#### LAKE HELEN NEWSLETTER September 19, 2024



\*

#### NEXT GENERAL BAND MEETING

\*\*WEDNESDAY, October 2, 2024\*\*
Resource Centre
7pm

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

#### **MEMBERSHIP OFFICE HOURS**

9am-4pm - Tuesday & Wednesday
Please make an appointment
Non-Members must call 24hrs prior

\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Recycling Day
Tuesday, September 24th & October 8th
(every second Tuesday)
Please have Recycle Bins ready for pick up at 5pm

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Garbage Day

\*\*EVERY FRIDAY\*\*

Unless otherwise posted.

Please have your garbage out by 3pm.

The Red Rock Indian Band promotes safe, inclusive, and drug free events for our members and our community.

This is a reminder that unless the event is properly licensed, the use of alcohol at RRIB events is prohibited.

#### **VACATION NOTICE**

Adam Christensen (Lands & Resources Director) will be away from September 16<sup>th</sup> to September 27<sup>th</sup> Returning on October 1<sup>st</sup>

Lucille Lesperance (Community Health Rep) will be away from September 23 to September 27<sup>th</sup> Returning October 1<sup>st</sup>

Marjorie Robert (Membership Clerk) will be away from September 23 to September 27<sup>th</sup> Returning October 1<sup>st</sup>

#### **Reminder from the Housing Department**

- Septic tanks pump out payments are due before <u>September 20, 2024</u>, and all lids must be dug out and accessible.
- For those on the list for <u>October 4 & 5, 2024</u>, payments must be made before, and lids must be dug out and accessible.
- Septic Tanks and Fields are not for parking vehicles on, driving over, nor are they a good place for a pool, the weight can and will eventually crush the piping in the ground causing your field to fail.

For more information about your Septic System, contact me at the office, I have information that is available.

As winter approaches, so does the need to turn on your furnace, if you are having maintenance issues with your furnace, you will need to call Nipigon Red Plumbing and Heating, and make an appointment to have your furnace checked, maintained and fixed if needed. Nipigon Red Rock Plumbing and heating office number is 807-887-2737

Thank you

Shannon Michelle-Ruth

Housing Manager

# Thank You

The Red Rock Indian Band would like to thank the following sponsors who helped make the 16<sup>th</sup> Annual Salmon Derby a success!

Platinum Sponsors





Miller Paving



**Gold Sponsors** 





Bud Robins



Silver Sponsors

- •Resolute Forest Products
- •RTL Contracting
- **•**D&R Sporting Goods

Bronze Sponsors

- •Imagine Lithium
- Lakehead Ironworks

Acknowledgements

- •Township of Nipigon
- •Township of Red Rock
- •Mr. Louis

#### Lake Helen Reserve Septic Pump Out List

The scheduled dates for the community septic pump outs are

# September 20 & 21, 2024 (List Full ) & October 4 & 5, 2024

The price per pump out per house is \$220, which must be paid before September 20, 2024, or October 4, 2024. Please contact the Housing Office to be put on the list, and for payment.

Please ensure your lids are dug out and cleared, and there is room in the driveway for the truck.

If you have had your tank pumped out in the last couple years, please call my office, as we are now keeping track of homes on reserve.

If another department is covering the cost of this service, it will only be covered every 4 years, unless there is an emergency.

Thank you, Shannon Michelle-Ruth Housing Manager



#### Anishinabek Family Care

### Authentic Connection Psychotherapy & Reiki Appointments available in the community: Thurs, September 26<sup>th</sup>

"If you're on the self-discovery journey, looking for support in identifying, recognizing and replacing those old systems of protection, then I'd love to connect.

This is the work of Self-Connection. To know yourself so deeply, to align with your highest self, to connect to all that you are.

I can help you to learn how to build an unconditional relationship with yourself, through:

- Living with Intention
- Building Self-Trust
- Practicing Self-Compassion
- Connecting to your Inner Guidance System
- Living from your Core Values
- Advocating for your Needs
- Setting Healthy Boundaries"

! Three spots for Reiki appointments! First come first serve

Covered by the mental health & wellness program

To book a psychotherapy or reiki appointment connect with Josee Wright, RPN Psychotherapist:
Email: josee.wrightnpc@gmail.com

Phone: 807-630-4440

Online: http://joseewrightnursingprofessionalcorp.janeapp.com/

Any questions, concerns or need assistance please reach out to candace.tuck@rrib.ca or call 807-887-2510 ext 279



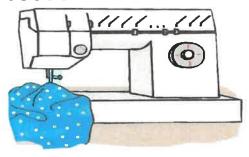


This Photo by Unknown Author is licensed under CC BY-NC

# Euchre card party Sept 25<sup>th</sup> 7pm Resource Center

#### Sept 23, 6-8 Learn how to sew

Come learn how to use a sewing machine at the resource center



# St. Edward Catholic School Can & Bottle Drive All Year Long!!!



Join Us in Our Bottle & Can Drive!

Help our Grade 7 and 8 students embark on their exciting school trip in June by participating in our Bottle & Can Drive! Every bottle and can you contribute helps raise vital funds for their adventure and learning experiences in Winnipeg. This initiative not only supports their educational journey but also fosters the value of stewardship—teaching students the importance of caring for our environment and community. Bring your recyclables to the school or give the school a call and we will come pick them up at your doorsteps! Let's make a difference together!

**Phone: 807-887-2810** 



#### Comprehensive Community Planning (CCP)



CATERER REQUIRED

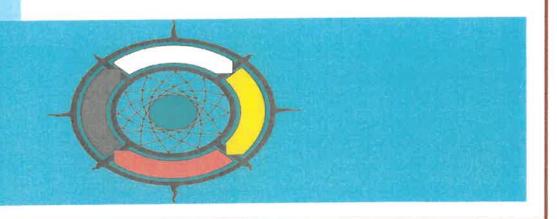
THE CCP COMMITTEE IS LOOKING FOR A CATERER TO PROVIDE LUNCH FOR APPROXIMATELY 60 PEOPLE.

THE MENU WILL BE PROVIDED BY THE CCP COMMITTEE. FOR MORE INFORMATION WHAT THAT WILL INCLUDE, PLEASE CONTACT AMELIA HARDY.

UPON MENU CONFIRMATION, A SEAL BID WILL BE SENT TO AMELIA HARDY, BY SEPTEMBER 25, 2024

AMELIA HARDY COMPREHENSIVE COMMUNITY PLANNER

807-887-2510 Ext. 290



### CELEBRATING THE LIFE OF

Juane

## FAVEL

17 lag 11.1971 - July C1.2024



## SATURDAY SEPTEMBER 21.2024 @ 2;00PM LAKE HELEN RESERVE RESOURCE CENTER

LIGHT LUNCHEON & REFRESHMENTS TO FOLLOW

#### EAMILY & FRIENDS ARE INVITED TO ATTEND.

AS WE CELEBRATE, HONOUR & REMEMBER HIS LIFE & SPIRIT.



looking for 6 interested girls ages: 12-18

2 Days: Oct 7th & Oct 11th

Transportation, food, equipment provided





Education Presents:

# Program

RESOURCE CENTRE START DATE: OCTOBER 15, 2024 **MONDAY TO THURSDAY** PICK UP BY 5PM GRADES

PROVIDE . Snacks

- WHAT Homework Help

  - Fun Activities
    Land Based Learning

10 Spaces Available

Registration is Required by September 27th

Bussing will be available from St Ed's & GOPS

To Register Email: epc@rrib.ca





#### What is the Indian Boarding Homes Class Action?

In the 1950s, the Indian Boarding Homes Program placed First Nations and Inuit children in private homes for the purpose of attending school. This Settlement provides compensation to people placed in these homes. You are a Primary Class Member if Canada placed you in a private home, between September 1, 1951 and June 30, 1992. You may still be eligible if you were placed after June 30, 1992. People who were placed in private homes, but died on or after July 24, 2016, may also be eligible, and their estate can apply on their behalf.

#### How can I know if I am eligible?

You can use the eligibility checker available on the Indian Boarding Homes Program Class Action website at: https://boardinghomesclassaction.com/eligibilitychecker

#### When can I apply?

You can start applying for compensation starting Wednesday August 21, 2024.

#### How can I start my Application?

Starting on August 21, 2024, you can visit the website https://boardinghomesclassaction.com/ to find the claim forms. You can submit claims online, or by downloading and mailing it to the Administrator.

#### What if I don't want to participate?

If you want to sue Canada on your own for your placement in the Indian Boarding Homes Program, you must Opt-Out. You will need to submit an **Opt-Out form** before the expiry date of **Monday July 22nd, 2024**.

#### How do I opt-out?

You can visit **the website to fill out the online Opt-Out Form.** You can also download the PDF form and email it to class counsel at:

Klein Lawyers LLP: ibhclassaction@callkleinlawyers.com Dionne Schulze s.e.n.c: percival@dionneschulze.ca

#### You can also contact the Claims Administrator at:

Email:

claims@boardinghomesclassaction.com **Phone:** 

+1 (888) 499-1144

For more information, visit our website by scanning the QR Code.





Red Rock Indian Band is seeking a caterer for the Truth & Reconciliation event on Monday September 30th. We are in need of a light lunch for approximately 230 people, youth included.

For more information or to submit a bid please contact Abby Taggart no later than Thursday September 19th.

YWW@RRIB.CA OR (807) 887-2510 EXT. 233



When: September 25th 2024

Where: Resource Centre

Start Time: 12pm

Door Prize and Attendance Incentive!!!

#### **LUNCH & LEARN**

#### JORDANS PRINCIPLE **BUDGETING WORKSHOP**



BUDGETING AND WILL PREPARATION WORKSHOP TOR JORDANS PRINCIPLE FAMILIES WITH A PRESENTATION FROM NORMAXX PREPARE FOR YOURS AND YOUR CHILDRENS FUTUTRE, PROTECT INCOMING ASSETS AND LEARN BUDGETING TECHNIQUES.

ALL FAMILIES WITH ELIGIBLE CHILDREN UNDER JORDANS PRINCIPLE WELCOME TO **ATTEND** 

Services

RRIB Prevention In Partnership with Normaxx

Any questions contact Ebony Netemegesic JP@RRIB.CA

The month of September is dedicated to bringing awareness to Fetal Alcohol Spectrum Disorder (FASD) by promoting education, prevention, diagnosis and to support individuals with FASD and their circle of care providers. September is also recognized as Red Shoe Month. RJ Formanek's red shoes sparked conversations about his resilient journey, as an individual living with FASD.

"Red shoes were critical to my narrative, they were the key to it all. They were all about being different... They spoke of speed, of freedom of thought and being different, and red running shoes with the power suit sent a message out there to the world."

#### – RJ Formanek

I have been fortunate enough to hear RJ speak and he is an amazing person, who inspires people with FASD to share their narrative and can relate to the daily challenges experienced by individuals with FASD.

To learn more about FASD, click on the link to the CanFASD website or access the free online FASD Tool Kit.

#### CanFASD

https://canfasd.ca/fasd-awareness-month/

#### **FASD Tool Kit**

https://ofifc.org/wp-content/uploads/2020/03/OFIFC-FASD-Toolkit-2008-01.pdf

Another website with a beautiful approach to FASD is through Angela Geddes Integrative Support and Wellness. The website integrates FASD information, offers services to include screenings and assessments, along with additional resources to support families. We know that families can be busy supporting their loved ones and the podcasts provide neurodivergence information that can be heard while prepping dinner, driving home from work or during those rare moments of rest. Strategies to support family members with a "Complicated and Beautiful Brain" can be informative and helpful. Check out the website at <a href="https://www.angelageddes.ca/about">https://www.angelageddes.ca/about</a>.

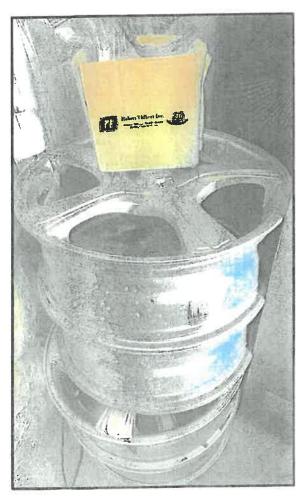
Education and outreach is important to improving children's outcomes and to improve the lives of those living with FASD. Please feel free to share these resources with others.



# ror Jaie

set of 4 winter tires 225/65R17 set of 4 aluminum 17" rims with bolts Less than 50km on them.

\$1,200.00 for tires, rims, bolts call 807-889-1152





# National Day for Truth & Reconciliation RRIB Events

Mon, September 30th



10:30am ~ walk begins to Chalet Lodge

11:30am ~ Opening Words followed by

lunch and mini powwow

1:30pm ~ Book Club Discussion They
Called Me Number One

2:30pm ~ Outdoor movie Cafe Daughter

10am-4pm Beading Orange Shirt pins.
Supplies provided \*. Stop in under the tent to bead an orange shirt pin ~ limited kits.

Be sure to visit our dedication bench located at the Elder's Complex Events open to everyone

\*Calling for experienced beaders who can help teach and assist new beaders!

If you are available any time during the day, please reach out to candace.tuck@rrib.ca 887-2510 or cell 807-708-2187



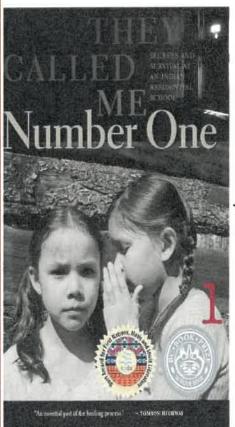
#### **BOOK CLUB & MOVIE**

On Truth & Reconciliation Day
Monday, Sep 30th
At the Chalet under the tent

1:30pm- Book Club discussion They Called Me Number One

2:30pm-Outdoor movie Cafe Daughter

Limited copies of the book available

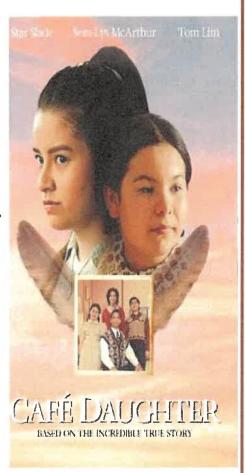


Open to everyone Free

Snacks and drinks provided

Welcome to join in the discussion and/or attend the movie

Please reach out to Candace by phone 887-2510 or email candace.tuck@rrib.ca for a copy of the book or if you have questions





# PD DAY

CORNHOLE &
HOMEMADE PIZZA



Friday October 4th, 2024
12-3pm @ Resource Centre
EVERYONE is welcome!!

MAX 20 PARTICPANTS SIGN UP WITH JESS LANDRY AT: EPC@ RRIB.CA OR 807-887-2520 EXT. 235

#### **RRIB Harvesters!!**



Attention RRIB harvesters, with the fall harvest beginning shortly, we wanted to let all Red Rock Indian Band members know that if you require the butcher shop for your harvest, you will need to contact the following staff for an access code.

Please text or call Lauren Michelle (807)-372-3722 or Chum Ruth (807)-889-0274 at these numbers and they will issue you a temporary access code for 72 hours to process your harvest. Please don't share these codes with anyone else as your name is attached to these codes.

Please clean up and keep the butcher shop tidy for the next person. There is cleaning and disinfecting solution throughout the building.

Good Luck and happy hunting!



#### Aanii Red Rock Indian Band Members:

The Red Rock Indian Band is initiating a project aimed at monitoring the health of moose within our traditional territory. We are reaching out to invite interested members of the community to contribute to the moose management project.

#### Project Overview:

The objective of this project is to assess the overall health of the moose population and to establish baseline data that will enable us to track trends and changes over time. Your participation will be instrumental in achieving these goals.

#### Requested Samples:

We request the following samples from harvested moose: (please store in separate ziplock bags and keep frozen). RRIB Lands and Resources will come and take the samples if you do not feel comfortable collecting it yourself. See below for contact information.

- Meat Sample: A small portion of flesh (1-2 inch scrap chunks are acceptable).
- Tissue Sample: A sample from the liver or kidney. (1-2 inch chunk).
- Incisor Tooth: A bottom incisor tooth. (the tooth that they use to snip off branches) This is for aging.

#### Importance of Your Contribution:

- Health Assessment: The collected samples will be analyzed to evaluate the health of our moose population and in turn, our people who supplement our diets with traditional foods.
- Baseline Data: Establishing baseline data is crucial for monitoring future trends in moose health
  as well as providing data to support our asserted rights within our traditional territory. This
  information will help identify important areas within our territory that may require additional
  protection from environmental impacts. We need the data now to effect projects down the road.

• Community Reporting: The findings of this project will be compiled into a summary report, which will be shared with all members of the band.

#### Privacy Assurance:

Please be assured that any personal information provided as part of this project will be kept confidential and not shared outside Red Rock Band. Personal identifiers will not be recorded or shared. The focus will be solely on the health data collected from the moose samples. See appendix for sampling form.

#### How to Participate:

If you are interested in participating, please contact:

Meagan Lemieux at (807)887-2510 ext 222 or by email at meagan.lemieux@rrib.ca.

For further information or to express your interest, please contact Adam Christensen, Lands and Resources Director at (807)887-2510 ext 287 or by email at landsandresourcesdirector@rrib.ca.

We appreciate your involvement and support in this important project. Your contributions will play a key role in safeguarding the health and sustainability of our moose population.

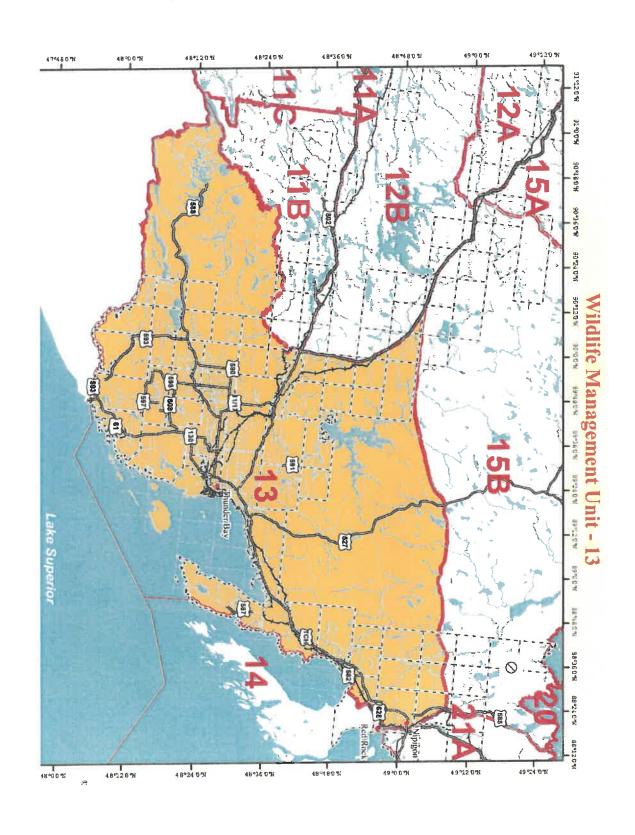
Thank you for your attention and participation.

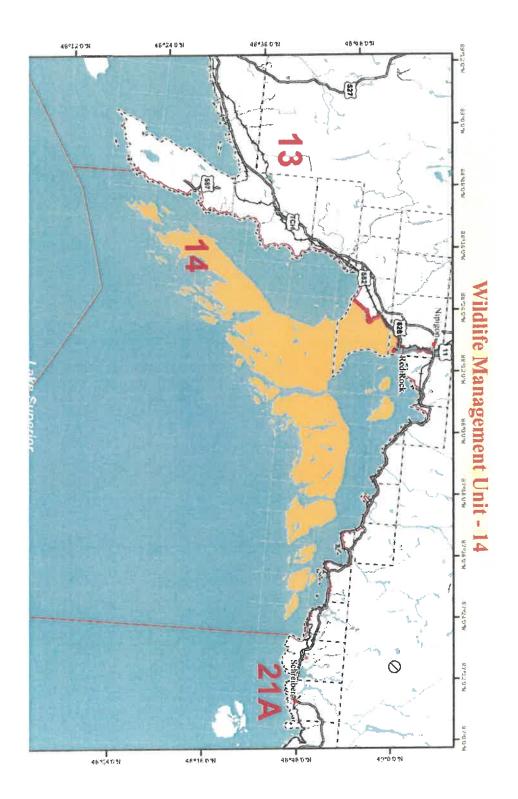
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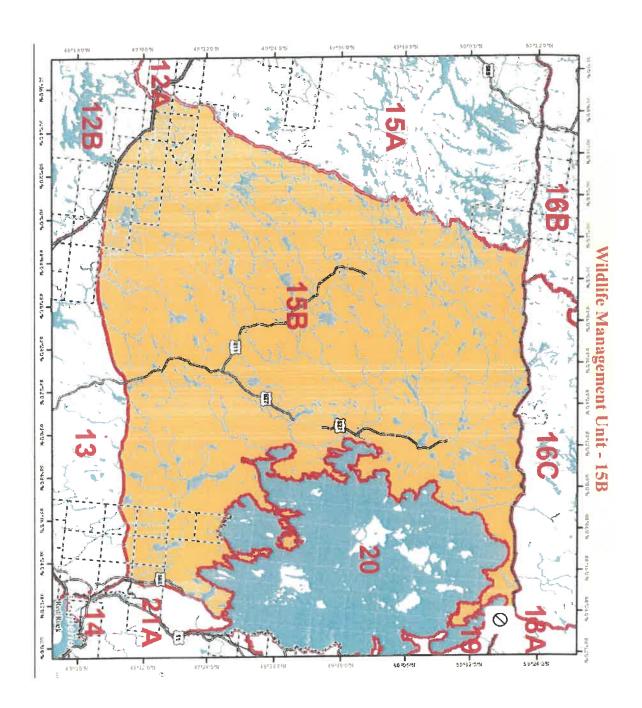
Chief Allan Odawa Jr.

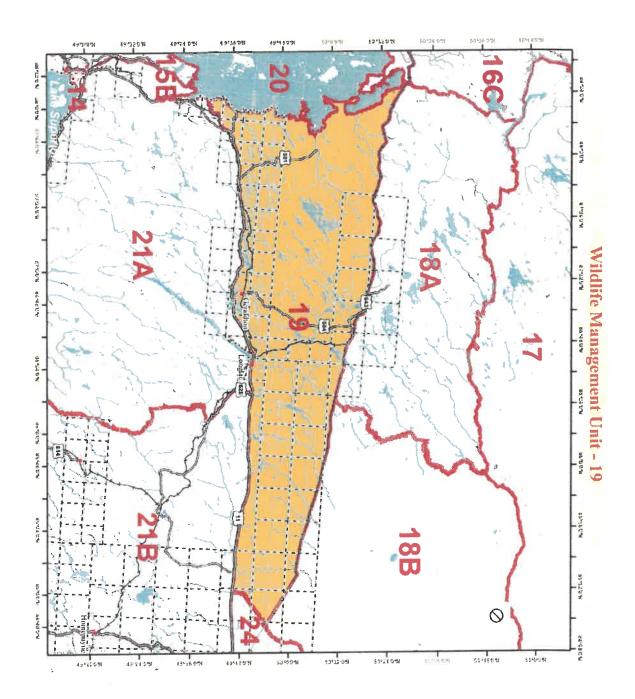
Red Rock Indian Band

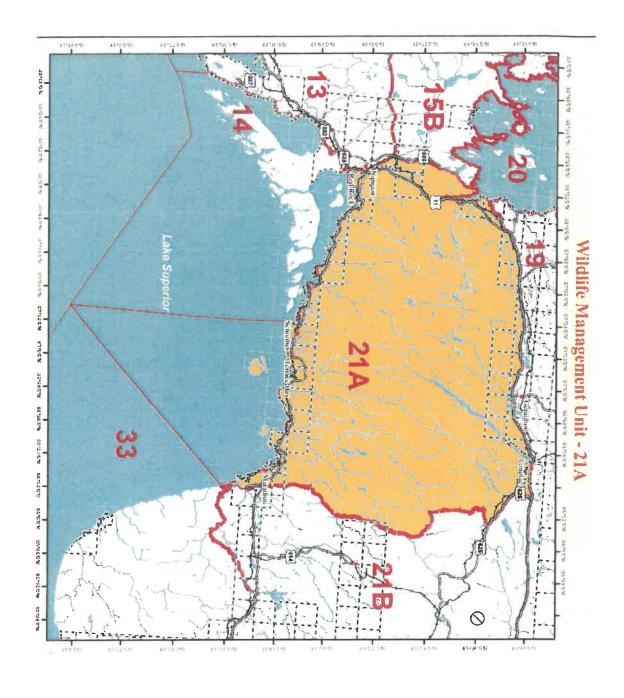
Date shot	WMU/Area (15B, 15A, 21A, 21B, 19, 14, 13, 9) if you don't know the WMU you can provide a general location i.e - 81 road, Lachance, wolf pup, etc.	Sex	Samples taken (meat, liver, tooth)	Comments (anything you want to provide and feel is important i.e - Moose had cysts in heart, was with 5 other moose, tick damage, etc.

















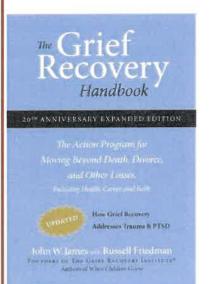
Every Tuesday beginning October 1st
5:30pm-7:30pm
Band office
8-week program

Learn to process grief and complete your relationship to the pain, isolation, and loneliness caused by significant emotional loss. There will be weekly homework and reading assignments that are required to participate in the program.

This is a CLOSED group. 18 years and older

Minimum of 3 to run the group

Must sign-up with Candace Tuck ~ Grief Recovery Specialist®









Lake Helen Reserve P.O. Box 1030 Nipigon, Ontario POT Tel. (807) 887-2510 Fax (807) 887-3446

#### Request for Tender

Dear Vendor,

The Red Rock Indian Band is currently seeking tenders to supply, deliver and erect a 60'x115'x16' steel structured roof for our community outdoor rink (ODR). This tender is to include an additional 60' x 70' (4200 sq ft) slab with footings in both the new and existing slab to support the Engineered steel structure.

Please provide us with your Price for the following services:

Product	Cost Breakdown
Supply & Delivered – Pre-Engineered	
Steel building Structure 60'x115'x16'	
with roof pitch 2:12 with interior roof	
liner panels. (no walls)	
Building erection - labour, materials and	
equipment.	
Additional 60' x 70' slab tied into pre-	
existing 70' x 45' slab installed with	
rebar/mesh with footings to support	
new structure. Including ground	
preparation, compaction testing, forms	
and concrete supplied, delivered and	
finished.	

Notes: Work to commence shortly after tender closing, working through fall, winter and spring until completion.

We would like you to provide us with a detailed breakdown of your costs for each of the above items, including any additional charges or fees that may apply.

In addition, please include the following information in your tender:

- Structural drawings of proposed structure (once tender awarded Engineered stamped structural drawings are required)
- Your company's experience with supply and erection of engineered steel structures.
- List of subcontractors used
- Relevant qualifications and certifications
- A timeline for Installation

The Red Rock Indian Band will be evaluating tenders based on price, quality, and your company's ability to meet our specific needs. Please submit your tender no later than September 25th, 2024, at 4:00 pm EST. If you have any questions or require additional information, please do not hesitate to contact us.

Thank you for your consideration. We look forward to receiving your Tender.

Miigwech,

Shane Hardy Asset Manager assetmanager@rnb.ca - email (807)887-2510 — phone



Lake Helen Reserve

P.O. Box 1030 Nipigon, Ontario P0T Tel. (807) 887-2510 Fax (807) 887-3446

#### Request for Proposal

2024-EDU-01

#### Education Department Assessment and Implementation

Issue Date:

September 11, 2024

Closing Date and Time:

3:00 pm EST on September 25, 2024

Proposals received after the closing date may be rejected.

Proponents are requested to deliver and ensure that proposals are received and time/date stamped.

Mail:

**Red Rock Indian Band** 

PO Box 1030 Nipigon, Ontario

P0T 2J0

Attention: Kelly Paakkunainen

Electronic (Preferred):

Electronic copies of the RFP may be submitted to:

kellyp@rrib.ca

The subject line must contain the following:

"Response to RFP 2024-EDU-01"

The Red Rock Indian Band is issuing a Request for Proposals (RFP) inviting companies and individuals to showcase their expertise in the field of Education and in establishing a successful Education program for RRIB members through policy, directives and negotiations.

For the full Request for Proposal, please email kellyp@rrib.ca.



JOB POSTING				
POSITION EDUCATION PROGRAM COORDINATO				
DEPARTMENT	Education			
IMMEDIATE SUPERVISION	TBD			
DIRECTION	Chief and Council			
DESIGNATION	FULLTIME			
DATE APPROVED	September 11, 2024			

#### **EDUCATION PROGRAM COORDINATOR (1)**

**PURPOSE:** The Education Program Coordinator is responsible for the daily planning and implementation of age-appropriate programs to enhance the children's cognitive, physical, social and emotional development. Pedagogy will promote belonging, engagement, well-being, and expression through cultural and land-based learning opportunities.

#### **DUTIES AND RESPONSIBILITIES:**

- provide high quality learning activities that enhance a child's emotional, social, physical, literacy, numeric and cognitive skills in a safe environment
- plan and implement parent and child groups
- plan and implement an after-school program
- plan activities that support child development
- work with the Cultural Coordinator to provide cultural learning opportunities
- plan age-appropriate activities for children during the summer months (summer camps)
- coordinate information sessions for caregivers
- provide excellent care to the children attending programming
- create and maintain good public relations within the community
- maintain confidentiality of all information related to the children and their families and all staff
- maintain a healthy and safe environment for children
- encourage children to eat foods that contribute to good health as they participate in a snack or meal program that introduces them to a wide range of nutritious foods
- integrate child development knowledge into sound early learning practices and activities
- maintain flexibility as well as a professional attitude when interacting with children, parents, caregivers, other staff and visitors
- ensure children can experience accomplishment, to flourish and to build a sense of self-worth
- act as a resource person and be a positive role model to parents/caregivers for appropriate child/adult interaction and consistent approaches to child guidance
- observe and discuss children's developmental needs as required
- treat everyone with dignity and respect
- strive to respond to the culture and language of children and their families
- ensure and maintain a safe, clean, and organized work environment including areas such as workspace, storage, outdoor areas
- maintain all toys, books and equipment in a clean and safe condition
- may be required to participate in administrative duties
- promote and maintain a supportive/welcoming relationship with all parents and caregivers
- be sensitive to the needs of families recognizing the many and varied factors involved including cultural, socioeconomic, parenting styles and values
- perform duties related to the children's oral health initiative (COHI)



JOB POSTING				
POSITION EDUCATION PROGRAM COORDINATO				
DEPARTMENT	Education			
IMMEDIATE SUPERVISION	TBD			
DIRECTION	Chief and Council			
DESIGNATION	FULLTIME			
DATE APPROVED	September 11, 2024			

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Preference given to candidates possessing a diploma/degree in Early Childhood Education or related field.
- High standards of ethics and confidentiality.
- Knowledge, understanding, respect and sensitivity of culture, traditions, and social issues.
- Ability to exercise good judgment, show initiative, and be proactive.
- Strong commitment to helping our children and families.
- Competent written and verbal communication skills.
- Competent time management and organizational skills.
- Valid Ontario Class "G" Drivers License, access to reliable vehicle and proof of 2,000,000 liability insurance.
- Successful results of Vulnerable Criminal Record check

#### **ENVIRONMENTAL CONDITIONS:**

- Moderate physical effort may be required; bending, lifting, physical play.
- Busy office setting/Repetitive desk work.
- Manual dexterity required to use desktop computers and peripherals.

Employees are required to represent Red Rock Indian Band's interests in a positive, respectful manner.

This job description is intended to convey information essential to understanding the scope of the position and it is not exhaustive. Duties and responsibilities may be added, deleted or modified as deemed necessary by management to meet the needs of the service.

If you are a motivated individual who would like to join our team at Red Rock Indian Band, please submit your resume and cover letter to:

Chief and Council jobs@rrib.ca by Thursday, September 26, 2024 at 12pm.



JOB POSTING				
POSITION	ADMINISTRATIVE FINANCE CLERK			
DEPARTMENT	Prevention Services			
IMMEDIATE SUPERVISION	Prevention Services Manager Chief and Council FULL TIME			
DIRECTION				
DESIGNATION				
DATE APPROVED	September 10, 2024			

#### ADMINISTRATIVE FINANCE CLERK (1) PREVENTION SERVICES

EMPOWERING FAMILY WELL-BEING
WORKING IN UNITY TO MEET THE NEEDS OF OUR CHILDREN, YOUTH, FAMILIES & COMMUNITY

**PURPOSE:** The Administrative Finance Clerk (AFC) is responsible for providing direct administrative, clerical and finance support to the Prevention Services Team. The AFC performs the day-to-day processing of financial transactions and data management to ensure effective, efficient and accurate documentation and administrative operations.

#### **DUTIES AND RESPONSIBILITIES:**

- works as an effective member of the Prevention Services Team
- greets and assists visitors; answers phone, directs calls and responds to inquires
- attends meetings and takes minutes
- filing, data entry and data management
- correspondence and communication
- organizes meeting/conference travel and accommodation arrangements
- collects and maintains monthly program and statistic reports
- maintains filing system for prevention programs/activities
- tracking and maintaining inventory supplies
- issue and tracking purchase orders/vouchers
- prepare payment requisitions/invoices/receipts for finance department
- assists with organization, confirmation and reconciling of general ledger for finance department
- maintain filing system for all financial documents
- assist with year-end reporting
- ensure the confidentiality of and security of all financial files
- assists with planning and implementation of community-based prevention programs and community information sessions
- duties may include client intake services
- transportation requirements that suit service needs
- perform other job-related duties as assigned by manager and Chief & Council

#### QUALIFICATIONS AND REQUIREMENTS:

- Preference given to candidates possessing a diploma/degree in business and/or finance related fields.
- Preference given to candidates with direct employment experience in working with Anishinabek children and families in prevention and support.
- High standards of ethics and confidentiality and ability to handle highly sensitive information.
- Knowledge of relevant legislation, policy and First Nation child welfare service delivery.



JOB POSTING				
POSITION	ADMINISTRATIVE FINANCE CLERK			
DEPARTMENT	Prevention Services			
IMMEDIATE SUPERVISION	Prevention Services Manager			
DIRECTION	Chief and Council			
DESIGNATION	FULL TIME			
DATE APPROVED	September 10, 2024			

- Understands reporting responsibilities for any child/youth at risk.
- Knowledge, understanding, respect and sensitivity of culture, traditions, and social issues.
- Ability to exercise good judgment, show initiative, and be proactive.
- Strong commitment to helping our children and families.
- Competent written and verbal communication skills.
- Competent time management and organizational skills.
- Valid Ontario Class "G" Drivers License, access to reliable vehicle and proof of 2,000,000 liability insurance.
- Successful results of Vulnerable Criminal Record check

#### **ENVIRONMENTAL CONDITIONS:**

- Moderate physical effort may be required.
- Busy office setting/Repetitive desk work.
- Manual dexterity required to use desktop computers and peripherals.

Employees are required to represent Red Rock Indian Band's interests in a positive, respectful manner.

This job description is intended to convey information essential to understanding the scope of the position and it is not exhaustive. Duties and responsibilities may be added, deleted or modified as deemed necessary by management to meet the needs of the service.

If you are a motivated individual who would like to join our team at Red Rock Indian Band, please submit your resume and cover letter to:

Chief and Council jobs@rrib.ca by Thursday, September 26, 2024 at 12pm.

# September

2024

									Sunday	1000
29 Truth		22			15	Land	& D	ц		
30 Truth & Reconciliation Day Events 10am		23			16	Land Claim Vote 9-6 RC	9 Dilico Walk-In 1-3	N	Monday	
		RECYCLING DAY 24	Chip Bingo 6pm RC	ECD 11am RC	17		RECYCLING DAY 10 Drum Social 6pm RC	ω	Tuesday	
BO – Band Office RC – Resource Center CL – Chalet Lodge		25 Adult Card Party 6pm RC			18	Land Claim Vote 9-6 Superior Inn (TBay)	11 Tie Dye Teen 4pm RC	4 Band Meeting 7pm RC	Wednesday	
	Cancer Dinner 5pm RC	26 Authentic Connection		Kids in the Kitchen 4pm RC	19		12 Family Health Team	Waawaate	Thursday	THE RESIDENCE OF THE PARTY OF T
		GARBAGE DAY 27 STAFF MEETING 9 RC			<b>GARBAGE DAY 20</b>		GARBAGE DAY13 Outdoor Movie 7pm BO	GARBAGE DAY6	Friday	The state of the last
¥		28			21		14 Full Moon 7pm CL	7 SALMON DERBY DAY	Saturday	THE STATE OF THE PARTY OF THE P

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		Chip Bingo 6pm RC RECYCLING DAY 24	17 ECD 11am RC	RECYCLING DAY 10 Drum Social 6pm RC	Tuesday 3
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	Cancer Dinner 5pm RC	26 Authentic Connection	19 Kids in the Kitchen 4pm RC	12 Family Health Team	Thursday 5 Waawaate
		GARBAGE DAY 27 STAFF MEETING 9 RC	GARBAGE DAY 20	GARBAGE DAY13 Outdoor Movie 7pm BO	Friday GARBAGE DAY6
ä		28	21	14 Full Moon 7pm CL	Saturday 7 SALMON DERBY DAY