the Health Services Committee until such charges are disposed by law. A suspended Health Services Committee member does not have to be replaced during the suspension period;
  - e. Resigns.
6. **Quorum** – A simple majority of the Health Services Committee present at a meeting constitutes a quorum to hold a meeting, and a simple majority of the Health Services Committee members present at a meeting is required to pass motions.
7. **Chairperson** – The Health Services Committee appoints one of their numbers as the Standing Chairperson for the Health Services Committee, which persons hold such position until otherwise, changed by the Health Services Committee. The Chairperson conducts the following duties:
  - i. Preside at all Health Services Committee meetings;
  - ii. Establish and distribute the Agenda for each Health Services Committee meeting;
  - iii. Rule on questions of order at Health Services Committee meetings;
  - iv. May set specific time limit for discussion on any matter before the Health Services Committee or may require certain procedures prior to the matter being discussed;

- v. Possess the same rights as other Health Services Committee members in the matters of offering resolution, proposing motions, and the like and shall have the right to vote on all motions;
  - vi. Call special meetings of the Health Services Committee once approval is obtained from Council;
  - vii. Forward records of committee member's attendance to payroll;
  - viii. May appoint any Health Services Committee members to a representative position on special committees as required;
  - ix. Is responsible for notifying all concerned parties about all Standing and Special Meetings of the Health Services Committee;
  - x. In the event the Chairperson is absent for a meeting, Committee members present must pass a resolution as a first order of business, appointing a temporary Standing Chairperson to preside over the meeting from their number. The motion must be duly recorded in the meeting minutes. The temporary appointed Chairperson shall have the duties outline above.
8. **Secretary** – The Standing Secretary for the Health Services Committee is selected from among their number.
9. **Health Department Manager** – The Health Department Manager shall attend all Health Services Committee Meetings, except in camera meetings and provides reports and information on the Health Services Program to the Health Services Committee as required.

### Health Services Committee Meetings

10. **Meetings** – The Health Services Committee meets monthly in accordance with the Schedule of Standing Meetings and such other meetings as approved by Council.
- i. Health Services Committee Standing Meetings are held once per month;
  - ii. The Chairperson may order postponement or cancellation of a meeting due to extraordinary cause;
  - iii. In-Camera sessions may be held to discuss matters of confidential nature relating to clients or any other personal matters. At the conclusion of the in-camera session, the regular meeting shall be reconvened to record the decision of the “in-camera” session;
  - iv. Special meetings of the Health Services Committee may be called by the Chairperson or upon written request of a majority of the Health Services Committee members with prior approval of Council. No business other than that for which the meeting was called shall be conducted at the special meeting. Health Services Committee shall decide on attendance at special meetings depending on the matters being discussed;
  - v. The public, including media, shall be permitted to attend Health Services Committee meetings. Persons other than Health Services Committee members and/or persons requested to attend shall not be permitted to attend “in-camera” sessions of the meeting;
  - vi. It shall be the responsibility of the Secretary to ensure that the minutes of each Health Services Committee meeting are properly recorded, typed and distributed to Health

Services Committee Members and Council as per the information flow contained in the Operations Manual;

- vii. All meetings adopt Robert's Rules of Order to conduct an efficient meeting.

**11. Committee Meeting Standing Agenda** – The order of proceedings for all regular committee meetings shall follow the Health Services Committee Standing Agenda attached as **Appendix “7C”** of the Operations Manual, which is as follows:

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Introduction of Special Guests in attendance;
5. Special Presentations;
6. Business arising out of the minutes from the previous meeting (Tabled Business);
7. Reports presented by Health Department Manager;
  - a. Health Department Service Delivery Report;
  - b. Health Department Financial Report;
8. New Business;
9. In-Camera Session;
10. Confirmation of committee member's attendance;
11. Confirmation of next meeting;
12. Adjournment.

**12. Notice to Health Services Committee Members** – Other than for Standing Meetings as contained in the Schedule of Standing Meetings, each Health Services Committee members must receive at least forty eight (48) hours notice of meeting, unless all of the Health Services Committee members waive such notice.

**13. Notice to Public** – All Health Services Committee meetings are public meetings and are open to members of the community. Notice of meeting including date, time, place and main topic to be discussed at the meeting will be posted well in advance and by appropriate means for the public to be informed.

**14. Health Services Committee Members Honorarium** – Health Services Committee members are entitled to receive honorarium as prescribed in the Operations Manual (Finance Policy - Section 4.10).

**15. General Meetings** – The Health Services Committee Chairperson may be called by Council from time to time to present Health Services Delivery Reports at designated General Meetings.

**16. Special Presentations by Guests or Delegations** – If an outside guest, a Band Member or group of Band Members wish to make formal presentation to the Health Services Committee they shall advise the Committee Chairperson in writing of the reason of the presentation and the name (s) of the guests/delegations making the presentation to the Committee. The Committee Chairperson will

provide a written response to every request for a presentation by a Guest/Delegation. The response will either indicate why the Committee will not meet with the Guest/Delegation, or will inform the Guest/Delegation of the time and place for it to make its presentation to the Committee.

If the Committee chooses to hear a Guest/Delegation, the presentation topic will be included on the meeting Agenda and will make its presentation immediately after the Agenda is approved.

If necessary the Chairperson reserves the right to restrict the time allotted to any Guest/Delegation appearing before the Committee.

### ***Miscellaneous***

- 17. Service Contracts** – The Health Services Committee can make recommendations to the Government to enter into contracts associated with the Health Program as the Health Services Committee deem appropriate.
- 18. Politicization** – The Health Services Committee focuses on the overall Health Program Service Delivery in the community and enhancement of the effectiveness and efficiency of such Service Delivery, and to the extent possible, de-politicizes all issues that directly and indirectly relate to Health Program services.
- 19. Misc.** – Perform such other services as may be required by Chief & Council dealing with Health Services as may be required from time to time.

### **Conduct**

- 13. Compliance** – Each Health Services Committee Member complies with the provisions contained in the Operations Manual.
- 14. Code of Ethics** - Each Health Services Committee Member complies with the Code of Ethics contained in the Operations Manual.
- 15. Conflict of Interest** - Each Health Services Committee Member complies with the Conflict of Interest provisions contained in the Operations Manual.
- 16. Confidentiality** - Each Health Services Committee Member at their first Health Services Committee meeting signs the Oath of Confidentiality as a precondition to becoming a member of the Health Services Committee in the form as contained in the Operations Manual and the signed Oath of Confidentiality forms are attached to the meeting minutes and filled.
- 17. Amendments to Terms of Reference** - Amendments may be necessary from time to time. Either the Health Services Committee or the Council may suggest amendments to these terms of reference. Once suggestions have been made both the Committee and Council will review and make comments. Any and all suggestions for amendments to these terms of reference shall be submitted to Council at a duly convened Council meeting for approval. Any and all amendments to these Terms of Reference must be approved by Council at a duly convened Council meeting before the said amendment can take absolute effect.

## Appendix 7C: Agenda Meeting of Kitasoo Health Services Committee

### Agenda Meeting of Kitasoo Health Services Committee

**Meeting Date:** \_\_\_\_\_ **Meeting Time:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Introduction of Special Guests in attendance;
5. Special Presentations;
6. Business arising out of the minutes from the previous meeting (Tabled Business);
7. Reports presented by Health Department Manager;
  - c. Health Program Monthly Report (Service Delivery);
  - d. Health Program Monthly Financial Report;
8. New Business;
9. In-Camera Session;
10. Confirmation of Committee Members' Attendance;
11. Confirmation of next meeting;
12. Adjournment.

## Appendix 7D: Kitasoo Health Services Committee Meeting Sample Minutes

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Kitasoo Health Services Committee Meeting No:** \_\_\_\_\_  
(Consecutive and Sequential)

**Number of Motions Made as Attached:** \_\_\_\_\_

### Kitasoo Health Services Committee Members in Attendance

| Yes | Name               | Note any Parts of Meeting Missed to result in Honorarium Reduction |
|-----|--------------------|--|
| √   | <b>Chairperson</b> |  |
| √   | <b>Secretary</b>   |  |
| √   | ?????              |  |
| √   | ?????              |  |
| √   | ?????              |  |

### Administration, Managers, Supervisors and Coordinators in Attendance

| Yes | Name | Position                     |
|-----|------|------------------------------|
| √   |      | Health Department Manager    |
|     |      | Child Care Centre Supervisor |
|     |      | General Manager              |
|     |      |                              |
|     |      |                              |
|     |      |                              |

### Other Guests in Attendance

| Name | Position |
|------|----------|
|      |          |
|      |          |

### Minutes

|  |   |
|--|---|
| <b>Motion No.</b><br><b>HSC-101</b><br><b>March 05, 2012</b> | Chairperson ???? could not be in attendance at this meeting, Committee Member ?????? will be acting as Standing Chairperson for this meeting.<br><br>Moved by: _____ Seconded by: _____<br>Carried: |
| <b>Motion No.</b><br><b>HSC-102</b><br><b>March 05, 2012</b> | The agenda as attached and marked as Schedule "A" to these minutes is approved and proper notice of the within meeting is acknowledged.<br><br>Moved by: _____ Seconded by: _____<br>Carried:       |

|   |   |
|---|---|
| <p><b>Motion No.</b><br/><b>HSC-103</b><br/><b>March 05, 2012</b></p> | <p>The minutes of the February 3<sup>rd</sup>, 2011 meeting are approved and the Secretary is directed to endorse the same as being approved.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>  |
| <p><b>Motion No.</b><br/><b>HSC-104</b><br/><b>March 05, 2012</b></p> | <p>The tabled business from last meeting on recommendation from Committee Member ????? to <i>***insert topic of tabled business here***</i>. (Insert any document in support or being subject of discussion or decision if applicable) is marked and attached as <b>Schedule "A"</b>. The Chairperson is directed to make the recommendation to Council at their next meeting for approval of the ?????.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p> |
| <p><b>Motion No.</b><br/><b>HSC-105</b><br/><b>March 05, 2012</b></p> | <p>The Health Program Service Delivery Status Report for February 2012 is acknowledged as received and the Secretary is instructed to file the same as part of the Health Services Committee records.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>  |
| <p><b>Motion No.</b><br/><b>HSC-106</b><br/><b>March 05, 2012</b></p> | <p>The Health Services Program Financial Report for February 2012 is acknowledged as received and the Secretary is instructed to file the same as part of the Health Services Committee records.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>   |
| <p><b>Motion No.</b><br/><b>HSC-107</b><br/><b>March 05, 2012</b></p> | <p>The following committee members were absent from part the meeting but their honorarium will not be reduced due to exceptional circumstances:<br/>_____</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>  |
| <p><b>Motion No.</b><br/><b>HSC-108</b><br/><b>March 05, 2012</b></p> | <p>The next Health Services Committee meeting is set for April 4<sup>th</sup>, 2012 at the Community Hall commencing at 9:30 a.m.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>  |
| <p><b>Motion No.</b><br/><b>HSC-109</b><br/><b>March 05, 2012</b></p> | <p>The within meeting is adjourned.</p> <p>Moved by: _____ Seconded by: _____<br/>Carried:</p>  |

Certified and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_ to be a true copy of the Minutes of the Kitsoo Health Services Committee Meeting held on the date shown, and approved by the Committee.

\_\_\_\_\_  
Secretary, Kitsoo Health Services Committee



## Appendix 7E: Job Description: Health Department Manager

**Immediate Supervisor:** General Manager

### **A. SUMMARY OF DUTIES:**

Under the general supervision of the General Manager, the Health Department Manager; manages the day to day administration, operation and staff of the Health Department and the Kitasoo Health Clinic. In collaboration with the Health Services Committee, the Department Manager prepares the annual budget and oversees the financial management for the department.

### **B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### ***As to the Management of the Health Department and Programs***

- a. Responsible for the planning, development and implementation of Health Programs for the community in a manner consistent with the Health Services Committee's vision, philosophy, goals and internal policies;
- b. Works closely with staff and the Health Services Committee in evaluating existing internal Health Services policies and developing new ones;
- c. Works cooperatively with the nursing team and all other visiting health professionals;
- d. Establishes and supports a cohesive work environment for all Department staff;
- e. Communicates regularly and consistently with the Community to inform members of current, new and upcoming health programs and services that are available;
- f. Promotes healthy eating and healthy lifestyle amongst the Community;
- g. Promotes a sense of awareness by providing education and training on health issues and related topics for Community members;

#### ***As to the Administration of the Health Department***

- h. Works closely with the designated staff in carrying out all administrative duties;
- i. Exercises sound financial management and control of Health Department funds;
- j. Works closely and cooperatively with the Health Services Committee and the Finance Officer in preparing an expenditure plan for the fiscal year;
- k. Responsible for the development and administration of the annual budget for the Health Department in consultation with Health Canada;
- l. Negotiates funding agreements in consultation with the Health Services Committee and the Finance Officer;
- m. Writes proposals to obtain additional funding for programs, as identified by the Committee and the Community;
- n. Prepares necessary narrative and financial reports to outside funding agencies;

***As to Reporting***

- o. Carries out the instructions of the Finance Officer concerning financial information;
- p. Carries the instructions of the Health Services Committee as may be provided from time to time;
- q. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Health Department in accordance with the Operations Manual;
- r. Prepares or cause the preparation of monthly, quarterly and annual financial reports to be provided to the Finance Officer as per the information flow contained in the Operations Manual;
- s. Is the liaison and information conduit for the Government, the Health Services Committee and the General Manager on Health Programs related matters;
- t. Attends and participates in monthly Health Services Committee meetings;

***As to the Management of Kitasoo Health Clinic Property***

- u. Makes requests or cause requests to be made for maintenance of the Health Clinic building and grounds to the General Manager or other designated Manager;
- v. Responsible for the occupational health and safety of the Health Department staff of the Kitasoo Health Clinic;

***As to the Management of Personnel***

- w. Is the immediate supervisor for all Health Department employees;
- x. Assigns duties, supervises and provides guidance to Health Department staff so that the Health Programs are efficiently and effectively carried out;
- y. Dismisses Health Department Personnel in consultation with the General Manager and Human Resources Manager;
- z. Participates in Job Selection Boards for the selection of candidate for the Health Department job positions;
- aa. Performs assessments, reviews, evaluations, discipline and handle complaints concerning the Health Department Personnel;
- bb. Provides role model leadership for the Health Department Personnel consistent with professional standards and code of ethics as contained in the Operations Manual;
- cc. Insures compliance by the Health Department Personnel with the provisions of the internal Health Program Policies and Procedures, and with the provisions of the Operations Manual;
- dd. Encourages and fosters a team spirit within the Health Department and KXN operations in general;
- ee. Adheres to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.

**C. QUALIFICATIONS:**

The qualifications of the Health Department Manager are determined in the absolute discretion of

the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Grade 12 or equivalent;
- An understanding of the health issues and programs and services for Aboriginal people;
- Knowledge of current trends in health promotion, community development and a basic understanding of common diseases;
- An ability to identify health issues and formulate an action plan;
- Knowledge of traditional healing methods as well as community and cultural norms;
- Ability to educate parents, families and community members on appropriate self-care methods and techniques as directed by a health care provider (ie. Nurse in Charge)
- Knowledge of and ability to network with resources within and outside the community (i.e. Public Health, Ministry of Health, medivac teams, Bella Bella Hospital, Vancouver Island Health Authority) in order to provide comprehensive health promotion and education;
- Must type and be proficient in the operation of computers and business machines;
- Ability to formulate, manage and administer programs with budgets;
- Demonstrated ability to communicate effectively in English (oral and written);
- Possess good problem solving and decision making skills;
- Ability to organize, motivate, delegate, supervise and co-ordinate operations;
- Possess good interpersonal skills to effectively manage personnel.
- Ability to work independently and demonstrate initiative to develop new procedures and proposals;
- A willingness to take training regarding health programs and services;
- Criminal Record Check;
- Ability to work as a team member with the Nursing Station team;

## Appendix 7F: Job Description: Community Health Rep

**Immediate Supervisor:** Health Department Manager

### **SUMMARY OF DUTIES:**

Under the general supervision of the Health Department Manager, the Community Health Representative (CHR) plays a vital role in supporting the health and well-being of the community. This includes providing culturally safe health services, supporting visiting healthcare providers, promoting wellness, and ensuring seamless coordination of care. The CHR is also responsible for fostering traditional healing practices and cultural protocols while addressing specific health and community needs..

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Schedule appointments, manage medical records, and ensure confidentiality at all times.
- Assist visiting healthcare professionals (e.g., dental, optometry, physiotherapy, diabetes care, occupational therapy, seabird mobile diabetes, home care and other allied health professionals) by preparing spaces, coordinating appointments, and ensuring all necessary materials are available.
- Support clinic operations by helping with data input, retrieval using electronic medical records, and ensuring secure file management.
- Cover for co-worker, particularly front desk and your supervisor if required. It is more so to keep service run as efficient as possible.

## **2. Patient and Community Care**

- Conduct home visits for elders, discharged patients, individuals with mobility challenges, and other community members in need of support, working collaboratively with nurses, occupational therapists, and other health professionals.
- Monitor recovery progress during home visits and share relevant updates with nurses or other providers.
- Provide prenatal parents with tailored life skills programming, resources, and proactive communication to support their parenting journey.

## **3. Medication Management**

- Receive, log, and distribute medications securely, ensuring each client has a specific sign-out sheet.
- Deliver medications to community members as needed and ensure proper storage in locked cabinets, reordering supplies when required.

## **4. Health Promotion and Education**

- Share health and safety information through newsletters, social media, and community bulletin boards, covering topics like injury prevention, disease prevention, and mental health.
- Coordinate workshops and discussions on self-management strategies and wellness practices tailored to community needs.
- Promote safety practices for activities such as biking, boating, and fishing using resources like HealthLink BC.

## 5. Cultural Safety and Traditional Healing

- Collaborate with your manager to ensure that visiting professionals (e.g., nurses, doctors, occupational therapists, physiotherapists, dentists, and optometrists) are aware of and understand cultural protocols and sensitivities, with a focus on respect for elders and the community. This includes organizing required training sessions and introducing land-based healing and traditional healing practices, such as Bear Spirit Healing. Additionally, arrange cultural safety training for all staff, including local staff, on a regular basis (once or twice a year).

## 6. Emergency and Specialty Care Support

- Assist in clinic setups and emergencies, including medivacs and after-hours support.
- Arrange specialty clinics and support visiting medical teams, ensuring clear communication about patient appointment times and needs.
- Help supervisor and Human Resources prepare and develop OHS board specifically for the clinic.

## 7. Community Collaboration and Reporting

- Prepare detailed reports, including the Kitsoo Xai'Xais Annual Narrative Report, in partnership with the Health Department Manager.
- Work collaboratively with stakeholders to draft funding proposals that align with health plans and community wellness priorities.
- Partner with Public Works and environmental health officers to monitor safe drinking water and communicate advisories effectively.

## 8. Patient Travel and Access Support

- Assist patients with travel forms, ensuring all required documentation is accurate and submitted to the First Nations Health Authority.
- Inform patients about the status of their travel requests and encourage follow-ups to ensure timely approvals.

### QUALIFICATIONS:

The qualifications of the Community Health Rep are determined in the absolute discretion of the General Manager and Government, depending upon the needs of the First Nation at the time. The following attributes are assets and requirements:

- Grade 12 or equivalent
- Standard First Aid and CPR
- Emergency Medical Responder certification or agree to get certified training.
- Very good communication (oral and written), problem-solving and decision-making skills.
- Knows and understands the community
- Demonstrate fluid computer literacy in Microsoft Office software.
- Computer Experience: hardware and software, meaning comfortable to learn and do installations and or updates with IT support
- Caring, empathetic, compassionate and respectful
- Ability to take initiative and direction
- Professional and ethical in all aspects
- Medical office training and other training as supported by the Health Manager.
- Adhere to legal obligations and professional, ethical, and organizational standards that ensure the privacy, protection, and confidentiality of personal health information during access, retention, and storage.
- Trustworthy
- Ability to do outreach and home visits
- Embody values, behaviors, and attitudes that inspire others.
- Demonstrate integrity, kindness, and responsibility in your actions
- Criminal record check before starting work and providing a check annually to ensure clearance

**Immediate Supervisor:** Health Department Manager and Home Care Consultant for First Nations Health Authority

**SUMMARY OF DUTIES:**

Under the general supervision of the health department manager and First Nations Health Authority home care consultant the home and community care nurse provide quality home and community care services to the community of Klemtu by providing care to the elderly with the goal of keeping them in community and others who require care after hospital discharge. The home and community care (HCC) program supports a continuum of care for health services responsive to the needs of the frail, elderly, disabled, convalescing and palliative. Will acquire an assessor to complete client assessments (Inter RAI CHA) as needed. The Registered Nurse is to process care plans, implement appropriate nursing care and evaluate outcomes. The HCC RN is responsible to provide clinical supervision and delegation for licensed practical nurses, and personal support workers. Effective collaboration, communication and liaison abilities with other members of the health care team including other RN staff from other health agencies and community leadership is an asset for this position.

**JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- a. Submit monthly reports to the KXN health department manager and ensure participation in monthly meetings.
- b. Submit monthly statistics to e-sdrt report data to health programs officer at home and community care First Nations Health Authority as required.
- c. Provides programs and services according to funding guidelines.
- d. Works closely and cooperatively with the health department manager, homemakers, KXN CHR, First Nations Health Authority Nurses and personal care aides to provide case management services to client.
- e. The home care nurse/manager works in collaboration with the appropriate Kitasoo Clinic Nurse/ FNHA Nurses and reports to the health department manager at Kitasoo Xai Xais Nation and the home and community care consultant at the First Nations Health Authority.
- f. Liaison as needed and necessary with GP, doctor and other health care providers regarding all aspects of client care
- g. Remain up-to-date with the best practice guidelines and education in relation to Foot Care Nursing
- h. Care includes clipping nails, treating corns, calluses, ingrown nails and thickened nails;
- i. Have tools sanitized and set up in a professional manner
- j. Suggest and implement preventative care plans
- k. Clients include the elderly diabetes and other health issues;
- l. Educate clients and teach methods to maintain optimum foot health
- m. Provides in-home direct nursing care as required.
- n. The home care nurse must possess the ability to collaborate with appropriate health care team members to coordinate plan, organize, and evaluate a comprehensive home and community care program; this includes ability to facilitate and teach as required with variety of people and circumstances.
- o. Nursing care includes managing a in-home respite care team, care planning, wound care management, pain management, medication administration/monitoring, symptom monitoring,

- treatments and post hospital discharge follow-up and care in collaboration with the health care team.
- p. Completes initial and ongoing assessment of client needs including case management and care coordination
  - q. Provides education for clients and caregivers on self-care, preventative, rehabilitative and comfort measures;
  - r. Maintains case management files, up-to-date charts and health records;
  - s. Identifies individuals at risk in consultation with support staff and initiating referrals to appropriate healthcare team members.
  - t. Provide supervision and direction for Personal Care Aides monitoring the quality and delivery of care;
  - u. Completes written performance evaluation of the supervised staff, discussing results and recommendations with the program manager
  - v. Participates in the identification, planning and provision of training to Home Care staff
  - w. Maintains adequate medical supplies and recommends purchases of professional supplies as needed;
  - x. Complies with the provisions of the Kitsoo Xai Xais Nation operations manual
  - y. Adheres to the Code of Conduct as contained in the Kitsoo Xai Xais Nation Operations Manual;
  - z. Encourages and fosters a team spirit within the First Nations office and operations generally.

## QUALIFICATIONS

- A baccalaureate degree in Nursing (or equivalent) from a Canadian University
- Good standing with the British Columbia College of Nurses and Midwives (BCCNM)
- Foot Care Certified
- Excellent verbal and written communication skills and interpersonal skills;
- A strong team player
- Experience in collaborating with other clinical registered nurses and agencies in a community-based setting.
- First Aid and CPR with AED or willingness to obtain upon employment.
- Proof or willingness to obtain certificate of completion for privacy training, WHIMIS as well as occupational health and safety training.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Must have experience with ESDRT (data base program) monthly reporting requirements as required or applicable.
- Diabetes Nurse Education *preferred*
- Valid BC Driver's License



## Appendix 7H: Job Description: Drug & Alcohol Counsellor (NNADAP)

**Immediate Supervisor:** Health Department Manager

### **SUMMARY OF DUTIES:**

Under the general supervision of the Health Department Manager, the Drug & Alcohol Counsellor; processes inquiries and makes assessment, provides addiction counselling services and follow up services, provides education seminars and workshops, provides community development services and participate in the preparation of monthly service delivery reports.

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- a. Receive inquiries from members of the community in which the Counsellor works concerning addictions generally and the addiction services offered under the Health Program;
- b. Determine whether the member making the inquiry is a candidate for addiction treatments or other services offered under the Health Program and make appropriate referral to addiction treatment centres;
- c. Provides member clients with counselling services: one on one or small groups in the area of addictions;
- d. Ensure confidentiality of all information provided by a client;
- e. Adopt a personal behaviour consistent with the code of professionalism and ethical behaviour of an addiction counsellor;
- f. Maintains professional and confidential records a client treatment for addiction;
- g. Prepare and deliver reports to health care professionals as directed from time to time;
- h. Provide after-care services to clients after completion of addiction treatment including assistance to re-enter the home community, encourage involvement in community rehabilitation programs as well as support groups such as AA;
- i. Conduct clients home visits as deemed appropriate;
- j. Continue to offer referral services to clients in the event of relapse;
- k. Deliver presentations concerning addictions to day care, school, Council or any other groups within the community;
- l. Assess community education needs in the area of prevention, special abuse problems, treatment referral needs, after care support services and any other addiction related issues;
- m. Plan, implement and evaluate educational seminars and workshops on alcohol and chemical abuse incorporating classroom lectures, film presentations, resource speakers, group discussions and distribution of educational material as is appropriate;
- n. Provide prevention and promotion activities for students in the Day Care, School and community which include workshops and information sessions during addictions week, on international child day, and any other wellness days or weeks;

- o. Work closely and cooperatively with the health team on promoting an addictions free lifestyle;
- p. Incorporate cultural activities as much as possible with wellness activities;
- q. Work closely and cooperatively with the school team on promoting a drug, alcohol and substance free lifestyle amongst the students;
- r. Work closely with external agencies in bringing speakers, information sessions, and wellness activities in the community;
- s. To provide mental health services in lieu of a counsellor such as suicide, abuse, family violence, sharing circles, life skills and other overall wellness activities to promote healthy lifestyles individually, within the family and within the community;
- t. Mentor and help research possible education/training programs for community members who are sober and living healthy lifestyles and want to enter the addictions field;
- u. Advise the Health Department Manager and Health Services Committee on all aspects of drug, alcohol and substance abuse and wellness for the community;
- v. Assist other community volunteers in furthering public awareness in education about alcohol and chemical abuse by setting up support and self help group meetings within the community;
- w. Act as a liaison between the Health Program and the community concerning addiction services;
- x. Act as a liaison with all related agencies associated with substance abuse;
- y. Carries out the instructions of the Health Department Manager and health care professionals as may be directed from time to time, provided the same is otherwise consistent with the within job description;
- z. Attend Health Services Committee meetings when required to do so;
- aa. Participate by providing the necessary information to the Health Department Manager in the preparation of the monthly service delivery report for the Health Program;
- bb. Comply with the terms of the Operations Manual;
- cc. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- dd. Encourage and foster a team spirit with the operations in general.

**QUALIFICATIONS:**

The qualifications of a Drug & Alcohol Counsellor are as determined in the absolute discretion of Council and such qualifications depend on the needs of the Kitasoo Xai'xais First Nation at the time. The following attributes are regarded as assets:

- A Certificate or Diploma in Addictions;
- Knowledge of addiction issues affecting Aboriginal people: drug and alcohol abuse, substance abuse;
- Knowledge of Mental Health Issues affecting Aboriginal people: suicide, depression, family violence, abuse, residential schools, grief and loss, generational trauma;
- Very good communication (oral and written), problem solving and decision making skills;
- Counselling Experience (one on one and small groups);

- A thorough understanding of addictions and recovery methods;
- A knowledge of the various Aboriginal treatment centres and their intake process and success factors;
- An awareness and understanding of the Kitasoo people;
- Experience working with other health professionals: nurses, doctors, counsellors, therapists, police, and justice workers;
- Computer Experience: hardware and software;
- Ability to take the initiative and direction;
- Demonstrate the fundamental values of the NNADAP Program: compassion, humility, honesty, respect, trust, interconnectedness, building on the strength of families;
- Criminal Record Check;
- Ability to work as a team member with all of the health team;
- Living and practicing a healthy lifestyle;

## Appendix 7I: Job Description: Recreation Coordinator

**Immediate Supervisor:** Health Department Manager

### **SUMMARY OF DUTIES:**

Under the general supervision of the Health Department Manager, the Recreation Coordinator; organize and supervise community recreational activities and manages event schedule for the Community Hall. Provide a safe, respectful and stimulating environment to socialize, network and build capacity with one another.

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### ***Management of Recreation Program***

- a. Submit monthly reports to the Health Department Manager and Health Committee;
- b. Provide programs and services according to funding guidelines;
- c. Work closely and cooperatively with the Youth Coordinator in establishing an annual work plan for both the recreation and youth programs;

#### ***Programs***

- d. Work closely with the youth, Elders and departments (education, health, justice, social development, and management) in identifying, developing and implementing programs for youth in the area of life skills, education, health and wellness, addictions, personal growth and development, leadership;
- e. Provide stimulating and respectful evening and weekend activities for youth such as homework clubs, book clubs, movie and pizza nights, board game nights;
- f. Plan and provide stimulating and enriching activities for the youth during the school breaks: Xmas, Spring and Summer such as cultural camps, overnight camping trips, hiking, fishing, berry picking, village clean up;
- g. Guide and assist youth in fundraising activities so that they can offer programs and services that funding does not cover;

#### ***Safe, Respectful and Stimulating Environment for Youth and Community***

- h. Ensure a safe environment;
- i. Ensure respectful atmosphere for everyone;
- j. Ensure that the activities are offered on a regular and consistent basis;
- k. Role model healthy relationships and encourage others to network and build capacity with one another;

#### ***Mentor and Build Leadership Amongst the Youth***

- l. Role model and exhibit leadership skills;

- m. Work together with Youth Coordinator keeping Youth Council active;
- n. Help youth coordinator to fundraise to attend workshops and conferences outside of the community;
- o. Work with youth and community in establishing an annual work plan on activities that they would like to participate in throughout the year;

***Building Relationships with Youth, their Families and Community***

- p. Encourage youth to develop positive relationships with their parents and family by encouraging them to attend Family Fun Nights;
- q. Encourage youth to become responsible citizens of their community by engaging them in activities such as village clean ups, learning the importance of recycling, protecting the natural resources and environment;
- r. Participate and assist Youth Coordinator when Elders are invited to teach youth cultural values and traditions;
- s. Participate and assist Youth Coordinator at cultural camps throughout the year that involve youth, Elders and families.
- t. Carries out the instructions of the Health Department Manager as may be directed from time to time, provided the same is otherwise consistent with the within job description;
- u. Comply with the terms of the Operations Manual;
- v. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- w. Encourage and foster a team spirit with the operations in general.

**QUALIFICATIONS:**

The qualifications of a Recreation Coordinator are as determined in the absolute discretion of Council and such qualifications depend on the needs of the Kitsoo Xai'xais First Nation at the time. The following attributes are regarded as assets:

- Grade 12 or equivalent;
- A good role model for youth and their families;
- Passion and commitment to work with youth and community;
- Living and practicing a healthy lifestyle;
- Very good communication (oral and written), problem solving and decision making skills;
- Computer Experience: hardware and software;
- Overall management and administration experience;
- Ability to take the initiative and direction;
- A willingness to take training;
- Criminal Record Check;
- First Aid;

## Appendix 7J: Job Description: Youth Program Coordinator

**Immediate Supervisor:** Health Department Manager

**SUMMARY OF DUTIES:**

Under the general supervision of the Health Department Manager, the Youth Program Coordinator;

- Administer and manage youth programs, write proposals and reports, supervise and evaluate staff working in youth programs.
- Develop on going and consistent programs in areas of Education, Culture, Life Skills, Self Development, and Leadership Skills for the Youth to participate and benefit in.
- Provide a safe, respectful and stimulating environment for the youth where they can socialize, network and build capacity with one another.
- Mentor and build leadership amongst the youth.
- Encourage and challenge the youth to become more actively involved with their families and community

**JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

***Administer and Manage Youth Programs***

- a. Work with the Health Department Manager in writing proposals for youth programs and submit monthly reports to the Health Department Manager and Health Committee;
- b. Provide programs and services according to funding guidelines;
- c. Work closely and cooperatively with the Recreation Coordinator in establishing an annual work plan for both the recreation and youth programs;
- d. Supervise and evaluate staff working in youth programs;
- e. Advocate on behalf of the youth;

***Programs***

- f. Work closely with the youth, Elders and departments (education, health, justice, social development, and administration) in identifying, developing and implementing programs for youth in the area of life skills, education, health and wellness, addictions, personal growth and development, leadership;
- g. Provide stimulating and respectful evening and weekend activities for youth such as homework clubs, book clubs, movie and pizza nights, board game nights;
- h. Plan and provide stimulating and enriching activities for the youth during the school breaks: Xmas, Spring and Summer such as cultural camps, overnight camping trips, hiking, fishing, berry picking, village clean up;
- i. Guide and assist youth in fundraising activities so that they can offer programs and services that funding does not cover;

***Safe, Respectful and Stimulating Environment for Youth***

- j. Ensure that the youth centre is a safe and clean place for all youth to come and hang out.
- k. Ensure that the youth centre has guidelines that are respectful for everyone and are adhered to.
- l. Ensure that the activities are stimulating and enriching and are offered on a regular and consistent basis.
- m. Role model healthy relationships and encourage youth to network and build capacity with one another.

***Mentor and Build Leadership Amongst the Youth***

- n. Offer workshops for youth that will build leadership skills;
- o. Role model and exhibit leadership skills;
- p. Help youth establish a Youth Council and assist in keeping it active;
- q. Help youth to fundraise to attend workshops and conferences outside of the community;
- r. Work with youth in establishing an annual work plan on activities that they would like to participate in throughout the year;
- s. Mentor youth so that they will learn how to advocate for themselves;

***Building Relationships with Youth, their Families and Community***

- t. Encourage youth to develop positive relationships with their parents and family by holding Family Fun Nights, holding special events and camping trips.
- u. Encourage youth to become responsible citizens of their community by engaging them in activities such as village clean ups, learning the importance of recycling, protecting the natural resources and environment.
- v. Bring in Elders and other cultural teachers to teach youth cultural values and traditions.
- w. Hold cultural camps throughout the year that involve youth, Elders and families if applicable with funding and approval via health board and parents.
- x. Carries out the instructions of the Health Department Manager as may be directed from time to time, provided the same is otherwise consistent with the within job description;
- y. Comply with the terms of the Operations Manual;
- z. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- aa. Encourage and foster a team spirit with the operations in general.

**QUALIFICATIONS:**

The qualifications of a Youth Program Coordinator are as determined in the absolute discretion of Council and such qualifications depend on the needs of the Kitasoo Xai'xais First Nation at the time. The following attributes are regarded as assets:

- Grade 12 or equivalent;
- A good role model for youth and their families;
- Passion and commitment to work with youth;
- Living and practicing a healthy lifestyle;
- Very good communication (oral and written), problem solving and decision making skills;
- Some understanding of the issues that Klemtu youth are facing;
- Computer Experience: hardware and software;
- Overall management and administration experience;
- Experience supervising and evaluating staff;
- Ability to work with youth in developing programs that are of benefit to them;
- Ability to take the initiative and direction;
- A willingness to take training regarding youth programs and services;
- Criminal Record Check;



## Appendix 7K: Job Description: Health Clinic Receptionist/Clerk

**Immediate Supervisor:** Health Department Manager

### **SUMMARY OF DUTIES:**

Under the general supervision of the Health Department Manager, the Health Clinic Receptionist/Clerk; provides the services of a clerk, typist, secretary and receptionist for the Klemtu Health Clinic, depending upon the circumstances and needs at the time and as directed by the Health Department Manager from time to time;

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- a. Provides clerical, secretarial and reception services for the Health Clinic and without restricting the generality of the foregoing, including mail, reception duties (telephone and greeting), delivery and receipt of merchandise, typing, filing, operation of office and computer equipment together with computer software programs relating to word processing, file management, internal email;
- b. Provides general information on programs and services of First Nations & Inuit Health;
- c. Provides word processing services to the Nursing Managers such as typing general correspondence and maintaining data bases and contact lists;
- d. Maintain storeroom, inventory and orders of supplies;
- e. Liaise with landlord/building manager to report deficiencies and obtain assistance;
- f. Maintain internal communication tools such as logs, white boards to facilitate communication;
- g. Keep up to date list of media contacts, address lists, mailing labels, etc;
- h. Complies with the provisions of the Operations Manual;
- i. Carries out the instructions of the Health Department Manager as provided from time to time;
- j. Encourages and fosters a team spirit within the Health Clinic and operations generally;

### **QUALIFICATIONS:**

The qualifications of the Health Clinic Receptionist/Clerk are determined in the absolute discretion of the General Manager and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Grade 12 or equivalent;
- Certificate in Office Management or office experience would be an asset;
- Demonstrate proficiency in typing (30 words per minute) and basic knowledge of the use of computers and other office machines such as: photocopier, fax machines, phone systems, etc.;
- Good communication (oral and written), interpersonal, problem solving and decision making skills;
- Dependability – Job requires being reliable, responsible, dependable and fulfilling obligations;

- Cooperation – Job requires being pleasant with others on the job, displaying a good nature and cooperative attitude;
- Caring, empathetic, compassionate and respectful;
- Ability to take initiative and direction;
- Professional and ethical in all aspects;
- Willingness to take training in office and health programs;
- Ability to maintain confidentiality;
- Criminal record check;

## Appendix 7L: Job Description: Health Clinic Janitor/Custodian

**Immediate Supervisor:** Health Department Manager

### A. SUMMARY OF DUTIES:

The duties of the Health Clinic Janitor/Custodian consist of keeping the Health Clinic in a clean and orderly condition and perform cleaning duties such as dusting, cleaning floors, restrooms, walls and windows and removing garbage. It also consists of performing routine light maintenance activities and notifying the Health Department Manager of any need for repairs.

### B. JOB RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

1. Maintain a regular cleaning schedule for the Health Clinic such that the building is kept in a clean healthy and safe condition;
2. Keep an inventory of all cleaning supplies and equipment and report to the Health Department Manager any need for re-supply or replacement;
3. Refill dispensers for paper towels, toilet tissue and hand soap;
4. Undertake light maintenance, but report to the Health Department Manager any requirements for major maintenance;
5. Report to the Health Department Manager the need for repairs to the premises, equipment, furniture and fixtures;
6. Protect and maintain Health Clinic;
7. Report to the Health Department Manager all incidents of wilful or accidental damage to the building or equipment;
8. Report to the Health Department Manager any matter that can be reasonably regarded as a posing a danger to the health and safety of the employees and guest patients;
9. Ensure that the Health Clinic is kept secure against any unlawful entry;
10. Cooperate to the fullest extent with all employee's undertakings and activities.
11. Performs other related duties as may be instructed by the Health Department Manager from time to time;
12. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
13. Follow the provisions of the Operations Manual and any related Health Program internal policies and procedures;
14. Encourage and foster a team spirit within the Health Clinic and operations generally.

**C. QUALIFICATIONS:** The qualifications of the Health Clinic Janitor/Custodian are determined in the absolute discretion of the General Manager and Council depending upon the needs of the First Nation at the time. The following attributes are assets;

- Resident of Klemtu;
- Dependability – Job requires being reliable, responsible, dependable and fulfilling obligations;
- Cooperation – Job requires being pleasant with others on the job, displaying a good nature and cooperative attitude;
- Attention to Details – Job requires being careful about details and thorough in completing tasks;
- Good health necessary to do manual labour.

## Appendix 7M: Job Description: Child Care Centre Supervisor

**Immediate Supervisor:** General Manager

### **SUMMARY OF DUTIES:**

The Child Care Centre Supervisor is in charge of the day to day operation of the Kitsoo Xai'xais Child Care Centre, manages and administers the budget allocated to the Child Care Centre, supervises and provides guidance to all personnel working at the Child Care Centre and is responsible for all aspects of the implementation of the Aboriginal Head Start Program.

### **JOB RESPONSIBILITIES INCLUDE:**

Notwithstanding the above general duties, the Child Care Centre Supervisor has the following job responsibilities:

#### ***As the Early Childhood Educator and Child Care Providers Supervisor***

- a. Manage the Child Care Centre so that it is designed, operated and evaluated according to funder's guidelines, principles and all applicable regulations;
- b. Take the lead in developing a program that encompasses all programs: Group Child Care, Aboriginal Head Start (AHS), Outreach, Early Childhood Development Outreach (ECD) and Aboriginal Supported Child Development (ASCD);
- c. Ensure reporting procedures are followed in the case of child abuse as defined in Government Legislation and that internal Child Care Centre policies and procedures are adhered to by all Child Care Centre Personnel;
- d. Observe and record daily activities and interactions of children and adults and is prepared to offer corrective measures when needed.
- e. Instruct Child Care Providers to also monitor activities and interactions of children and adults and to maintain a daily log book for record keeping purposes; do the same and to provide ideas and suggestions when required;
- f. Ensure that Infant Toddler Lesson Plans are implemented when needed;
- g. Plan and oversee all aspects of implementation of the Aboriginal Head Start Program;
- h. Carry out and assess developmentally appropriate activities and experiences in balance with the AHS Program philosophy;
- i. Ensure that space, equipment and materials are organized before activities begin;
- j. Plan and supervise indoor and outdoor group activities;
- k. Ensure that the Centre is kept clean and safe;
- l. Ensure the children receive proper guidance in adopting a behaviour that encourages self-concept and are consistent with AHS philosophy and ECE guidelines;
- m. Assist children in expressing themselves by listening and responding with questions that extends conversation;

- n. Demonstrate experiences that fosters and understanding of value systems;
- o. Encourage and demonstrate problem solving techniques;
- p. Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing;
- q. Promote non-racist attitudes;
- r. Maintain personal professional development through workshops, conferences, etc. relevant to the ECE field;

***As the Child Care Centre Supervisor***

- s. Follow all licensing requirements;
- t. Hold regular meetings with the Child Care Centre staff;
- u. Ensure that confidentiality is maintained with respect to all information pertaining to the children, staff and parents;
- v. Deal effectively with all staff, children and parents;
- w. Ensure that positive and effective communication is maintained with parents and caregivers at all times;
- x. Actively participate in PAC meetings, projects and AHS functions/events as may be required;
- y. Assume the duties of Child Care Provider when necessary;
- z. Is the immediate supervisor for all Child Care Centre employees;
- aa. Advises the Health Services Department Manager on the hiring and firing of Child Care Centre Personnel
- bb. Work with the Human Resource Officer, advertises vacant Child Care Centre job positions as required, attends job interviews and participate in Job Selection Boards;
- cc. Assigns duties and supervise the Child Care Centre Personnel so that the Child Care program is efficiently and effectively carried out;
- dd. Perform assessments, reviews, evaluations, discipline and handle complaints concerning the Child Care Centre Personnel;
- ee. Provide role model leadership for the Child Care Centre Personnel consistent with professional standards and code of ethics as contained in the Operations Manual;
- ff. Insures compliance by the Child Care Centre Personnel with the provisions of the internal Child Care Centre Policies and Procedures as approved by the Kitasoo Council, and with the provisions of the Operations Manual;
- gg. Encourages and fosters a team spirit within the Kitasoo Xai'xais Child Care Centre and KXN operations in general;
- hh. Adheres to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.

- ii. Exercises sound financial management and control of Child Care Centre funds;
- jj. Consults and plans with the General Manager, the Health Department Manager and the Health Services Committee on the financial needs for the Child Care Centre;
- kk. Participates in the preparation of the annual budget for the Child Care Centre;
- ll. Maintain all record-keeping, receipt and disbursement of funds for the Child Care Centre and establish of all records, reports and procedures deemed necessary for the efficient and effective operation and administration of the Child Care Centre;
- mm. Maintain contact with the community-at-large on all Child Care Centre related matters;

***As to Reporting***

- nn. Carries out the instructions of the Finance Officer concerning financial information;
- oo. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Child Care Centre as contained in the Operations Manual;
- pp. Prepares or cause the preparation of monthly, quarterly and annual financial reports to be provided to the Finance Officer as per the information flow contained in the Operations Manual;

**QUALIFICATIONS:**

The qualifications of the Child Care Centre Supervisor are determined in the absolute discretion of the General Manager and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Valid Early Childhood Education Certificate with Infant/Toddler Specialization in accordance with Community Care Facility Act licensing requirements;
- Valid safety orientated first aid certificate;
- Tuberculosis test and proof of immunization;
- Updated immunization booster;
- Clear Criminal Record Check;
- Food Safe Training;
- Experience working with First Nation children and communities;
- Doctors note stating ability to work with children;
- Two recent references;
- Ability to organize, motivate, delegate, supervise and coordinate personnel;
- Ability to formulate and administer programs with budgets;
- Caring, nurturing and dependable;
- Good problem solving and decision making skills;
- Knowledge of child care, day care and head start funding and reporting;

## Appendix 7N: Job Description: Child Care Provider

**Immediate Supervisor:** Child Care Centre Supervisor

### **SUMMARY OF DUTIES:**

The Child Care Provider assists the Early Childhood Educator Supervisor in the day to day operation of the Kitasoo Xai'xais Child Care Centre, the supervision of children and all aspects of the delivery of the Aboriginal Head Start Program.

### **JOB RESPONSIBILITIES INCLUDE:**

Notwithstanding the above general duties, the Child Care Provider has the following job responsibilities:

- a. Report to the Child Care Centre Supervisor any concerns that might arise in the performance of his/her duties while interacting with the children;
- b. Follow policies and procedures in the case of child abuse as defined in Government Legislation;
- c. Observe and record daily activities and interactions of children and adults and is prepared to offer ideas and suggestions if required;
- d. Maintain a daily log book for record keeping purposes when directed to do so;
- e. Provide ECE Supervisor with Infant Toddler Lesson Plans as directed;
- f. Assist in all aspects of the planning and implementation of the Aboriginal Head Start Program;
- g. Carry out and assess developmentally appropriate activities and experiences in balance with the AHS Program philosophy;
- h. Assist with organizing space, equipment and materials before activities begin;
- i. Assist with the planning and supervision of indoor and outdoor group activities;
- j. Assist with clean up and the preparation of snacks for the children as may be required;
- k. Ensure the children receive proper guidance in adopting a behaviour that encourages self-concept and are consistent with AHS philosophy and ECE guidelines;
- l. Assist children in expressing themselves by listening and responding with questions that extends conversation;
- m. Encourage self-help skills with children;
- n. Demonstrate experiences that fosters and understanding of value systems;
- o. Encourage and demonstrate problem solving techniques;
- p. Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing;
- q. Promote non-racist attitudes;
- r. Follow all licensing requirements;

- s. Attend regular staff meetings;
- t. Maintain confidentiality with respect to all information pertaining to the children, staff and parents;
- u. Deal effectively with all staff, children and parents;
- v. Work independently, as well as a team member;
- w. Open to new learning experiences and maintain personal professional development through workshops, conferences, etc relevant to the ECE field;
- x. Ensure that positive, respectful and effective communication is maintained with parents and caregivers at all times;
- y. Actively participate in PAC meetings, projects and AHS functions/events as may be required;
- z. Contact parents regarding concerns about their children that may arise during program activities;
- aa. Cover by assuming the duties of other ECE staff or ECE Supervisor as necessary;
- bb. Abide by all policies and procedures set out by the Child Care Centre and the provisions of the Operations Manual;
- cc. Act in a manner consistent with professional standards and Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- dd. Encourages and fosters a team spirit within the Kitsoo Xai'xais Child Care Centre and KXN operations in general;

**QUALIFICATIONS:**

The qualifications of the Child Care Provider are determined in the absolute discretion of the General Manager and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Valid Early Childhood Education Certificate or working towards certification in accordance with Community Care Facility Act licensing requirements;
- Valid safety orientated first aid certificate;
- Clear tuberculosis skin test;
- Clear Criminal Record Check;
- Updated immunization booster;
- Doctors note stating ability to work with children;
- Two recent references;



## Appendix 70: Job Description: Child Care Centre Cook

**Immediate Supervisor:** Child Care Centre Supervisor

### **SUMMARY OF DUTIES:**

The Child Care Centre Cook plans and prepares all meals to be served to children at the Child Care Centre and ensures the monthly meal plan corresponds with the Aboriginal Food Guide.

### **JOB RESPONSIBILITIES INCLUDE:**

Notwithstanding the above general duties, the Child Care Centre Cook has the following job responsibilities:

- a. Provide monthly meal plan that corresponds with the Aboriginal Food Guide;
- b. Prepare food and maintain a record of food served;
- c. Provide the Child Care Centre Supervisor with a grocery list every two weeks of the needed food and kitchen supplies needed at the Centre;
- d. Report any concerns that may arise to the Child Care Centre Supervisor;
- e. Follow reporting procedures as directed by Child Care Centre Supervisor;
- f. Record all incidents in the incident log book;
- g. Follow and adhere to all licensing requirements;
- h. Attend regular staff meetings;
- i. Maintain confidentiality in all information related to the children, staff and parents;
- j. Deal effectively with staff, children and parents;
- k. Work well independently as well as a team member;
- l. Open to new learning experiences and maintain personal professional development through workshops, training, etc.;
- m. Abide by all policies and procedures set out by the Child Care Centre and the provisions of the Operations Manual;
- n. Act in a manner consistent with professional standards and Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- o. Encourages and fosters a team spirit within the Kitsoo Xai'xais Child Care Centre and KXN operations in general;

### **QUALIFICATIONS:**

The qualifications of the Child Care Centre Supervisor are determined in the absolute discretion of the General Manager and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Valid Safety oriented first aid certification;
- Valid food safe;
- Clear Criminal Record check.

## Appendix 7P: Job Description: Early Childhood Educator (ECE)

**Immediate Supervisor:** Child Care Centre Supervisor

**SUMMARY OF DUTIES:**

Under the supervision of the Child Care Centre Supervisor, the Early Childhood Educator plans, organizes, and implements programs for children between the ages of infancy and six years. The Early Childhood Educator provides care for infants and preschool to school-age children and lead children in activities to stimulate and develop their social, intellectual, physical, and emotional growth and ensure their security and well-being.

**JOB RESPONSIBILITIES INCLUDE:**

Notwithstanding the above general duties, the Early Childhood Educator (ECE) has the following job responsibilities:

- a. Report to the Child Care Centre Supervisor any concerns that might arise in the performance of his/her duties while interacting with the children;
- b. Follow policies and procedures in the case of child abuse as defined in Government Legislation;
- c. Observe and record daily activities and interactions of children and adults and is prepared to offer ideas and suggestions if required;
- d. Maintain a daily log book for record keeping purposes when directed to do so;
- e. Observe and record daily activities and interactions of children and adults and is prepared to offer corrective measures when needed;
- f. Instruct Child Care Providers to also monitor activities and interactions of children and adults and to maintain a daily log book for record keeping purposes; do the same and to provide ideas and suggestions when required;
- g. Assist in all aspects of the planning and implementation of the Aboriginal Head Start Program;
- h. Carry out and assess developmentally appropriate activities and experiences in balance with the AHS Program philosophy;
- i. Assist with organizing space, equipment and materials before activities begin;
- j. Assist with the planning and supervision of indoor and outdoor group activities;
- k. Plan and supervise indoor and outdoor group activities;
- l. Ensure the children receive proper guidance in adopting a behaviour that encourages self-concept and are consistent with AHS philosophy and ECE guidelines;
- m. Assist children in expressing themselves by listening and responding with questions that extends conversation;
- n. Ensure the children receive proper guidance in adopting a behaviour that encourages self-concept and are consistent with AHS philosophy and ECE guidelines;
- o. Assist children in expressing themselves by listening and responding with questions that extends conversation;
- p. Encourage self-help skills with children;

- q. Demonstrate experiences that fosters an understanding of value systems;
- r. Encourage and demonstrate problem solving techniques;
- s. Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing;
- t. Promote non-racist attitudes;
- u. Follow all licensing requirements;
- v. Attend regular staff meetings;
- w. Maintain confidentiality with respect to all information pertaining to the children, staff and parents;
- x. Deal effectively with all staff, children and parents;
- y. Work independently, as well as a team member;
- z. Open to new learning experiences and maintain personal professional development through workshops, conferences, etc relevant to the ECE field;
- aa. Ensure that positive, respectful and effective communication is maintained with parents and caregivers at all times;
- bb. Actively participate in PAC meetings, projects and AHS functions/events including Outreach and family as may be required;
- cc. Cover by assuming the duties of other ECE staff as necessary;
- dd. Abide by all policies and procedures set out by the Kitasoo XaiXais Child Care Centre and the provisions of the Operations Manual;
- ee. Act in a manner consistent with professional standards and Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- ff. Encourages and fosters a team spirit within the Kitasoo Xai'xais Child Care Centre and KXN operations in general;

**QUALIFICATIONS:**

The qualifications of the Early Childhood Educator (ECE) are determined in the absolute discretion of the General Manager and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Valid Early Childhood Education Certificate with Infant/Toddler Specialization in accordance with Community Care Facility Act licensing requirements;
- Valid safety orientated first aid certificate;
- Tuberculosis test and proof of immunization;
- Updated immunization booster;
- Clear Criminal Record Check;
- Experience working with First Nation children and communities;
- Doctors note stating ability to work with children;
- Two recent references;
- Caring, nurturing and dependable;
- Good problem solving and decision making skills;

## Appendix 7Q: Job Description: Child Care Centre Janitor/Custodian

**Immediate Supervisor:** Child Care Centre Supervisor

### **SUMMARY OF DUTIES:**

Under the supervision of the Child Care Centre Supervisor, the Child Care Centre Janitor/Custodian assist in the maintenance of a clean, safe and healthy physical environment for the children and families attending the Kitasoo Xai'xais Child Care Centre Facility through daily cleaning and disinfecting.

### **JOB RESPONSIBILITIES INCLUDE:**

- a. Maintain a regular cleaning schedule for the Child Care Centre such that the building is kept in a clean healthy and safe condition;
- b. Thoroughly spray, clean, disinfect using bleach mixture provided for all three bathrooms (all surfaces) including light switches and fixtures. Start with staff bathroom;
- c. Regular checks and refills when necessary of toiletries, soap dispensers, paper towels and Kleenex;
- d. Dust/wipe/disinfect window sills, large toys, high chairs, door handles, walls at children's level, furniture and equipment as required;
- e. Sweep all floors and vacuum all rugs;
- f. Empty vacuum daily;
- g. Fill mop bucket and use floor cleaner in hot water then thoroughly mop all floors starting from the toys area and finish in the kitchen. Empty mop bucket water, rinse mop and ring out excess water;
- h. Fold, sort and put away all towels;
- i. Put any dirty towels/laundry in appropriate basket (bathroom towels separate from kitchen towels);
- j. Load and start the washer using laundry soap provided and set on hot water cycle;
- k. Disinfect all tables, chairs and surface areas using Benefect cleaning solution;
- l. Take all garbage out, ensuring garbage/waste containers are bleached and clean before replacing the bags and that the garbage is disposed of in the specified location;
- m. Put recycling material in specified area;
- n. Turn off coffee pot, empty filter and rinse;
- o. Sign in and out daily, checking all items after you complete them;
- p. Advise the Child Care Centre Supervisor when cleaning solutions are getting low and/or cleaning tools/equipment is in need of repair or replacement;
- q. Be prepared to attend staff meetings/training sessions as requested;
- r. Perform other related duties as required;

- s. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy contained in the Operations Manual Section 11.
- t. Follow the provisions of the Operations Manual and any internal policies and procedures related to the Child Care Centre;
- u. Encourage and foster a team spirit within the Child Care Centre and KXN operations in general.

**QUALIFICATION:**

The qualifications of the Child Care Centre Janitor/Custodian are determined in the absolute discretion of the General Manager and Council depending upon the needs of the First Nation at the time. The following attributes are assets;

- Resident of Klemtu;
- Dependability – Job requires being reliable, responsible, dependable and fulfilling obligations;
- Cooperation – Job requires being pleasant with others on the job, displaying a good nature and cooperative attitude;
- Attention to Details – Job requires being careful about details and thorough in completing tasks;  
Good health necessary to do manual labour.

Appendix R: Multi Year Health Plan

| COMMUNITY PROGRAM                                      | GOALS  | OBJECTIVES   | ACTIVITIES   | TIMELINE   | OUTCOME MEASURES                         |   |
|--|--|--|--|--|--|---|
| CHILDREN & YOUTH-Canada Prenatal and Postnatal Program | To promote healthy pregnancy and healthy post natal for both mom and child.            | To promote healthy eating and wellness during pregnancy.                               | Provide a support group for parents.   | Monthly  | # who attend & feedback from parents.    |   |
|  |  |  | Provide Nutrition Classes and Cooking Classes for expectant parents and new parents. | Weekly   | # of participants and workshop feedback. |   |
|  |  |  | Provide classes on how to make baby food.  | Twice per year   | # of participants who attend.            |   |
|  |  |  | To provide a Good Food Box for Outreach families.                                    | Monthly  | # of families who participate.           |   |
|  | To create strong linkages between the CPNP, head start, day care and Nursery Programs. | To create awareness on the long term effects of alcohol and drug use during pregnancy. |  | To provide bi-monthly vouchers to mothers with babies from birth to one year | On-going                                 | # of babies and moms participating.       |
|  |  |  |  | To promote and support breastfeeding.  | On-going                                 | # of moms breastfeeding.                  |
|  |  |  |  | Provide a program awareness for teens and young parents.                     | On-going                                 | # of activities and participant feedback. |

| COMMUNITY PROGRAM  | GOALS   | OBJECTIVES  | ACTIVITIES  | TIMELINE  | OUTCOME MEASURES   |
|--|---|---|---|---|--|
| <p><b>MENTAL HEALTH &amp; ADDICTIONS- Building Healthy Communities</b></p> | <p>To promote health and wellness for all children, youth, and community members.</p> | <p>To hire a Mental Health Worker to provide on going mental health support services for all community members.</p> | <p>Provide one on one counseling to clients.<br/>                     Provide family counseling.<br/>                     Provide small group support for community members.<br/>                     The Mental Health Worker to work closely and cooperatively with Elders to provide cultural support.<br/>                     Three people will be chosen to attend the Choices Program.</p> | <p>Weekly<br/>                     Weekly<br/>                     Annually<br/>                     On-going<br/>                     Annually</p> | <p># of regular and new clients<br/>                     # of regular and new clients.<br/>                     # of participants<br/>                     # of Elders participating and feedback from participants.<br/>                     Feedback from participants</p> |
|  | <p>To empower clients to take responsibility for their wellness.</p>                  | <p>To make referrals to external resources and supports for community members.</p>                                  | <p>Provide Life Skill Workshops to community members.<br/>                     Set up a Resource Centre that includes self help books and DVDs<br/>                     Provide parenting classes for all parents and family.</p>   | <p>Monthly<br/>                     On-going<br/>                     Annually</p>  | <p># of participants and workshop evaluations.<br/>                     # of people using the centre and feedback.<br/>                     # of participants and feedback.</p>  |

| COMMUNITY PROGRAM                                    | GOALS   | OBJECTIVES  | ACTIVITIES   | TIMELINE | OUTCOME MEASURES   |          |  |
|--|---|---|--|----------|--|----------|--|
| MENTAL HEALTH & ADDICTIONS- Brighter Futures Program | To provide health, recreation, sport and overall wellness programs for children, youth, and adults. | To employ a Youth Coordinator to coordinate youth programs.   | Offer programs for youth after school, evenings and weekends.                    | On-going | # of youth participating.                                |          |  |
|  |   |   | Provide cultural camps for youth with Elders out on the traditional territories. | Seasonal | # of youth and Elders participating and feedback.        |          |  |
|  |   | To employ a Recreation Director to establish recreation programs for all school age children and youth. | Provide sports and recreation activities for children and youth.                 | Weekly   | # of activities and feedback from participants.          |          |  |
|  |   |   | Provide empowerment workshops for youth.   | Monthly  | # of participants and workshop feedback.                 |          |  |
|  |   |   |  |          | Provide car seat loan programs for parents.              | On-going | # of participants and feedback.          |
|  |   |   |  |          | Provide parenting classes for young parents.             | Annually | # of participants and feedback.          |
|  |   |   |  |          | Provide professional development and training for staff. | On-going | # of participants and workshop feedback. |



| COMMUNITY PROGRAM  | GOALS   | OBJECTIVES   | ACTIVITIES  | TIMELINE | OUTCOME MEASURES                                     |
|--|---|--|---|----------|--|
| MENTAL HEALTH & ADDICTIONS- NNADAP & Solvent Abuse Program | To provide alcohol and drug prevention program for all members. | To have a NNADAP Worker in the community at least two weeks per month. | Offer individual counseling services to all community members.                                | On-going | # of clients (regular and new)                       |
|  |   | To provide one on one support for all clients: youth and adults.       | Provide group support for clients on a weekly basis.  | Weekly   | # of clients participating                           |
|  |   |  | Provide referrals and support for clients who want to attend a residential treatment program. | On-going | # of clients requiring support.                      |
|  |   |  | Provide follow up support for those who attend residential treatment programs.                | On-going | # of clients who utilize regular counseling support. |
|  |   | To provide information sessions to youth at the school.                | NNADAP Worker to be visible in the school.  | Monthly  | # of visits in school.                               |
|  |   |  | NNADAP Worker to provide support and referrals for youth.                                     | On-going | # of youth participating.                            |
|  | To mentor a Band Member to become a NNADAP Worker.              | To promote the Alcohol and Drug Counsellor Program                     | Promote NNADAP, Counseling and Health Careers at Career Fair and other community gatherings.  | Annually | Feedback from youth on career fair                   |

| COMMUNITY PROGRAM  | GOALS   | OBJECTIVES   | ACTIVITIES  | TIMELINE  | MEASURABLE OUTCOMES              |
|--|---|--|---|---|----------------------------------|
| CHRONIC DISEASE & INJURY PREVENTION- Aboriginal Diabetes Program | To decrease the number of diabetics in the community.                             | To promote healthy eating.   | Provide nutrition workshops and workshops on the new Canada Food Guide. | Weekly  | # of participants attending.     |
|  |   |  | Offer a regular walking program for all community members.              | Weekly  | # of participants participating. |
|  | To create an awareness on the long term effects of diabetes.                      | To hire an Elders Coordinator to organize weekly activities and programs for Elders. | Create a junk free child care centre and school.                        | On-going  | Overall impact on behaviour.     |
|  |   |  | Provide a Community Kitchen program.                                    | Weekly  | # of participants and feedback.  |
|  | To contract a Podiatrist to come in and provide foot care services for diabetics. | To provide podiatrist services for diabetics.  | Provide a gym with exercise equipment.                                  | Daily   | # of participants and feedback.  |
|  |   |  | Provide dinners with all healthy foods.                                 | Weekly  | # of participants and feedback.  |
|  |   |  | To encourage healthy eating of traditional foods.                       | On-going  | # of participants and feedback.  |
|  |   |  |   | Regular and consistent foot care for diabetics. | Monthly                          |

| COMMUNITY PROGRAM   | GOALS  | OBJECTIVES   | ACTIVITIES   | TIMELINE   | MEASURABLE OUTCOMES                                  |
|---|--|--|--|--|--|
| CHRONIC DISEASE & INJURY PREVENTION - Injury Prevention Program | To reduce the number of injuries amongst children, youth and adults. | To provide workshops for youth and parents on water safety, seat belt safety, home safety and bike safety. | Offer monthly safety workshops for youth in the Youth Centre.  | Monthly  | # of youth attending and workshop evaluations.       |
|   |  |  | Offer parents Child First Aid and CPR.   | Annually   | # of parents participating and workshop evaluations. |
|   |  | To increase the number of children using car seats and seat belts.   | Provide a car seat loan program.   | On-going   | # of parents using program.                          |
|   |  |  | Offer monthly workshops to parents and adults on overall injury prevention in the home, boats and community. | Monthly  | # of participants and workshop evaluations.          |
|   |  | Provide swimming lessons for children and youth.   | Summer   | # of children attending and the levels achieved. |  |

| HEALTH CARE PROGRAM   | GOALS   | OBJECTIVES   | ACTIVITIES  | TIMELINE      | MEASURABLE OUTCOMES                               |
|---|---|--|---|---------------|---|
| COMMUNICABLE DISEASE CONTROL – Blood Borne Disease and Sexually Transmitted Infections (HIV/AIDS) | To provide prevention and intervention services on communicable diseases. | To promote awareness and education on communicable diseases. | Provide workshops on Sexually Transmitted Infections and HIV/AIDS to youth. | Once per year | # of youth who participate and workshop feedback. |

| PRIMARY HEALTH CARE PROGRAM               | GOALS   | OBJECTIVES   | ACTIVITIES  | TIMELINE | MEASURABLE OUTCOMES   |
|---|---|--|---|----------|---|
| FIRST NATIONS & INUIT HOME COMMUNITY CARE | To implement a viable, effective and sustainable Home and Community Care Program. | To provide quality home and community care services to the Elderly and clients who require after care. | HCC Nurse assess clients on a regular and consistent basis.   | On-going | # of assessments  |
|   |   |  | HCC Nurse and Personal Care Attendants to provide regular and consistent care for the Elderly and those who require after care.   | On-going | # of clients and feedback from clients.                       |
|   |   |  | HCC Nurse updates clients' files on a regular and consistent basis.   | On-going | # of data entries p/week.                                     |
|   |   |  | Order medical supplies and health aids regularly to support clients.  | On-going | Items ordered and quantity.                                   |
|   |   |  | HCC Nurse to provide speakers on awareness and education workshops on prevention.   | Monthly  | # of sessions and workshop feedback.                          |
|   |   |  | To work closely and cooperatively together: Health Director, HCC Nurse, Home Makers, CHR, Nurses, and Personal Care Attendants to provide case management services for clients. | Monthly  | # of participants at monthly meetings.                        |
|   |   |  | HCC Nurse to work with the Health Director in identifying other health professionals to work with clients such as podiatrist, OT'S, etc.  | On-going | # of other visiting health professionals and client feedback. |

**KITASOO XAI XAIS HEALTH MULTI YEAR WORKPLAN  
2009-2014**

**Reporting Requirements:**

The reporting requirements to First Nation and Inuit Health will be met as outlined in the Contribution agreement and as described in the Community Based Reporting Template.

**Data Holding:**

All reporting data will be retained for a period of seven (7) years. The Health Director will retain the responsibility for the collection and maintenance of this data.

|  |
|--|
| Copies of all program education and awareness materials or tools   |
| Program and service activities records including clientele profiles based on program-specific requirements |
| Number of clients assessed by type of addiction and mental health-related service                          |
| Copies of all training material  |
| Number and type of training sessions held  |
| Number and type of oral health assessments completed   |
| Number of patients completing oral treatments  |
| Copies of Accreditations/certificates/reports  |

## Appendix S: Child Care Centre Internal Policies & Procedures

### Kitasoo Xai'xais Child Care Centre Policies and Procedures

#### Section 1 - Our Objectives

**Respectful Workplace** - To promote the creation and maintenance of a healthy, harmonious and respectful work environment by fostering respect, communication and trust within the workplace;

**Polite Behaviour** – Display courteous and considerate behaviour towards each others;

**Inclusion** – Tolerance and acceptance of all people regardless of their background, culture, strengths, weaknesses and opinions;

**Freedom** – Maintain an environment free from disrespectful, discriminating, bullying and harassing behaviour and from threat of violence;

**Respect** – Be respectful of everyone's space, belongings, time, opinions and ideas;

**Support** – By offering praise to others, refrain from gossip and down talking each other;

**Enjoy** – By making a difference in the lives of the children.

#### Section 2 – Supervisory Policy

At Kitasoo Xai'xais Child Care Centre we understand our responsibility to protect the health and safety of each individual at all times. The supervision policy is important not only for the children, parents and staff members, but relates to every person who enters the Centre's premises.

##### Policy Statement

Kitasoo Xai'xais Child Care Centre Staff have the duty and responsibility to provide all persons with a safe and healthy environment at the Centre.

Kitasoo Xai'xais Child Care Centre defines "supervision" as the active supervision of children for health and safety reasons looking out for the child's physical well being and removing any potentially dangerous items, furniture or any hazardous materials from the children's reach. Supervision is also the act of supervising children's activities and promoting, supporting, building on and challenging children's learning and development.

##### a. Kitasoo Xai'xais Child Care Centre Supervision is committed to:

- Complying with Child Care Licensing Regulations adult/child ratios;

- Ensuring that children are supervised at all times;
- Considering the design and arrangements of the children's environments to support active supervision;
- Using supervision skills to reduce the risk or prevent injury or incident to children and adults;
- Guiding all Staff to make decisions about when children's play needs to be interrupted and redirected;
- Supporting all Staff and their care giving strategies;
- Providing consistent supervision strategies when the service requires relief Staff, and;
- Acknowledging and understanding when supervision is required for high risk experiences and/or the ratio of adults to children is increased.

**b. Positioning of Staff in the environment:**

- There are always at least two (2) Staff members working at all times. Staff must be on the opposite sides of the room or the playground, facing the children. Staff will not be in the same area at the same time unless a large group activity is being conducted and all of the children are participating.
- Staff must not "chat" together in one area.

**c. Scanning the environment:**

- Staff should consistently scan the environment during play;
- Scanning is important for making oneself aware of all of the children's activities and play.

**d. Listening when children play:**

- Staff should always be alert and listening for any potential dangers, for example: water splashing, crying, choking or gasping, offensive or aggressive language, or silence;
- Headphones or use of devices (including texting) during work times will not be tolerated;

**e. Knowledge of the environment and its potential risk:**

- Staff must always do a playground check and equipment check before allowing the children to play, and Staff should be familiar with the environment.

**f. Setting up the environment:**

- The environment should always be set up in a way that is most effective in promoting health, safety and developmentally appropriate practices;
- The placement of the equipment, shelving and large toys are taken into consideration as to best suit the children's needs and to provide quality care and supervision to them at all times.

**g. Knowledge of the children in care and understanding how groups of children interact and play together:**



- Staff through active participation in the children's play will learn to anticipate children's behaviours as well as how those behaviours may change when the dynamic of children or environment has changed;
- Staff will also get to know each child specifically, and learn to monitor that child's health, including symptoms of illness, tiredness and hunger;
- Staff will communicate any concerns to the ECE Supervisor.

**h. Transitioning groups of children:**

- When children are transported by passenger Van, both doors of the Van are opened. One Staff will stand at each door and on fold/fold up the step stool then assist children in and out of the Van. The group is divided into two groups and the Staff will communicate with each other as to who is with each group. Children are fastened securely in their car seats at all times when travelling in the Van;
- When children are transported by "walking bus", there are always two (2) Staff members and the group is divided into two groups. Staff must have an understanding of who is in their group and they make sure all children are visible and are holding hands with their walking buddy. While one Staff will "lead" the groups, the other Staff member will "follow" making sure that there are no children lagging behind. It is okay for the two main groups to drift apart but the children must stay with their group, walk and remain holding hands with their buddy until arrival at the destination.
- Children are encouraged to always **Stop, Look and Listen** before crossing the street. ***"We use our eyes and ears before using our feet."***

**i. Children's arrival and departure from the service:**

- Children who are picked up in the morning must be accompanied by a parent or care giver out of the Van. The Staff member will be ready by the Van door to greet them and assist the child in getting properly fastened;
- Only authorized persons that are listed on the child's contact registration form may pick up children from the Centre;
- Parents and authorized persons for pick up must sign the child out in the daily sign out book;
- Children are not the responsibility of the Staff after they have been signed out to the authorized persons;
- When Staff attend community functions where the children are present, they are not expected to supervise the children;
- If a child is registered and should be attending the Centre that day but can not be located, the Staff member will phone the parent and/or emergency contact to confirm that the child is safe.

**j. Toileting in the Centre's bathroom:**

- Children must be potty trained before attending the Child Care Program;
- Staff will be responsible for monitoring the children's entrance and exit into and out of the bathroom and will assist children when necessary;
- Children will be encouraged to use their self-help skills and work towards confidently using the bathroom with little or no assistance;
- When children enter the bathroom to use the facility they are to be the only child in the bathroom and encouraged to follow through the toileting procedure;

- Children and Staff must wash their hands before commencing work and play;
- Staff must notify the other Staff before going into the bathroom to assist a child and or when going to the Staff bathroom.

**k. Staff, Students and Volunteers as role models:**

- Children learn through example and modelling is an important way to teach children about safe behaviours and practices
- **Staff, Students and Volunteers must comply with the Supervision Policy**

**l. Staff/Career Professional Development Opportunities:**

- Kitasoo Xai'xais Child Care Centre aims to maintain and strengthen the skills and knowledge of all Staff in relation to active supervision of children on an ongoing basis.

---

**I have read and understand my duties and responsibilities for maintaining the safety and supervision of all children at the Kitasoo Xai'xais Child Care Centre.**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**Note:**

Supervision Policy were prepared by Trina Titus, ECE and Kitasoo Xai'xais Child Care Centre Supervisor

## Appendix T: After School Care Program Staff Operational Directives

### Hours of Work: 2:30pm to 5:30pm – Monday - Thursday

- 2:30pm - check messages;
- Prepare snack for the children and have in fridge ready to serve. (This duty can be rotated between staff);
- The Staff that is not making snacks can collect the sign in book, the ASC back pack, the first aid kit and prepare to walk up and pick up the children;
- Open ASC shelving and prepare room for children's arrival;
- Make sure the art or activity for the day is ready to go;
- Check bathroom for paper towels and cleanliness (Bathroom is disinfected at the end of every program);
- 2:50pm – Walk up to the school together and wait outside Kindergarten Class until the children are dismissed. The children know that that they are to wait in the class until you sign them in;
- If there is a registered child who is suppose to be there (you have not received a message stating otherwise) and is not at school then proceed to communicate to the other Staff that you will make a call to the parent to confirm the child's location and safety;
- 3:05pm – When all children are signed in, divide into the pre-planned groups, pair children with "walking buddies" and walk back to the Centre;
- Make sure there is always one Staff in front and one Staff at the very back of the walking groups;
- Guide children into the Centre and help them settle in if necessary, then direct them to the bathroom to wash their hands for snack (only 4 children max washing their hands at a time, 2 children per washroom);
- One Staff will stay at the bathroom entrance and help guide children while the other Staff will remain near cubbies;
- When the last few children are washing their hands and there are no children at the cubbies, then the Staff that was monitoring the cubbies will notify the other Staff, go wash his/her own hands in the kitchen then get the snacks out;
- Wait until all children are seated and quiet before doing the prayer;
- Enjoy snack with children and open conversations. You can also let the children know what the activity or art for the day will be and what they need to do when they are cleaned up after snack;
- When snack is almost finished one Staff will go and monitor the bathroom entrance again for hand washing. This Staff will be positioned that he/she can both see in the bathroom as well as the toy area, remembering to also scan often as per supervision policy;

- When the children are finished eating and washing they can be directed to the toy area or open drawing/colouring table and encouraged to play quietly until all children are finished snack;
- When all children are finished they will be divided into two groups for the art activity and baking days. The children who are not doing the baking activities will be playing, working on past art, reading or using the listening centre. Then the groups will switch. Staff will communicate often and stay within timeframe as best as possible;
- Sometimes the groups will not be divided if there is a group art, activity, music lesson, science experiment or game planned;
- Make to stay visible to your children and communicate with them and the other Staff member often;
- Cell phones are to be left in your box and not to be used during work hours. Although it is helpful if you bring your phones when you do pick ups in case of late messages from parents and/or in case of emergency;
- Have fun with the children remembering to use positive redirection whenever possible;
- If you have a tough situation please do your best to deal with the situation then if a positive solution cannot be reached, notify the ECE/Centre Supervisor immediately and she will make herself available to assist wherever possible;
- IN the case of an incident or accident, please notify the ECE/Centre Supervisor immediately, and keeping in mind the health and safety plan follow all steps necessary to help the children recover. Document the incident on the incident report sheets provided and make sure to notify the parent of the incident. If the incident is severe, notify the parents and emergence personnel immediately;
- AT the end of the day, give the children plenty of notice before beginning clean up time and encourage all children to help in the clean up, you may reward the busy helpers with a sticker for their book;
- When children are to leave make sure that the parent or listed contact signs the child out. Remind parents often that they must come in to pick up their child And sign them out daily;
- Only release children as per KXCCC release policy;
- All children should be picked up by 5:00pm and documentation must be made of any children still at the Centre after 5:00pm;
- When all children have been picked up from ASC program, clean the program's supplies, and make sure all dishes are in the dishwasher, all art supplies are cleaned and drying, all toys are away and ASC shelving is closed;
- Communicate with the Janitor as she begins at 5:15pm. The Janitor will disinfect all of the tables, chairs, bathrooms and kitchen areas.