

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 627-6550
Friday, May 16, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
86 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: LAO Administrative Assistant

I would like to introduce myself as a candidate for the LAO Administrative Assistant. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

I attended student field placements at Faye Peterson Transition House, Nishnawbe-Aski Legal Services Corporation (2), and Nishnawbe Aski Nation (2). All of my placements I have learned the importance of how much communication there needs to be between clients and workers in order to fully understand the process and how to provide efficient support.

I have experience in the Social Service field and I am confident that I will be a valuable addition to your team and to the clients who access the services from Nishnawbe Aski Communities. I am a very enthusiastic team player who has a high degree of self-motivation. I have gained administrative skills from working with Nishnawbe Aski Legal Services Corporation. The department I worked for used the Alternative Dispute Resolution Approach for talking with their clients, workers, lawyers and support workers in the agency, to restore harmony for the family and resolve family issues to return the children to the parents.

I have the initiative to complete goals set before me, and my work ethic has allowed me to be consistent in meeting deadlines. I am easily adaptable when situations and challenges present themselves. Also, I enjoy following instructions and learning from my experiences.

Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 627-6550.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
Thunder Bay, Ontario P7C 2A4
807-627-6550
heathernapash@gmail.com

EDUCATION

Honours Bachelor Social Work, second year student Lakehead University, Thunder Bay, ON	2012-present
Social Service Worker Program – Accelerated Confederation College, Thunder Bay, ON	2011 – 2012
Native Child & Family Services Program, Co-operative Education Confederation College, Thunder Bay, ON	2009 – 2011
Grade 12 Diploma Lakehead Adult Education Centre, Thunder Bay, ON	2009

CERTIFICATES

safeTALK ASIST Training	2013
Class G2 Driver's License	2011
St. John's Ambulance Standard First Aid Certificate Level "C"	2011
Workplace Hazardous Material Information System (WHMIS)	2010
Safety Food Handling Certificate	2009

WORK EXPERIENCE

Administrative Assistant

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON	2014
<ul style="list-style-type: none">▪ Prepared client letters and file copies; organized mail out for Legal Aid services▪ Provided general reception and administrative support▪ Assisted Financial department to organize invoices for audit preparation▪ Perform travel clerk duties	

Casual Relief Program Worker

Nishnawbe Aski Nation, Thunder Bay, ON	2013
<ul style="list-style-type: none">▪ Perform administrative duties and paperwork▪ Graphic facilitation using the PATH/MAPS training▪ Contact first nation community regarding agreements and training	

Public Health Assistant

Nishnawbe Aski Nation, Thunder Bay, ON

2012

- Provide general administrative support to department staff
- Assist with departmental programs
- Type and correspondence, reports, and other documents as required

Student Field Placement

Nishnawbe Aski Nation, Thunder Bay, ON

September-April 2012

- Provide administrative support with program development
- Involved with planning and coordinating conferences
- Facilitated workshop to develop additional support

Student Field Placement

Faye Peterson Transition House, Thunder Bay, ON

Winter 2011

- Provided support to the Residential Counsellors to receive new clients and discharge intakes
- Coordinated stability supports within the community or region to facilitate transition for women and families affected by domestic violence or abuse
- Completed daily report at start/ end of shift to receive/provide client updates and progress
- Updated client case management files using an IMS system
- Documented house activity on a weekly basis for reporting

Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
- General administration duties

Aboriginal Youth Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2009

- Facilitate youth workshops while preparing a community kitchen and future menus
- Organized and generated a Youth Cook Book incorporating nutritious, inexpensive recipes for individuals and families
- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

1. Angela Carter, Director of Community Health and Wellness
Nishnawbe Aski Nation
710 Victoria Avenue East
Thunder Bay, Ontario
Direct Line: 625-4918
Email: acarter@nan.on.ca
2. Christine Simard-Chicago, Director of Women's Development
Nishnawbe Aski Nation
710 Victoria Avenue East
Thunder Bay, Ontario
Direct Line: 625-4953
Email: csimard@nan.on.ca
3. Carol Kakegabon, Talking Together Manager
Nishnawbe-Aski Legal Services Corporation
150 City Road
Thunder Bay, Ontario
Direct Line: 474-4379
Email: ckakegabon@nanlegal.on.ca

Lee Brown

From: Carolyn White <cwhite@nanlegal.on.ca>
Sent: Wednesday, August 31, 2011 1:23 PM
To: Carol Kakegabon
Cc: lbrown@nanlegal.on.ca; Heather Napash; Zelda Watt
Subject: New Hire for Talking Together Facilitator

Hi Carol:

As mentioned to Heather Napash just a moment ago in a phone call...
we/NALSC will need the following for Douglas' personnel file:

1. Social Insurance Number
2. clear copy of status card (front and back) – for personnel file only
3. mailing address
4. home / contact phone number(s)
5. birthdate
6. signed contract (including salary to be paid)
7. banking info (need 'formal' paper from the bank or voided cheque)

Thank you for your assistance 😊
Carolyn

Carolyn White

Finance & Travel Clerk

Nishnawbe-Aski Legal Services Corporation 86 South Cumberland St. Thunder Bay, ON P7B 2V3
Ph: (807) 622-1413 Fax: (807) 622-3024 Direct Ph: (807) 766-7087 Email: cwhite@nanlegal.on.ca

Marlene Sabourin

From: Celina Reitberger <creitberger@nanlegal.on.ca>
Sent: March 10-17 3:44 PM
To: 'Marlene Sabourin'
Subject: Re board meeting

I am pleased to tell you that the Board approved your request.

As well there is approval for a raise for Heather Napash to \$45,000.00. Zelda will be reclassified as m3. Carol revised the job description. So her wage is as per the grid

\$44,385.90. Please see grid for exact amount.

~~\$44,635.30 = 2011A~~ (53)

Celina Reitberger
Executive Director

Nishnawbe-Aski Legal Services Corporation

86 S. Cumberland St., Thunder Bay, ON, P7B 2V3

Tel: (807) 766-7075

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: creitberger@nanlegal.on.ca

Celina Reitberger
Nishnawbe-Aski Legal Services Corpora...
Executive Director

(807) 766-7075 Work
creitberger@nanlegal.on.ca
Nishnawbe-Aski Legal Services Corpora...
86 S. Cumberland Street
Thunder Bay, ON
P7B 2V3

Salary increases effective March 9/17

original

EMPLOYMENT CONTRACT

This agreement made in triplicate this 1st day of April, 2015.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART
-and-

HEATHER NAPASH
(hereinafter referred to as the "Talking Together Facilitator")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs Heather Napash to fill the position of the Talking Together Facilitator. The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Talking Together Facilitator undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Talking Together Facilitator will report to and be responsible to the Talking Together Program Manager.
- 1.3 Day to day duties will be assigned and supervised by the Talking Together Program Manager.
- 1.4 **Hours of Work/Accessibility**
The Talking Together Facilitator will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor on the day(s) in question.
- 1.5 The Talking Together Facilitator agrees to comply with all lawful instructions given by the Executive Director.
- 1.6 The Talking Together Facilitator agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual) and as administered by the Executive Director.

- 1.7 The Talking Together Facilitator shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a period of less than one year starting on April 1 2015, and ending on March 31, 2016. The Talking Together Facilitator agrees to provide the services outlined in Schedule "A" and NALSC agrees to employ the Talking Together Facilitator in accordance with the terms and conditions contained in this Agreement.
- 2.2 The Talking Together Facilitator's performance shall be reviewed by the Talking Together Program Manager. The Talking Together Facilitator will receive an oral and written evaluation identifying strengths and areas for improvement.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The Talking Together Facilitator shall be paid \$ 20.87 per hour and such shall be paid bi-weekly, with deductions for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Talking Together Facilitator with the following benefits;

- a) As set out in Personnel Policy and Procedures Manual
- b) Great West Life Group Insurance and FAAP

3.3 Travel Expenses

The Talking Together Facilitator will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by the Talking Together Program Manager. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required over \$10.00)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Talking Together Facilitator of two weeks' pay, inclusive of benefits.

5. CONFIDENTIALITY

- 5.1 The Talking Together Facilitator shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Talking Together Facilitator shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. CONFLICT OF INTEREST

- 6.1 The Talking Together Facilitator agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Talking Together Facilitator under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Talking Together Facilitator and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Talking Together Facilitator are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1
- a) Any notice required or permitted to be given to the Talking Together Facilitator shall be sufficiently given if delivered to the Talking Together Facilitator personally or if mailed by registered mail to the Talking Together Facilitator's address last known to NALSC.
 - b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Talking Together Facilitator.
 - c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

15.1 The Talking Together Facilitator acknowledges that she has read and understands this Agreement, and acknowledges that she has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 1st day of April, 2015, in the City of Thunder Bay, in the Province of Ontario.


SIGNED, SEALED AND DELIVERED

In the presence of:


WITNESS


HEATHER NAPASH

**NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION**

Per: 
I have authority to bind the corporation.

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 623-9489
Monday, December 15, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
86 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: Talking Together Program

I would like to introduce myself as a candidate for the Talking Together Facilitator. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

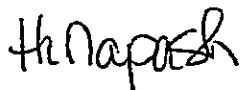
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Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 623-9489.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
Thunder Bay, Ontario P7C 2A4
807-623-9489
heathernapash@gmail.com

EDUCATION

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WORK EXPERIENCE

Assistant to the Area Director

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON	2014
<ul style="list-style-type: none">▪ Prepared client letters and file copies; organized mail out for Legal Aid services▪ Provided general reception and administrative support▪ Assisted Financial department to organize invoices for audit preparation▪ Preform travel clerk duties	

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<ul style="list-style-type: none">▪ Preform administrative duties and paperwork▪ Graphic facilitation using the PATH/MAPS training▪ Contact first nation community regarding agreements and training	

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Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
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- Facilitate youth workshops while preparing a community kitchen and future menus
- Organized and generated a Youth Cook Book incorporating nutritious, inexpensive recipes for individuals and families
- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

Available upon request

SCENARIO: The following is a problem-solving exercise, which you will be required to complete using a word processor on the computer. Time limit: 30 minutes

In a remote fly-in community north of Thunder Bay, two children (Tiffany, age 8 and Simon, age 6) are left with their Aunt Lillian while their mom and dad go to Thunder Bay for medical appointments. Unfortunately, they got involved in drinking and did not return to their community when they were supposed to. Aunt Lillian tried to care for the children with the help of their extended family but resources were scarce and there was no one who could help. Sara, the Tikinagan Child and Family Service worker applied to become a foster parent for these children after the first week the parents were gone. This involved someone from the agency travelling to the community to do a home visit. No one was available for the next month to do this and in fact as of the time of the circle no one had arrived to do the study. As a result of the continued absence of the parents, Aunt Lillian felt she had no choice but to involve Tikinagan. They located a foster placement in another community 500 miles away in another treaty area. There are no direct air connections between the two communities.

The parents are served with documentation in Thunder Bay. They meet with the area supervisor in a hotel room in Thunder Bay, where they sign papers agreeing to a six-month placement after they are guaranteed that they will see the children twice monthly. The worker then attends to Court and files the papers. The parents return to their community and begin to try to put their lives back together. They take a parenting course as mandated by the agreement and try to see their children but are unsuccessful. Their six-month anniversary is coming up and the supervisor has advised that the society wants to extend the placement for another six months so that the parents can take alcohol treatment.

As the Talking Together Facilitator how would you organize a circle?

Who would you invite to the circle?

What type of recommendations do you think would arise from the circle?

How would you deal with Tikinagan Child and Family Services? The Supervisor?

Heather

m: 00
12: 21

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC
 - b. Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend.
 - c. Once both parties agree with date, I would send out letters of invite to the family and support network
 - d. Also, I think it would be a good idea to connect with the family and CAS worker a day or two before the TTC for a reminder
2. Who would you invite to the circle?
 - a. I would ask the mother and father who they want to attend the circle, ex. Sisters, brothers, auntie, uncle, grandparents, community worker who is currently working with the family.
 - b. I would have to speak with the CAS worker and who can be there for the family; it could be the primary worker or case manager.
 - c. I would also ask if they want a traditional elder or pastor to be present for the TTC
3. What type of recommendations do you think would arise from the circle?
 - a. We could go into more detail regarding the family visits. Maybe the family would like visits as well. We could discuss another visit and where would ok. Since there is a travel barrier, maybe we could suggest telephone calls made by the children to the parents
 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option.
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
 - b. I would ask them if I could speak them regarding the family and what does their plan of care look like.
 - c. I would also invite them to attend a TTC for the family.
 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame.

16

Heather

12:00

12:21

(16)

Heather Napash, December 17, 2014

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NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

25

Date: Dec 17/14
Interviewer: Carol Kakogalro
Candidate: Heather Napash

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

Rating 3.5 / 5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution. - *ADR after working w/ Ch Welfare matter visited of court - parents needs awareness - powerful - fairly had an idea what they wanted CAS work out a plan of case*
LU child + family

Rating 4 / 5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? *Personal - niece involved w/ CAS herself well being of child visitator school include healthy life style for child - necessities of life -*

Rating 5 / 5

3. How would you publicize the program and otherwise engage community members in the project? *Contact family C+C agency - presentations, promote TTP brochure pamphlet wkshop poster info-out.*

12.5

4.5
Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Contact parents - + ask availability date contact CAS wks - ask parents other to attend CSW if available invite letter by mail - Speak to parents explain program - Translator/Poster to attend Circle + explain agency how Circle would go

Rating 4/5

5. Describe the importance of Elders and community support in the Circle. - open + closed Circle, Translate as well. Traditional way of conducting Circle - Support assist plan ideas to assist CAS Parenting Program - Com CAS can provide program to assist

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Each situation are different - sit + talk to parents + explain process Confidential - Children attending - ask parent for permission - things said in circle - see or hear things that affect situation - Meet to parents after Circle

NOT RATED

17. Do you have a valid driver's licence? yes
18. Do you have access to a vehicle? yes
19. Are you willing to undergo a CPIC check? yes
20. Can you speak Cree, Ojibway or Oji-Cree? NO

12.5

- Elder to be at Circle to translate

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

**TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS**

Date: Dec 17/14
Interviewer: J Crawford
Candidate: Heather Napash

25

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

3.5
Rating /5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution.

Provides another way to resolve child welfare matters.
Gives them opportunity to work things out + agree on it pain done. Awareness - powerful
Plan for
Rating 4/5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do?

familiar as I do have a niece under PICIS care.
Well being of child - visitations with parents.
Healthy lifestyle - reunite children + parents
upward
Rating 5/5

3. How would you publicize the program and otherwise engage community members in the project?

Contacting Chief & Council - other agencies
presentations - promoting T.T.
brochures - pamphlets
workshops
Invite community members.

4.5

Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?

Contact parents - availability - contact CAS
Set a date once both agree on a date + time
They can invite others who will support them.
Send letters inform all parties
Prepare - speak to parents - show what the pizza is about.

Rating 4/5

5. Describe the importance of Elders and community support in the Circle.

Elder - open + close circles
- translate to parents
- traditional way of conducting a circle
- community agency - provide workshops to circle what parents have completed

Rating /5

6. What special steps would you take to prepare children to be a part of the Circle?

Sit down + talk to them
check - whether they are too young or OK to talk
stress Confidentiality
Talk to the children re: circle, how they feel.
or may hear things in the circle that they may not understand. Meet with them after the circle

NOT RATED

- 17. Do you have a valid driver's licence? Yes
- 18. Do you have access to a vehicle? Yes
- 19. Are you willing to undergo a CPIC check? Yes
- 20. Can you speak Cree, Ojibway or Oji-Cree? No

Tuesday, September 6, 2016

To Carol Buswa,

RE: Change in Work Schedule

I am requesting a change to my hours of work from 9:20 am to 5:00 pm with a 40 minute lunch break until school is complete end of June 2017. Due to the fact my children's school starts at 9:10 am. I can't drop them off until 8:55 am (I would be late). A teacher and/or volunteer needs to be outside to supervise the children before leaving them on the school property.

Thank you very much for your consideration,

H Napash

Heather Napash

*Approved: Sept 7/16
Carol Buswa*

Monday, September 14, 2015

To Carol Buswa,

RE: Change to Work Schedule

I'm writing you a letter for you to consider changing my time Monday to Friday from 9:20am to 5:00pm with a 40 minute lunch break (school year). The only reason why I'm asking this is because my children's school starts at 9:10am. And there are no teachers to supervise the children until 8:55-9:00am. This will cause me to be late.

Thank you for your consideration,

Heather Napash

Approved: C Buswa Sept 14/15

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 623-9489
Monday, December 15, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
85 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: Talking Together Program

I would like to introduce myself as a candidate for the Talking Together Facilitator. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

I attended student field placements at Faye Peterson Transition House, Nishnawbe-Aski Legal Services Corporation (2), and Nishnawbe Aski Nation (2). All of my placements I have learned the importance of how much communication there needs to be between clients and workers in order to fully understand the process and how to provide efficient support.

I have experience in the Social Service field and I am confident that I will be a valuable addition to your team and to the clients who access the services from Nishnawbe Aski Communities. I am a very enthusiastic team player who has a high degree of self-motivation. I have gained administrative skills from working with Nishnawbe Aski Legal Services Corporation. The department I worked for used the Alternative Dispute Resolution Approach for talking with their clients, workers, lawyers and support workers in the agency, to restore harmony for the family and resolve family issues to return the children to the parents.

I have the initiative to complete goals set before me, and my work ethic has allowed me to be consistent in meeting deadlines. I am easily adaptable when situations and challenges present themselves. Also, I enjoy following instructions and learning from my experiences.

Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 623-9489.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
Thunder Bay, Ontario P7C 2A4
807-623-9489

heathernapash@gmail.com

EDUCATION

Honours Bachelor Social Work, second year student Lakehead University, Thunder Bay, ON	2013
Social Service Worker Program – Accelerated Confederation College, Thunder Bay, ON	2011 – 2012
Native Child & Family Services Program, Co-operative Education Confederation College, Thunder Bay, ON	2009 – 2011
Grade 12 Diploma Lakehead Adult Education Centre, Thunder Bay, ON	2009

CERTIFICATES

safeTALK ASIST Training	2013
Class G2 Driver's License	2011
St. John's Ambulance Standard First Aid Certificate Level "C"	2011
Workplace Hazardous Material Information System (WHMIS)	2010
Safety Food Handling Certificate	2009

WORK EXPERIENCE

Assistant to the Area Director

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON 2014

- Prepared client letters and file copies; organized mail out for Legal Aid services
- Provided general reception and administrative support
- Assisted Financial department to organize invoices for audit preparation
- Perform travel clerk duties

Casual Relief Program Worker

Nishnawbe Aski Nation, Thunder Bay, ON 2013

- Perform administrative duties and paperwork
- Graphic facilitation using the PATH/MAPS training
- Contact first nation community regarding agreements and training

Public Health Assistant

Nishnawbe Aski Nation, Thunder Bay, ON

2012

- Provide general administrative support to department staff
- Assist with departmental programs
- Type and correspondence, reports, and other documents as required

Student Field Placement

Nishnawbe Aski Nation, Thunder Bay, ON

September-April 2012

- Provide administrative support with program development
- Involved with planning and coordinating conferences
- Facilitated workshop to develop additional support

Student Field Placement

Faye Peterson Transition House, Thunder Bay, ON

Winter 2011

- Provided support to the Residential Counsellors to receive new clients and discharge intakes
- Coordinated stability supports within the community or region to facilitate transition for women and families affected by domestic violence or abuse
- Completed daily report at start/ end of shift to receive/provide client updates and progress
- Updated client case management files using an IMS system
- Documented house activity on a weekly basis for reporting

Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
- General administration duties

Aboriginal Youth Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2009

- Facilitate youth workshops while preparing a community kitchen and future menus
- Organized and generated a Youth Cook Book incorporating nutritious, inexpensive recipes for individuals and families
- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

Available upon request

SCENARIO: The following is a problem-solving exercise, which you will be required to complete using a word processor on the computer. Time limit: 30 minutes

In a remote fly-in community north of Thunder Bay, two children (Tiffany, age 8 and Simon, age 6) are left with their Aunt Lillian while their mom and dad go to Thunder Bay for medical appointments. Unfortunately, they got involved in drinking and did not return to their community when they were supposed to. Aunt Lillian tried to care for the children with the help of their extended family but resources were scarce and there was no one who could help. Sara, the Tikinagan Child and Family Service worker applied to become a foster parent for these children after the first week the parents were gone. This involved someone from the agency travelling to the community to do a home visit. No one was available for the next month to do this and in fact as of the time of the circle no one had arrived to do the study. As a result of the continued absence of the parents, Aunt Lillian felt she had no choice but to involve Tikinagan. They located a foster placement in another community 500 miles away in another treaty area. There are no direct air connections between the two communities.

The parents are served with documentation in Thunder Bay. They meet with the area supervisor in a hotel room in Thunder Bay, where they sign papers agreeing to a six-month placement after they are guaranteed that they will see the children twice monthly. The worker then attends to Court and files the papers. The parents return to their community and begin to try to put their lives back together. They take a parenting course as mandated by the agreement and try to see their children but are unsuccessful. Their six-month anniversary is coming up and the supervisor has advised that the society wants to extend the placement for another six months so that the parents can take alcohol treatment.

As the Talking Together Facilitator how would you organize a circle?

Who would you invite to the circle?

What type of recommendations do you think would arise from the circle?

How would you deal with Tikinagan Child and Family Services? The Supervisor?

Heather

12:00

12:21

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC. 1
 - b. Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend. 1
 - c. Once both parties agree with date, I would send out letters of invite to the family and support network. 1
 - d. Also, I think it would be a good idea to connect with the family and CAS worker a day or two before the TTC for a reminder. 1
2. Who would you invite to the circle?
 - a. I would ask the mother and father who they want to attend the circle, ex. Sisters, brothers, auntie, uncle, grandparents, community worker who is currently working with the family. 1
 - b. I would have to speak with the CAS worker and who can be there for the family; it could be the primary worker or case manager.
 - c. I would also ask if they want a traditional elder or pastor to be present for the TTC
3. What type of recommendations do you think would arise from the circle?
 - a. We could go into more detail regarding the family visits. Maybe the family would like visits as well. We could discuss another visit and where would ok. Since there is a travel barrier, maybe we could suggest telephone calls made by the children to the parents 2
 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option. 4
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
 - b. I would ask them if I could speak them regarding the family and what does their plan of care look like.
 - c. I would also invite them to attend a TTC for the family. 2
 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame. 2.

16

Heather

12:00
12:21

16

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC.
 - b. Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend.
 - c. Once both parties agree with date, I would send out letters of invite to the family and support network
 - d. Also, I think it would be a good idea to connect with the family and CAS worker a day or two before the TTC for a reminder
2. Who would you invite to the circle?
 - a. I would ask the mother and father who they want to attend the circle, ex. Sisters, brothers, auntie, uncle, grandparents, community worker who is currently working with the family.
 - b. I would have to speak with the CAS worker and who can be there for the family; it could be the primary worker or case manager.
 - c. I would also ask if they want a traditional elder or pastor to be present for the TTC
3. What type of recommendations do you think would arise from the circle?
 - a. We could go into more detail regarding the family visits. Maybe the family would like visits as well. We could discuss another visit and where would ok. Since there is a travel barrier, maybe we could suggest telephone calls made by the children to the parents
 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option.
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
 - b. I would ask them if I could speak them regarding the family and what does their plan of care look like.
 - c. I would also invite them to attend a TTC for the family.
 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

25

Date: Dec 17/14

Interviewer: Carol Kekugalv

Candidate: Heather Napash

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

Rating 3.5 / 5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution. - ADR work → Ch Welfare with involved of court - parents needs awareness - powerful - fairly had as roles what they wanted CTS work out a plan of case
LU child + family

Rating 4 / 5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? Personal - niece involved w CTS herself well being of child visitator school include Healthy life stage for child - necessities of life -

Rating 5 / 5

3. How would you publicize the program and otherwise engage community members in the project? Contact family CAC agency - presentations, promote TTP brochure pamphlet workshop posters info-out.

12.5

4.5
Rating: /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Contact parents - + ask availability date contact CTS users - ask parents allow to attend CSW if available invite letter by mail - Speak to parents explain program - Translator / Pastor to attend Circle + explain agency how Circle would go

Rating 4/5

5. Describe the importance of Elders and community support in the Circle. - open + closed Circle, Translate as well. Traditional way of conducting Circle - Support assist plans ideas to assist CTS Parenting Program - Concret en provide program to assist

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Each situation are different - sit + talk to parents + explain process Confidential - Children attending - at first for personal - things said in circle - see or hear things that affect situation - Meet w parents after Circle

NOT RATED

17. Do you have a valid driver's licence? *yes*
18. Do you have access to a vehicle? *yes*
19. Are you willing to undergo a CPIC check? *yes*
20. Can you speak Cree, Ojibway or Oji-Cree? *NO*

12.5

- Elder to be at Circle to translate

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

Date: Dec 17/14
Interviewer: J Crawford
Candidate: Heather Napash

25

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

3.5
Rating /5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution.
Provides another way to deal with child welfare matters.
Gives them opportunity to work things out + agree on it being done. Awareness - powerful
→ Plan of care
Rating 4/5
2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do?
familiar as I do have a view under Policies
Child.
Well being of child - visitations with parents.
Healthy lifestyle - reunite children with parents
apprehend
Rating 5/5
3. How would you publicize the program and otherwise engage community members in the project?
Contacting Chief & Council - other agencies
presentations - promoting T.T.
brochures - pamphlets
workshops
Invite community members.

4.5
Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?

Contact parents - availability - contact CAS
Set a date once both agree on a date + time
They can invite others who will support them.
Send letters infom all parties
Prepare - speak to parents - show what the process is about.

Rating 4/5

5. Describe the importance of Elders and community support in the Circle.

Elder - open + close circles
- translate to parents
- traditional way of conducting circle
- community agency - provide support to circle what parents have completed

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle?

Sit down + talk to them
check - whether they are too young or OK to talk
stress confidentiality
Talk to the children re: circle, how they feel.
or may hear this in the circle that they may not understand. Meet to them after the circle

NOT RATED

17. Do you have a valid driver's licence? Yes
18. Do you have access to a vehicle? Yes
19. Are you willing to undergo a CPIC check? Yes
20. Can you speak Cree, Ojibway or Oji-Cree? No

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 627-6550
Friday, May 16, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
86 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: LAO Administrative Assistant

I would like to introduce myself as a candidate for the LAO Administrative Assistant. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

I attended student field placements at Faye Peterson Transition House, Nishnawbe-Aski Legal Services Corporation (2), and Nishnawbe Aski Nation (2). All of my placements I have learned the importance of how much communication there needs to be between clients and workers in order to fully understand the process and how to provide efficient support.

I have experience in the Social Service field and I am confident that I will be a valuable addition to your team and to the clients who access the services from Nishnawbe Aski Communities. I am a very enthusiastic team player who has a high degree of self-motivation. I have gained administrative skills from working with Nishnawbe Aski Legal Services Corporation. The department I worked for used the Alternative Dispute Resolution Approach for talking with their clients, workers, lawyers and support workers in the agency, to restore harmony for the family and resolve family issues to return the children to the parents.

I have the initiative to complete goals set before me, and my work ethic has allowed me to be consistent in meeting deadlines. I am easily adaptable when situations and challenges present themselves. Also, I enjoy following instructions and learning from my experiences.

Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 627-6550.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
Thunder Bay, Ontario P7C 2A4
807-627-6550
heathernapash@gmail.com

EDUCATION

Honours Bachelor Social Work, second year student Lakehead University, Thunder Bay, ON	2012-present
Social Service Worker Program – Accelerated Confederation College, Thunder Bay, ON	2011 – 2012
Native Child & Family Services Program, Co-operative Education Confederation College, Thunder Bay, ON	2009 – 2011
Grade 12 Diploma Lakehead Adult Education Centre, Thunder Bay, ON	2009

CERTIFICATES

safeTALK ASIST Training	2013
Class G2 Driver's License	2011
St. John's Ambulance Standard First Aid Certificate Level "C"	2011
Workplace Hazardous Material Information System (WHMIS)	2010
Safety Food Handling Certificate	2009

WORK EXPERIENCE

Administrative Assistant

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON	2014
<ul style="list-style-type: none">▪ Prepared client letters and file copies; organized mail out for Legal Aid services▪ Provided general reception and administrative support▪ Assisted Financial department to organize invoices for audit preparation▪ Perform travel clerk duties	

Casual Relief Program Worker

Nishnawbe Aski Nation, Thunder Bay, ON	2013
<ul style="list-style-type: none">▪ Perform administrative duties and paperwork▪ Graphic facilitation using the PATH/MAPS training▪ Contact first nation community regarding agreements and training	

Public Health Assistant

Nishnawbe Aski Nation, Thunder Bay, ON

2012

- Provide general administrative support to department staff
- Assist with departmental programs
- Type and correspondence, reports, and other documents as required

Student Field Placement

Nishnawbe Aski Nation, Thunder Bay, ON

September-April 2012

- Provide administrative support with program development
- Involved with planning and coordinating conferences
- Facilitated workshop to develop additional support

Student Field Placement

Faye Peterson Transition House, Thunder Bay, ON

Winter 2011

- Provided support to the Residential Counsellors to receive new clients and discharge intakes
- Coordinated stability supports within the community or region to facilitate transition for women and families affected by domestic violence or abuse
- Completed daily report at start/ end of shift to receive/provide client updates and progress
- Updated client case management files using an IMS system
- Documented house activity on a weekly basis for reporting

Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
- General administration duties

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Summer 2009

- Facilitate youth workshops while preparing a community kitchen and future menus
- Organized and generated a Youth Cook Book incorporating nutritious, inexpensive recipes for individuals and families
- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

1. Angela Carter, Director of Community Health and Wellness
Nishnawbe Aski Nation
710 Victoria Avenue East
Thunder Bay, Ontario
Direct Line: 625-4918
Email: acarter@nan.on.ca
2. Christine Simard-Chicago, Director of Women's Development
Nishnawbe Aski Nation
710 Victoria Avenue East
Thunder Bay, Ontario
Direct Line: 625-4953
Email: csimard@nan.on.ca
3. Carol Kakegabon, Talking Together Manager
Nishnawbe-Aski Legal Services Corporation
150 City Road
Thunder Bay, Ontario
Direct Line: 474-4379
Email: ckakegabon@nanlegal.on.ca

Lee Brown

From: Carolyn White <cwhite@nanlegal.on.ca>
Sent: Wednesday, August 31, 2011 1:23 PM
To: Carol Kakegabon
Cc: lbrown@nanlegal.on.ca; Heather Napash; Zelda Watt
Subject: New Hire for Talking Together Facilitator

Hi Carol:

As mentioned to Heather Napash just a moment ago in a phone call...
we/NALSC will need the following for Douglas' personnel file:

1. Social Insurance Number
2. clear copy of status card (front and back) – for personnel file only
3. mailing address
4. home / contact phone number(s)
5. birthdate
6. signed contract (including salary to be paid)
7. banking info (need 'formal' paper from the bank or voided cheque)

Thank you for your assistance ☺
Carolyn

Carolyn White
Finance & Travel Clerk
Nishnawbe-Aski Legal Services Corporation 86 South Cumberland St. Thunder Bay, ON P7B 2V3
Ph: (807) 622-1413 Fax: (807) 622-3024 Direct Ph: (807) 766-7087 Email: cwhite@nanlegal.on.ca

Marlene Sabourin

From: Celina Reitberger <creitberger@nanlegal.on.ca>
Sent: March-10-17 3:44 PM
To: 'Marlene Sabourin'
Subject: Re board meeting

I am pleased to tell you that the Board approved your request. As well there is approval for a raise for Heather Napash to \$45,000.00. Zelda will be reclassified as m3. Carol revised the job description. So her wage is as per the grid \$44,385.90. Please see grid for exact amount. ~~\$44,635.30 = 2000A~~ (53)

Celina Reitberger
Executive Director

Nishnawbe-Aski Legal Services Corporation

86 S. Cumberland St., Thunder Bay, ON, P7B 2V3

Tel: (807) 766-7075

Toll Free: 1-800-465-5581

Fax: (807) 622-3024

Email: creitberger@nanlegal.on.ca

Celina Reitberger

Nishnawbe-Aski Legal Services Corpora...
Executive Director

(807) 766-7075 Work

creitberger@nanlegal.on.ca

Nishnawbe-Aski Legal Services Corpora...

86 S. Cumberland Street

Thunder Bay, ON

P7B 2V3

Salary increases effective March 9/17

original

EMPLOYMENT CONTRACT

This agreement made in triplicate this 1st day of April, 2015.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART
-and-

HEATHER NAPASH
(hereinafter referred to as the "Talking Together Facilitator")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs Heather Napash to fill the position of the Talking Together Facilitator. The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Talking Together Facilitator undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Talking Together Facilitator will report to and be responsible to the Talking Together Program Manager.
- 1.3 Day to day duties will be assigned and supervised by the Talking Together Program Manager.
- 1.4 **Hours of Work/Accessibility**
The Talking Together Facilitator will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor on the day(s) in question.
- 1.5 The Talking Together Facilitator agrees to comply with all lawful instructions given by the Executive Director.
- 1.6 The Talking Together Facilitator agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual) and as administered by the Executive Director.

- 1.7 The Talking Together Facilitator shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a period of less than one year starting on April 1 2015, and ending on March 31, 2016. The Talking Together Facilitator agrees to provide the services outlined in Schedule "A" and NALSC agrees to employ the Talking Together Facilitator in accordance with the terms and conditions contained in this Agreement.
- 2.2 The Talking Together Facilitator's performance shall be reviewed by the Talking Together Program Manager. The Talking Together Facilitator will receive an oral and written evaluation identifying strengths and areas for improvement.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The Talking Together Facilitator shall be paid \$ 20.87 per hour and such shall be paid bi-weekly, with deductions for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Talking Together Facilitator with the following benefits;

- a) As set out in Personnel Policy and Procedures Manual
- b) Great West Life Group Insurance and FAAP

3.3 Travel Expenses

The Talking Together Facilitator will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by the Talking Together Program Manager. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required over \$10.00)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Talking Together Facilitator of two weeks' pay, inclusive of benefits.

5. CONFIDENTIALITY

- 5.1 The Talking Together Facilitator shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Talking Together Facilitator shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. CONFLICT OF INTEREST

- 6.1 The Talking Together Facilitator agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Talking Together Facilitator under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Talking Together Facilitator and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Talking Together Facilitator are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1
- a) Any notice required or permitted to be given to the Talking Together Facilitator shall be sufficiently given if delivered to the Talking Together Facilitator personally or if mailed by registered mail to the Talking Together Facilitator's address last known to NALSC.
 - b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Talking Together Facilitator.
 - c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

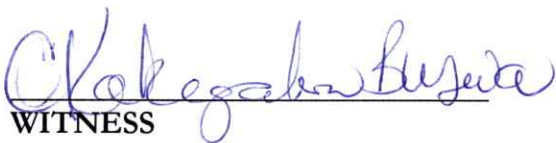
15. INDEPENDENT LEGAL ADVICE

15.1 The Talking Together Facilitator acknowledges that she has read and understands this Agreement, and acknowledges that she has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 1st day of April, 2015, in the City of Thunder Bay, in the Province of Ontario.

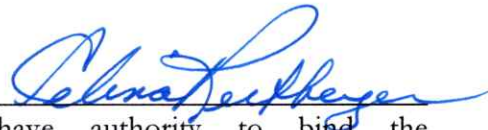
SIGNED, SEALED AND DELIVERED

In the presence of:


WITNESS


HEATHER NAPASH

**NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION**

Per: 
I have authority to bind the
corporation.

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 623-9489
Monday, December 15, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
86 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: Talking Together Program

I would like to introduce myself as a candidate for the Talking Together Facilitator. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

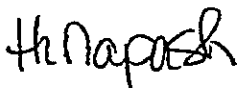
I attended student field placements at Faye Peterson Transition House, Nishnawbe-Aski Legal Services Corporation (2), and Nishnawbe Aski Nation (2). All of my placements I have learned the importance of how much communication there needs to be between clients and workers in order to fully understand the process and how to provide efficient support.

I have experience in the Social Service field and I am confident that I will be a valuable addition to your team and to the clients who access the services from Nishnawbe Aski Communities. I am a very enthusiastic team player who has a high degree of self-motivation. I have gained administrative skills from working with Nishnawbe Aski Legal Services Corporation. The department I worked for used the Alternative Dispute Resolution Approach for talking with their clients, workers, lawyers and support workers in the agency, to restore harmony for the family and resolve family issues to return the children to the parents.

I have the initiative to complete goals set before me, and my work ethic has allowed me to be consistent in meeting deadlines. I am easily adaptable when situations and challenges present themselves. Also, I enjoy following instructions and learning from my experiences.

Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 623-9489.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
Thunder Bay, Ontario P7C 2A4
807-623-9489
heathernapash@gmail.com

EDUCATION

Honours Bachelor Social Work, second year student Lakehead University, Thunder Bay, ON	2013
Social Service Worker Program – Accelerated Confederation College, Thunder Bay, ON	2011 – 2012
Native Child & Family Services Program, Co-operative Education Confederation College, Thunder Bay, ON	2009 – 2011
Grade 12 Diploma Lakehead Adult Education Centre, Thunder Bay, ON	2009

CERTIFICATES

safeTALK ASIST Training	2013
Class G2 Driver's License	2011
St. John's Ambulance Standard First Aid Certificate Level "C"	2011
Workplace Hazardous Material Information System (WHMIS)	2010
Safety Food Handling Certificate	2009

WORK EXPERIENCE

Assistant to the Area Director

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON 2014

- Prepared client letters and file copies; organized mail out for Legal Aid services
- Provided general reception and administrative support
- Assisted Financial department to organize invoices for audit preparation
- Preform travel clerk duties

Casual Relief Program Worker

2013

Nishnawbe Aski Nation, Thunder Bay, ON

- Preform administrative duties and paperwork
- Graphic facilitation using the PATH/MAPS training
- Contact first nation community regarding agreements and training

Public Health Assistant

Nishnawbe Aski Nation, Thunder Bay, ON

2012

- Provide general administrative support to department staff
- Assist with departmental programs
- Type and correspondence, reports, and other documents as required

Student Field Placement

Nishnawbe Aski Nation, Thunder Bay, ON

September-April 2012

- Provide administrative support with program development
- Involved with planning and coordinating conferences
- Facilitated workshop to develop additional support

Student Field Placement

Faye Peterson Transition House, Thunder Bay, ON

Winter 2011

- Provided support to the Residential Counsellors to receive new clients and discharge intakes
- Coordinated stability supports within the community or region to facilitate transition for women and families affected by domestic violence or abuse
- Completed daily report at start/ end of shift to receive/provide client updates and progress
- Updated client case management files using an IMS system
- Documented house activity on a weekly basis for reporting

Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
- General administration duties

Aboriginal Youth Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2009

- Facilitate youth workshops while preparing a community kitchen and future menus
- Organized and generated a Youth Cook Book incorporating nutritious, inexpensive recipes for individuals and families
- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

Available upon request

SCENARIO: The following is a problem-solving exercise, which you will be required to complete using a word processor on the computer. Time limit: 30 minutes

In a remote fly-in community north of Thunder Bay, two children (Tiffany, age 8 and Simon, age 6) are left with their Aunt Lillian while their mom and dad go to Thunder Bay for medical appointments. Unfortunately, they got involved in drinking and did not return to their community when they were supposed to. Aunt Lillian tried to care for the children with the help of their extended family but resources were scarce and there was no one who could help. Sara, the Tikinagan Child and Family Service worker applied to become a foster parent for these children after the first week the parents were gone. This involved someone from the agency travelling to the community to do a home visit. No one was available for the next month to do this and in fact as of the time of the circle no one had arrived to do the study. As a result of the continued absence of the parents, Aunt Lillian felt she had no choice but to involve Tikinagan. They located a foster placement in another community 500 miles away in another treaty area. There are no direct air connections between the two communities.

The parents are served with documentation in Thunder Bay. They meet with the area supervisor in a hotel room in Thunder Bay, where they sign papers agreeing to a six-month placement after they are guaranteed that they will see the children twice monthly. The worker then attends to Court and files the papers. The parents return to their community and begin to try to put their lives back together. They take a parenting course as mandated by the agreement and try to see their children but are unsuccessful. Their six-month anniversary is coming up and the supervisor has advised that the society wants to extend the placement for another six months so that the parents can take alcohol treatment.

As the Talking Together Facilitator how would you organize a circle?

Who would you invite to the circle?

What type of recommendations do you think would arise from the circle?

How would you deal with Tikinagan Child and Family Services? The Supervisor?

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

Date: Dec 17/14
Interviewer: J Crawford
Candidate: Heather Napash

25

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

3.5
Rating /5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution.

Provides another way to deal with welfare matters.
Gives them opportunity to work things out + agree on it pay done. Awareness - powerful
Plan for
Rating 4/5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do?

familiar as I do have a niece under A.S. care.
Well being of child - visitation with parents.
Healthy lifestyle - reunite children + parents
upward
Rating 5/5

3. How would you publicize the program and otherwise engage community members in the project?

Contacting Chief & Council - other agencies
presentations - promoting T.T.
brochures - pamphlets
workshops
Invite community members.

Heather

12:00
12:21

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC
 - b. Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend.
 - c. Once both parties agree with date, I would send out letters of invite to the family and support network
 - d. Also, I think it would be a good idea to connect with the family and CAS worker a day or two before the TTC for a reminder
2. Who would you invite to the circle?
 - a. I would ask the mother and father who they want to attend the circle, ex. Sisters, brothers, auntie, uncle, grandparents, community worker who is currently working with the family.
 - b. I would have to speak with the CAS worker and who can be there for the family; it could be the primary worker or case manager.
 - c. I would also ask if they want a traditional elder or pastor to be present for the TTC
3. What type of recommendations do you think would arise from the circle?
 - a. We could go into more detail regarding the family visits. Maybe the family would like visits as well. We could discuss another visit and where would ok. Since there is a travel barrier, maybe we could suggest telephone calls made by the children to the parents
 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option.
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
 - b. I would ask them if I could speak them regarding the family and what does their plan of care look like.
 - c. I would also invite them to attend a TTC for the family.
 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame.

16

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

25

Date: Dec 17/14

Interviewer: Carol Kakegabo

Candidate: Heather Napash

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

Rating 3.5 /5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution. *ADR after working w/ Ch Welfare matter visited of court - parents needs awareness - powerful - fairly had an idea what they wanted CAS wks out a plan of case*
LV child + family

Rating 4 /5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? *Personal - niece involved w/ CAS herself well being of child visitation school include healthy life style for child - necessities of life -*

Rating 5 /5

3. How would you publicize the program and otherwise engage community members in the project? *Contact family CAC agency - presentation, promote TTP brochure pamphlet wkshop poster info-out.*

12.5

4.5
Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Contact parent - + ask availability date contact CAS wks - ask parents other to attend CSW if families invite letter by mail - Speak to parents explain program - Traditions / Pastor to attend Circle + explain agency how Circle would go

Rating 4/5

5. Describe the importance of Elders and community support in the Circle. - open + closed Circle, Translate as well. Traditional way of conducting Circle - Support assist plan ideas to assist CAS Parenting Program - ComCAS can provide program to assist

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Each situation are different - sit + talk to parents + explain process Confidential - Children attending - ask parent for permission - things said in circle - see or hear things that affect situation - Meet w parents after Circle

NOT RATED

17. Do you have a valid driver's licence? yes
18. Do you have access to a vehicle? yes
19. Are you willing to undergo a CPIC check? yes
20. Can you speak Cree, Ojibway or Oji-Cree? NO

12.5

- Elder to be at Circle to translate

Heather

12:00

12:21

(16)

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC
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 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option.
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
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 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame.

4.5

Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?

Contact parents - availability - contact CAS
Set a date once both agree on a date + time
They can invite others who will support them.
Send letters inform all parties
Prepare - speak to parents - show what the pizza
is about.

Rating 4/5

5. Describe the importance of Elders and community support in the Circle.

Elder - open + close circles
- translate to parents
- traditional way of conducting a circle
- community agency - provide workshops
to circle what parents have completed

Rating /5

6. What special steps would you take to prepare children to be a part of the Circle?

Sit down + talk to them
check - whether they are too young or OK to talk
stress Confidentiality
Talk to the children re: circle, how they feel.
or may hear this in the circle that they may
not understand. Meet with them after the circle

NOT RATED

17. Do you have a valid driver's licence? Yes.

18. Do you have access to a vehicle? Yes

19. Are you willing to undergo a CPIC check? Yes

20. Can you speak Cree, Ojibway or Oji-Cree? No

Tuesday, September 6, 2016

To Carol Buswa,

RE: Change in Work Schedule

I am requesting a change to my hours of work from 9:20 am to 5:00 pm with a 40 minute lunch break until school is complete end of June 2017. Due to the fact my children's school starts at 9:10 am. I can't drop them off until 8:55 am (I would be late). A teacher and/or volunteer needs to be outside to supervise the children before leaving them on the school property.

Thank you very much for your consideration,

Heather Napash

Heather Napash

*Approved: Sept 7/16
Carol Buswa*

Monday, September 14, 2015

To Carol Buswa,

RE: Change to Work Schedule

I'm writing you a letter for you to consider changing my time Monday to Friday from 9:20am to 5:00pm with a 40 minute lunch break (school year). The only reason why I'm asking this is because my children's school starts at 9:10am. And there are no teachers to supervise the children until 8:55-9:00am. This will cause me to be late.

Thank you for your consideration,

Heather Napash

Approved: C Buswa Sept 14/15

Heather Napash
109 Kensington Drive
Thunder Bay, Ontario
P7C 2A4
Telephone: (807) 623-9489
Monday, December 15, 2014

Kirsten Rasevych
Nishnawbe-Aski Legal Services Corporation
85 South Cumberland Street
Thunder Bay, Ontario, P7B 2V3

Dear Kirsten Rasevych

RE: Talking Together Program

I would like to introduce myself as a candidate for the Talking Together Facilitator. I have completed my second year of Honours Bachelor Social Work at Lakehead University, and prior to this I received my Diploma from Accelerated Social Worker and Native Child and Family Services Program at Confederation College.

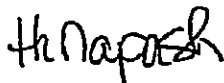
I attended student field placements at Faye Peterson Transition House, Nishnawbe-Aski Legal Services Corporation (2), and Nishnawbe Aski Nation (2). All of my placements I have learned the importance of how much communication there needs to be between clients and workers in order to fully understand the process and how to provide efficient support.

I have experience in the Social Service field and I am confident that I will be a valuable addition to your team and to the clients who access the services from Nishnawbe Aski Communities. I am a very enthusiastic team player who has a high degree of self-motivation. I have gained administrative skills from working with Nishnawbe Aski Legal Services Corporation. The department I worked for used the Alternative Dispute Resolution Approach for talking with their clients, workers, lawyers and support workers in the agency, to restore harmony for the family and resolve family issues to return the children to the parents.

I have the initiative to complete goals set before me, and my work ethic has allowed me to be consistent in meeting deadlines. I am easily adaptable when situations and challenges present themselves. Also, I enjoy following instructions and learning from my experiences.

Thank you for your consideration. I hope to hear from you to arrange an interview at your convenience. You can contact me at (807) 623-9489.

Sincerely,



Heather Napash

HEATHER NAPASH

109 Kensington Drive
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807-623-9489

heathernapash@gmail.com

EDUCATION

Honours Bachelor Social Work, second year student Lakehead University, Thunder Bay, ON	2013
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CERTIFICATES

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WORK EXPERIENCE

Assistant to the Area Director

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON 2014

- Prepared client letters and file copies; organized mail out for Legal Aid services
- Provided general reception and administrative support
- Assisted Financial department to organize invoices for audit preparation
- Perform travel clerk duties

Casual Relief Program Worker

Nishnawbe Aski Nation, Thunder Bay, ON 2013

- Perform administrative duties and paperwork
- Graphic facilitation using the PATH/MAPS training
- Contact first nation community regarding agreements and training

Public Health Assistant

Nishnawbe Aski Nation, Thunder Bay, ON

2012

- Provide general administrative support to department staff
- Assist with departmental programs
- Type and correspondence, reports, and other documents as required

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September-April 2012

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- Provided support to the Residential Counsellors to receive new clients and discharge intakes
- Coordinated stability supports within the community or region to facilitate transition for women and families affected by domestic violence or abuse
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Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

Summer 2010

- Organize and Research for resources for the FASD program
- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
- Assist with on-site childcare
- General administration duties

Aboriginal Youth Community Worker

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- Facilitate youth workshops while preparing a community kitchen and future menus
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- Researched available brochures and resources for display on nutrition and healthy eating habits
- Maintained an organization garden and used the produce within the community kitchen program

REFERENCES FOR HEATHER NAPASH

Available upon request

SCENARIO: The following is a problem-solving exercise, which you will be required to complete using a word processor on the computer. Time limit: 30 minutes

In a remote fly-in community north of Thunder Bay, two children (Tiffany, age 8 and Simon, age 6) are left with their Aunt Lillian while their mom and dad go to Thunder Bay for medical appointments. Unfortunately, they got involved in drinking and did not return to their community when they were supposed to. Aunt Lillian tried to care for the children with the help of their extended family but resources were scarce and there was no one who could help. Sara, the Tikinagan Child and Family Service worker applied to become a foster parent for these children after the first week the parents were gone. This involved someone from the agency travelling to the community to do a home visit. No one was available for the next month to do this and in fact as of the time of the circle no one had arrived to do the study. As a result of the continued absence of the parents, Aunt Lillian felt she had no choice but to involve Tikinagan. They located a foster placement in another community 500 miles away in another treaty area. There are no direct air connections between the two communities.

The parents are served with documentation in Thunder Bay. They meet with the area supervisor in a hotel room in Thunder Bay, where they sign papers agreeing to a six-month placement after they are guaranteed that they will see the children twice monthly. The worker then attends to Court and files the papers. The parents return to their community and begin to try to put their lives back together. They take a parenting course as mandated by the agreement and try to see their children but are unsuccessful. Their six-month anniversary is coming up and the supervisor has advised that the society wants to extend the placement for another six months so that the parents can take alcohol treatment.

As the Talking Together Facilitator how would you organize a circle?

Who would you invite to the circle?

What type of recommendations do you think would arise from the circle?

How would you deal with Tikinagan Child and Family Services? The Supervisor?

Heather

12:00

12:21

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC. 1
 - b. ~~Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend.~~
 - c. Once both parties agree with date, I would send out letters of invite to the family and support network)
 - d. Also, I think it would be a good idea to connect with the family and CAS worker a day or two before the TTC for a reminder)
2. Who would you invite to the circle?
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 - b. I would have to speak with the CAS worker and who can be there for the family; it could be the primary worker or case manager.
 - c. I would also ask if they want a traditional elder or pastor to be present for the TTC
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 - a. We could go into more detail regarding the family visits. Maybe the family would like visits as well. We could discuss another visit and where would ok. Since there is a travel barrier, maybe we could suggest telephone calls made by the children to the parents
 - b. Let the CAS worker know that the parents have completed the parenting course and are trying to put their lives back together 2.
 - c. During the circle I would ask the parents what they think about the alcohol treatment. What and where would be an option. 4
4. How would you deal with Tikinagan Child and Family Services? The supervisor?
 - a. After speaking with the family, I would have them sign a consent form to allow me to speak with the agency. I would contact the worker and let them know who I am and what I do
 - b. I would ask them if I could speak them regarding the family and what does their plan of care look like.
 - c. I would also invite them to attend a TTC for the family. 2
 - d. Hopefully we can agree on a plan of care that promotes a positive outcome for the family regarding their goals. We need to be supportive for the family and try to make realistic goals that the family will complete by a certain time frame. 2.

16

Heather

12:00
12:21

116

Heather Napash, December 17, 2014

1. As the Talking Together Facilitator how would you organize a circle?
 - a. I would ask the parents when is a good time to with them in order to ask them questions and ideas in who they feel is appropriate to attend the TTC.
 - b. Once the parents decide a date and time I would then speak with the CAS worker, Sara, and ask her if she can be available to attend.
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NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

25

Date: Dec 17/14

Interviewer: Carol Kekualu

Candidate: Heather Napash

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

Rating 3.5/5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution. - *ADR Attor worky - Ch Welfare with mediated of court - parents needs awareness - powerful - fairly had as idea what they wanted CTS wks out a plan of case*

Rating 4/5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? *Personal - niece ~~of~~ involved w CTS herself well being of child visitator school include Healthy life stage for child - necessities of life -*

Rating 5/5

3. How would you publicize the program and otherwise engage community members in the project? *Contact family CAC agency - presentation, promote TTP brochure pamphlet workshop posters info-out.*

12.5

4.5
Rating 4/5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Contact parents - + ask availability date contact CTS users - ask parents if they to attend C S W if families invite letter by mail - Speak to parents explain program - Traditions / Pastor to attend Circle + explain agency how Circle would go

Rating 4/5

5. Describe the importance of Elders and community support in the Circle. - open + closed Circle, Traditions as well as Traditional way of conducting Circle - Support assist plans ideas to assist CTS Parenting Program - Com CTS en provide program to assist

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Each introduction are different - sit + talk to parents + explain process Confidential - Children attending - at meet for personal - things said in circle - see or hear things that affect situation - Meet w parents after Circle

NOT RATED

17. Do you have a valid driver's licence? yes

18. Do you have access to a vehicle? yes

19. Are you willing to undergo a CPIC check? yes

20. Can you speak Cree, Ojibway or Oji-Cree? NO

- Elder to be at Circle to translate

12.5

NISHNAWBE-ASKI' LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR
INTERVIEW QUESTIONS

Date: Dec 17/14
Interviewer: J Crawford
Candidate: Heather Napash

25

RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0

3.5
Rating /5

1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution.

Provides another way only in child welfare matters.
Gives them opportunity to work things out + agree on.
See it being done. Awareness - powerful Plan of care Rating 4/5

2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? familiar as I do have a niece under Dilcia's care.

Well being of child - visitations with parents.
Healthy lifestyle - reunite children & parents
apprehend Rating 5/5

3. How would you publicize the program and otherwise engage community members in the project?

Contacting Chief & Council - other agencies
presentations - promoting T.T.
brochures - pamphlets
workshops
Invite community members.

4.5
Rating /5

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?

Contact parents - availability - contact CAS
Set a date once both agree on a date + time
They can invite others who will support them.
Send letters info from all parties
Prepare - speak to parents - show what the program is about.

Rating 4/5

5. Describe the importance of Elders and community support in the Circle.

Elder - open + close circles
- translate to parents
- traditional way of conducting circle
- community agency - provide workshops to circle what parents have completed

Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle?

Sit down + talk to them
check - whether they are too young or OK to do
stress confidentiality
Talk to the children re: circle, how they feel.
or may hear this in the circle that they may not understand. Meet with them after the circle

NOT RATED

17. Do you have a valid driver's licence? Yes
18. Do you have access to a vehicle? Yes
19. Are you willing to undergo a CPIC check? Yes
20. Can you speak Cree, Ojibway or Oji-Cree? No

Receipt

St. John Ambulance™

Thunder Bay Admin Centre
518 Fort William Road
Thunder Bay ON, P7B 2Z8

Phone: (807) 345-1712
Fax: (807) 343-0295
Email: Thunder.Bay@on.sja.ca
Website: www.sja.ca/tbn

Date Created: 08/04/2011
Receipt #: 1-189882469
GST/HST Reg #: 10802 2237 RT 0001

Receipt For: HEATHER NAPASH
109 Kensington Drive
Thunder Bay, ON
P7C 2A4

Qty Ord	Prod #	Product	Comments	Unit Price	Taxes Applied	Ext Price
1	1-174991042	Standard First Aid with CPR C + AED		\$144.00	EXEMPT	\$144.00

Payment Date	Transaction Type	Payment Method	Type	Status	Payment Amount
08/04/2011		Cash	Payment	Authorized	\$144.00

Total Before Tax \$144.00
GST/HST \$0.00
PST/HST \$0.00
Total Paid \$144.00
Balance Owing \$0.00

Payment Method: Cash Payment

Class Registration Information

Course Name	Class #	Location	Classroom	Start Date and Time	End Time
Standard First Aid with CPR C + AED	1-189024720	Thunder Bay Branch	Classroom #3	8/6/2011 08:30:00 AM	05:30:00 PM
Standard First Aid with CPR C + AED	1-189024720	Thunder Bay Branch	Classroom #3	8/7/2011 08:30:00 AM	05:30:00 PM

Please review the above information and contact us as soon as possible if it is necessary to cancel or make changes. Cancellation or change fees may apply.

Copy

Nishnawbe-Aski Legal Services Corporation
86 South Cumberland Street
Thunder Bay, Ontario
P7B 2V3

Monday December 19th, 2011

Dear Mr. Lee Brown, Financial Controller

This is my formal notification that I am resigning from Nishnawbe-Aski Legal Services Corporation as *Parttime* Administrative Clerk. My last day of employment will be Friday December 30th, 2011. I appreciate the opportunities I have been given here, and wish you much success in the future.

Thank you,



Heather Napash

cc: Carol Kakegabon, Talking Together Manager

Lee Brown

To: Arlene M. Dodge
Subject: RE: Pay adjustment

Hi,
No the e-mail will be OK I will pay her on this payroll.
Lee Brown

From: Arlene M. Dodge [mailto:adodge@nanlegal.on.ca]
Sent: Tuesday, May 24, 2011 11:36 AM
To: lbrown@nanlegal.on.ca
Cc: Heather Napash
Subject: Pay adjustment

*Pld 2 days on
P.R.#11.*

Lee,
There needs to be an adjustment for Heather Napash's pay, regarding the easter holiday in April.
She is a contract worker and since she worked both days before and after the holiday, she is eligible to be paid for those days, as per personnel policy.
Therefore, she is owed 2 days. Would you prefer to have another time sheet submitted.

Arlene M. Dodge, B.A., LL. B
Talking Together Manager
Nishnawbe-Aski Legal Services
86 South Cumberland Street
Thunder Bay, ON P7B 2V3
T: 807-622-1413
F: 807-622-3024

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Lee Brown

From: Arlene M. Dodge <adodge@nanlegal.on.ca>
Sent: Tuesday, January 04, 2011 2:53 PM
To: 'Betty Achneepineskum'; 'Carol Kakegabon'; 'Carolyn White'; Celina Reitberger; Cheryl St. James; 'Doreen Stone'; 'Heather Baillie'; 'Jennifer McKenzie'; 'Jocelyn Rae'; 'Lee Brown'; Martha Loon; 'Mary Jean Robinson'; 'Michelle Donio-King'; 'Robert Moonias'; 'Sheba Fox'; Zelda Watt
Subject: New Student Placement

Good Morning,
Hope everyone had a very relaxing holiday.
I would like to introduce the new student placement – Heather Napash (presently sitting at Cheryl's desk)
Heather will be an administrative placement here until April 30, 2011.

Arlene M. Dodge, B.A., LL. B
Talking Together Manager
Nishnawbe-Aski Legal Services
86 South Cumberland Street
Thunder Bay, ON P7B 2V3
T: 807-622-1413
F: 807-622-3024

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