



# NITINAHT WEEKLY

December 11<sup>th</sup> 2019 – December 18<sup>th</sup> 2019



## JOB POSTING



**ROLE TITLE:** Community Services Manager  
**DEPARTMENT:** Administration  
**REPORTING TO:** Ditidaht First Nation Administrator  
**LOCATION:** Ditidaht First Nation Office

### JOB SUMMARY

Reporting to the DFN Administrator, the DFN Community Services Manager plans, directs, coordinates, implements and evaluates all programs and activities in relation to Community Services Department. The Manager coordinates programs, activities and services that relate, in any way, to Ditidaht Community Services and ensures that all matters are dealt with in a timely, ethical and professional manner. They provide expert professional assistance to the Administrator and Chief and Council in areas of expertise, including health-care, child and family services, social development, elders' and youth services and supports, financial assistance, and post-secondary education. Other responsibilities include policy development and administration of program planning related to Community Services. Ditidaht First Nation is in a remote community and applicant will be expected to be in the community during each week of work.

### DUTIES AND RESPONSIBILITIES

The Community Services Manager's role includes the following responsibilities:

- Continuously develop and acquire own knowledgs on Community Services
- Develop annual Community Services Plan
- Develop Community services policies
- Responsible for day to day operation of Department
- Responsible to manage Community Services human resources with Adminsitrator
- Supervising staff and staff development
- Responsible for planning and overseeing financial aspects of Community Services
- Continuously look for grants/funding and submit proposals for Community Services

### PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently and as part of a team
- Able to maintain confidentiality
- Strong interpersonal skills
- Able to handle conflict with sound judgement

### SKILLS/QUALIFICATIONS: (may be enhanced with training on the job)

- Bachelor Degree (Health, Social Work, Education, Management)
- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset
- Financial knowledge and business skills
- Experience in health, education and social development programs

### LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)  
Note: Some communications activities such as conferences, meetings etc may require individuals to have a willingness and ability to work variable hours, including weekends and evenings

**Please submit your resume and cover letter to Jeneen Hunt, Administrator**

**Fax Number: 250-745-3332**

**Email: [jhunt@ditidaht.ca](mailto:jhunt@ditidaht.ca)**

**Deadline: January 7, 2020**

**Only those shortlisted for an interview will be contacted.**

# Ditidaht Education Department

## Report Card Incentive Application Form

<b>Personal Information</b>		
Student Name (last, first, middle initial):		
Home Address:		
City:	Province:	Postal Code:
Home Phone:	Contact Number:	
<b><i>Ditidaht Members Only</i></b>	Status Card # 6620-	Expiry Date:
<b>Education Record</b>		
High School (Name, City, Province):		
*** <b><u>DATE REPORT CARD WAS RECIEVED</u></b> ***: _____ ***		
Date set for Graduation:		
<b>Education and Career Plans:</b> What are your goals? Please write a brief summary in the space provided or list of what you would like to strive for.		

**Please Read and Sign Below**

*All applications are subject to review and approval by the Education Manager. By signing below you give the Ditidaht First Nation Education Liaison permission to access your academic information which includes your progress and attendance.*

**\*\*\*PLEASE NOTE – ONLY the 1<sup>st</sup> and 3<sup>rd</sup> term Report Cards are being accepted\*\*\***

LETTER GRADE	# Of Grades Received	Total	
A = \$50		\$	
B = \$25		\$	
C+ = \$12.50		\$	<b><u>Grand Total</u></b>
C = \$7.5		\$	
C - = \$5		\$	\$ _____

**Community Services Manager APPROVAL** \_\_\_\_\_

Code Number- 71000-1520

**Maximum allowable eligible to apply per report card is for \$ 260. \*Within 10 working days after report cards are issued.\***

Student Signature:	Date:
Parent or Guardian Signature:	Date:

P.O. Box 340 Port Alberni, B.C. V9Y-7M8, Phone: 250-745-3331 or 1-888-454-0022 Fax: 250-745-3741



# y`uk#iiksu (December) 2019 ~ Young Sibling Moon

Name : Marion Guiraud RN

Job Title: Community Health Nurse

Location: Port Alberni, Huuayaht, Ditidaht

saantii Sunday	n`upčičit Monday	?ačičit Tuesday	qacc`učit Wednesday	muučičit Thursday	suč`ačičit Friday	n`upučičit Saturday
1	2 Day off	3 NTC Office P.A. Baby Welcoming Ceremony PAFC 10:30am-1:30pm	4 Huuayaht	5 NTC Office P.A. Tseshaht Clinic 1:00-3:00 pm	6 NTC Office P.A.	7
8	9 Day off	10 All day Panorama Training - Best Western	11 All day Panorama Training - Best Western	12 Ditidaht	13 NTC Office P.A.	14
15	16 NTC Office P.A.	17 NTC Office P.A. Tseshaht Clinic 1:00-3:00 pm	18 Huuayaht	19 NTC Office P.A. Tseshaht Clinic 1:00-3:00 pm	20 NTC Office P.A.	21
22	23 Christmas Break - NTC Closed	24 Christmas Break - NTC Closed Christmas Eve	25 Christmas Break - NTC Closed Christmas Day	26 Christmas Break - NTC Closed Boxing Day	27 Christmas Break - NTC Closed	28
29	30 Christmas Break - NTC Closed	31 Christmas Break - NTC Closed				



# y`uk#iiksu (December) 2019 ~ Young Sibling Moon

<b>Name:</b> Jodie DeAlmeida	<b>Job Title:</b> CHN, RNcp	<b>Location:</b> Ditidaht, Hupacasath, Port Alberni
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saantii Sunday	n'upciit Monday	?a'ciit Tuesday	qacc'ucit Wednesday	muuciit Thursday	su'acit Friday	n'upu'cit Saturday
1	2	3 Baby Welcoming PAFC 10:30-1pm In office	4 In office Hupacasath 1-3pm	5 Ditidaht	6 Off	7
8	9 Hupacasath 10-12 Urban clinic 1-3pm	10 Panorama days	11 Panorama days	12 In office Tseshaht 12:30- 2:30pm	13 Off	14
15	16 Urban clinic 9:30-12; 1-3pm	17 Ditidaht Sexual Health education 1:30- 2:30pm (School)	18 Hupacasath 1-3pm	19 Ditidaht	20 In office	21
22	23 Christmas Break - NTC Closed	24 In Office on call 9am-2pm	25 Christmas Break - NTC Closed Christmas Day	26 Christmas Break - NTC Closed Boxing Day	27 In Office on call 9am-2pm	28
29	30 Christmas Break - NTC Closed	31 Christmas Break - NTC Closed				



# y`uk#iiksu (December) 2019 ~ Young Sibling Moon

<b>Name:</b> Sonia Somerville	<b>Job Title:</b> Homecare RN	<b>Location:</b> Ditidaht, Huuayaht, NTC days covering Hupacasath & Tseshaht
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saantii Sunday	n`upçiiit Monday	ʔałçiiit Tuesday	qacc`uçit Wednesday	muuçiiit Thursday	suç`açit Friday	n`upuçit Saturday
1	2 OFF	3 DITIDAHT (Cancelled)	4 NTC	5 DITIDAHT	6 NTC	7
8	9 OFF	10 NTC	11 OFF	12 Nanaimo Urban Gathering 12:30 – 8:00	13 NTC	14
15	16 OFF	17 NTC	18 HUUYAHT	19 NTC	20 NTC	21
22	23 Christmas Break - NTC Closed	24 Christmas Break - NTC Closed Christmas Eve	25 Christmas Break - NTC Closed Christmas Day	26 Christmas Break - NTC Closed Boxing Day	27 Christmas Break - NTC Closed	28
29	30 Christmas Break - NTC Closed	31 Christmas Break - NTC Closed				

# **Ditidaht Community Services** **Announcements for the holidays**



Community Services will be closed for holidays starting December 23<sup>rd</sup>, 2019 and reopen January 6<sup>th</sup>, 2020. Please have patient travel forms in before December 18<sup>th</sup> to ensure you get your travel for your medical appointments during the holidays. We will also have a list of numbers attached for any emergencies during the holidays.

We would like to announce that we have a team coming from Outreach Optometry from Nanaimo down here to Nitinaht. They will be doing free eye exams & glasses, there will be 15 spots available for community members if they would like to put your name down to schedule an appointment. Please contact Ashley to secure your spot. (604-372-4440). Phones are answered Monday-Friday 9:00AM- 4:00PM. Have your status number and care card ready when phoning to schedule your appointment.

Lyla Herman is in the community every Wednesday. She works with children/youth. If you would like to see her or sign your child/youth up to see her, please contact the health clinic. (last day here before holidays will be December 18<sup>th</sup> and return January 8<sup>th</sup>)

Julian the chiropractor & Colleen (nurse receptionist) is in the community every Thursday, if you would like to book an appointment, please contact the health clinic. (Last day before holiday is December 19<sup>th</sup> and will return January 9<sup>th</sup>)

# **Ditidaht Community Services Cont.**

Donna Brown will be available throughout the holidays for anyone who would like to contact her. She will also be in the community on December 27<sup>th</sup>-28<sup>th</sup> & January 2<sup>nd</sup> - 3<sup>rd</sup>. If you would like to see her, she will be at the community services building. During the holidays she can be reached at both her home phone and personal cell if you need to speak to her between 8am-8pm \*with exceptions for emergencies after hours\*. Her number will be listed with other emergency contacts throughout the Christmas holiday.

It's that time of year where the students get their first report card!

If your child/ren are in grades 7-12, they will be eligible for report card incentive (report card incentives are only handed out for the 1<sup>st</sup> term report card & 3<sup>rd</sup> term) Please be mindful it needs to be handed in within the 10 working days after report cards are issued.

If they would like to apply for the report card incentive, they will need to have the application form filled completely as well as a copy of report card. Attached to newsletter will be a copy of the application form, if you are needing more, we have them here at the community services.

Social Assistance/Disability clients, the next income assistance distribution will be December 20<sup>th</sup>, 2019. Please be mindful to have your necessary documentation (utilities) in prior to date so they can be taken care of. Next distribution will be January 22<sup>nd</sup>, 2020.

## **EMERGENCY CONTACTS THROUGHOUT THE HOLIDAYS**

DONNA BROWN (home) 250-749-3622 (cell) 250-210-6744

(email) [donna@parentsareforever.ca](mailto:donna@parentsareforever.ca)

JANEEN HUNT (email) [jhunt@ditidaht.ca](mailto:jhunt@ditidaht.ca) (cell) 250-527-0148 (home)250-745-3572

GRACE MARSHALL (emergency patient travel only) – [patienttravel@ditidaht.ca](mailto:patienttravel@ditidaht.ca) or fb message.



# Ditidaht Community School Newsletter

November/December Update

## Upcoming Events

- December 5th: K-3 students are going rock climbing and swimming!
- December 11th: Students receive first formal report card.
- December 17th: Christmas concert & dance starting at 6:30pm in the gym.
- December 19th: Community Breakfast at 9am followed by end of month assembly (Early dismissal at 11:00AM\*)
- DCS will re-open on January 6th.

Students in grade 7-12 recently explored Vancouver Island University in Nanaimo and Duncan. This month Students also had the opportunity to work with Alana Pidwerbeski to paint scenes from the community, and to learn about different painting techniques.



Students in grade 4-6 recently attended a basketball tournament at Stz'Uminus Community school.



# Ditidaht Community Services Announcements



We would like to announce that we have a team coming from Outreach Optometry from Nanaimo down here to Nitinaht. They will be doing free eye exams & glasses, there will be 15 spots available for community members if they would like to put your name down to schedule an appointment. Please contact Ashley to secure your spot. (604-372-4440). Phones are answered Monday-Friday 9:00AM- 4:00PM. Have your status number and care card ready when phoning to schedule your appointment.

Donna Brown is in the community Monday & Thursdays. If you would like to book an appointment, please contact the health clinic receptionist at 250-745-3331.

Lyla Harman is in the community every Wednesday. She works with children/youth. If you would like to see her or sign your child/youth up to see her, please contact the health clinic.

Julian the chiropractor & Colleen (nurse receptionist) is in the community every Thursday, if you would like to book an appointment, please contact the health clinic.

Elders Luncheon on December 11, 2019 at the community services at 12-1PM. Jesse Inkster (Pharmacist) will be here to give a small presentation on medication.

OUTREACH  
OPTOMETRY

# EYE EXAMS & GLASSES

JANUARY 13,  
2020  
9-4

Call Ashley to secure  
your spot;

604-372-4440

Limited spots available.

Phones are answered

Monday-Friday 9-4



# December

2019

## COMMUNITY SERVICES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 DONNA BROWN WOMENS GROUP 6-8PM	3 OFFICE CLOSURE	4 AA MEETING LYLA HERMAN (CHILDRENS COUNCILLOR)	5 DONNA BROWN (1-6PM)	6	7
8	9 DONNA BROWN WOMENS GROUP 6-8PM	10	11 ELDERS LUNCHEON AA MEETING LYLA HERMAN (CHILDRENS COUNCILLOR)	12 DONNA BROWN (1-6PM)	13	14
15	16 DONNA BROWN WOMENS GROUP 6-8PM	17	18 AA MEETING LYLA HERMAN (CHILDRENS COUNCILLOR)	19 DONNA BROWN (1-6PM)	20	21
22	23 HAPPY HOLIDAYS	24 HAPPY HOLIDAYS	25 MERRY CHRISTMAS	26 HAPPY HOLIDAYS	27 HAPPY HOLIDAYS	28
29	30	31				

# December

2019

## DOCTORS/SPECIALISTS/NURSES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
			ANNE (RT) COLLEEN (HOLIDAYS) LAURA (NP)	COLLEEN (HOLIDAYS) JULIAN (CHIROPRACTOR)		
8	9	10	11	12	13	14
			ANNE (RT) DR. TROY MCLEOD WILLOW (LPN) JESSE (PHM)	COLLEEN (MOA) JULIAN (CHIROPRACTOR)		
15	16	17	18	19	20	21
			LAURA (NP) WILLOW (LPN)	COLLEEN (MOA) JULIAN (CHIROPRACTOR)		
22	23	24	25	26	27	28
	HAPPY HOLIDAYS	HAPPY HOLIDAYS	MERRY CHRISTMAS	HAPPY HOLIDAYS	HAPPY HOLIDAYS	
29	30	31				