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
	. 10 11

### **WORK EXPERIENCE**

### Administrative Assistant

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, ON

2014

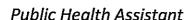
- Prepared client letters and file copies; organized mail out for Legal Aid services
- Provided general reception and administrative support
- Assisted Financial department to organize invoices for audit preparation
- Preform travel clerk duties

### Casual Relief Program Worker

Nishnawbe Aski Nation, Thunder Bay, ON

2013

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



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: | Ibrown@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: <a href="mailto:cwhite@nanlegal.on.ca">cwhite@nanlegal.on.ca</a>

### Marlene Sabourin

From: Sent: Gelina Réitberger < creitberger@nanlegal.on.ca>

March: 10-17 3:44 PM

Subject

Marlene Sabourin Re board meeting

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.

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. Cumbérland Street Thunder Bay, ON

P7B 2V3

Solary 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 court 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

- 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 1<sup>st</sup> 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: Lelu

have authority to

to bind

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
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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

Nishnawbe Aski Nation, Thunder Bay, ON

2013

- 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
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### Pre/Post Natal Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

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- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
- Interacting with families
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### Aboriginal Youth Community Worker

Anishnawbe Mushkiki, Thunder Bay, ON

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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

<u>SCENARIO</u>: 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. They 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 Napash, December 17, 2014

Heather 12:2

- 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.

Jeather 92:00

(16)

#### Heather Napash, December 17, 2014

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# NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

### TALKING TOGETHER FACILITATOR

**INTERVIEW QUESTIONS** 

Date	e: Dec 17/14	
Interviewe	r: Corol Kakegalo	
	e: Heather Napash.	
RATING:	Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Un	acceptable = 0
		Rating 3.5/5
1. Who	at is your knowledge of ADR? Outline your experience and to oute Resolution ADRAHER WORKEY I Ch Welf out - parents needs. awareness Chilis Hamily	craining in Alternative.  Low mutter mited  o - sowerful - fouly h  an Icle what they  wasted cas also out a p  of case.
		Rating 4/5
Soci	you familiar with the Child Welfare system? Do you know we leties do? Persond - need of another a child wisebator school include child-necessites of life -	what Children's Aid  As herself well be the Heathy life stage
		Rating 5/5
	project? Contact family C+C saprey - omote TTP brochere pemphe other into-out.	

4	You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Costart pount - + ask available date costarct CAS alex- ask panels attento attent costarct CAS alex- ask panels attento attent of panels a panels arphair program - Tradition / paster to attent circle to applain agency. how Could would go
	Rating 4/5
(	Describe the importance of Elders and community support in the Circle open + closed Circle, Translate as well. Touchtioned way of conducting Trate - Support assist plan aclear to assist CAS parties Program - Com CAS per provide programs to assist
	Rating 4/5
- (	What special steps would you take to prepare children to be a part of the Circle? - Eash  Situations are differed - Sit + talks parent + explain process  Royalential - Children atlanting - at prest for permission  - though said in circle  - see or here they that after  orderation  - Meet in parents often Crish
NOT R	
17.	Do you have a valid driver's licence? (12-5)
18	Do you have access to a vehicle?
19.	Are you willing to undergo a CPIC check?
20.	Can you speak Cree, Ojibway or Oji-Cree? NO

### **NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

### TALKING TOGETHER FACILITATOR

**INTERVIEW QUESTIONS** 

Date: Doc 1714 Interviewer: Crawford Candidate: Heather Napash
RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0
Rating /5
1. What is your knowledge of ADR? Outline your experience and training in Alternative Dispute Resolution.  Provides another your property to what they are tragger  Cruesthan opportunity to what they are tragger  Cruesthan opportunity to what they are tragger  Secret pain date. Amorevers - property  2. Are you familiar with the Child Welfare system? Do you know what Children's Aid  Societies do? familiars as I do have a new what provides  Well they are child - visitations with provides  Healthy affective reunite dilding paints  Apprehend  Rating 1/5
3. How would you publicize the program and otherwise engage community members in
the project? Contacty Chief a Council - o Haragenius  Presentations - promoting T.T.  brochuses - panphlits  White Community members.

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?  Contact parents - availability - a start thing set a date once both afree on a date thing that white otens who was apport them send tulters whom all parties apport the pays a bank.  Prepare - Speak = parents - Stare what the pays is about.  Rating 1/5
5. Describe the importance of Elders and community support in the Circle.  Glder - open to close circles  - translate to parath  - traditionally any of conducting a conduction  - community agency - provide whateful  to arich test panels  Rating 1/5
6. What special steps would you take to prepare children to be a part of the Circle?  Sit down & tealh to them  Chech - whether they are too young or DK took  Shess Carpedentraliter  Talk to the dulder se: circle, has they feel  or way hear this is the circle that they may  NOT RATED hot understand. West a them after the and
17. Do you have a valid driver's licence?
18 Do you have access to a vehicle? V
19. Are you willing to undergo a CPIC check?
20. Can you speak Cree, Ojibway or Oji-Cree?

Tuesday, September 6, 2016

To Carol Buswa,

RE: Change in Work Schedule

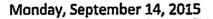
I am requesting a change to my hours of work from 9:20 am to 5:00 pm with a 40 minute lunch break until school is complete end of June 2017. Due to the fact my children's school starts at 9:10 am. I can't drop them off until 8:55 am (I would be late). A teacher and/or volunteer needs to be outside to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

Thank you very much for your consideration,

**Heather Napash** 

Associant

approved: Sept 1/16
Cawl Busuro.



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: CBusina Dept 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 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	مريخاند مريخاني در يغير بالخيامة بجودة فالمهم بدولة بدولة المراج الرجة الارامة الرجة الارامة المراجة
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

Nishnawbe Aski Nation, Thunder Bay, ON

2013

- 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

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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

Available upon request

<u>SCENARIO</u>: 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. They 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 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?
  - 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
  - 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)

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Heather 12:00

(16)

### Heather Napash, December 17, 2014

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# NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

# TALKING TOGETHER FACILITATOR INTERVIEW QUESTIONS

(J5)

INTERVIEW QUESTION	ons
Date: new Dock, and Doll of more commenced and the second	r
Interviewer: Carol Kekegah	·
Candidate: Heather Napashi	andropely publication prompts simple property publication and the state of the stat
` <b>'</b>	
RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 3	2 Poor = 1 Unacceptable = 0
<u></u>	
	Rating 3.5/5
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1. What is your knowledge of ADR? Outline your exp Dispute Resolution Aのとがしていること	5 Ch Walton mutternative
of court - parents needs. a	wareness - soverful - from
LU Chetis - Family	of come
•	7000
	Rating 4/5
2. Are you familiar with the Child Welfare system? D	o you know what Children's Aid
Societies do? Persond - Niece of at of child wisdoctor school for child-necessiles of life -	wolved w cas serself well
of child visibility school	include Heathly life St
for chits recessives of life -	
	n.v. 545
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promore ITP brochere	perpheter washing
posies into -out.	

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 pount - + ask available date costs of Cots where ask paints attent to attend a cost of a training winds battle buy mail - Speak a panents explain program - Trustitus / pasta to attend and circle + explain agency. how Conte would go

# Rating4/5

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 riclear to assist CAS prentily Program— Com CAS an provide programs to ossist

# Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Each
Otherwise are differed sit + talker parents + explain process
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- trip said is circle
- see a hear they that affect
ordering
- Meet is parents of the Circle

#### **NOT RATED**

- 17. Do you have a valid driver's licence? W
- 18 Do you have access to a vehicle? WS
- 19. Are you willing to undergo a CPIC check?
- 20. Can you speak Cree, Ojibway or Oji-Cree?  $\mathcal{V}^{\mathcal{D}}$

(12.5)

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### **NISHNAWBE-ASKI'LEGAL SERVICES CORPORATION**

TALKING TOGETHER FACILITATOR **INTERVIEW QUESTIONS** Date: Interviewer: 1) Crawford Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0 RATING: Rating 1. What is your knowledge of ADR? Outline your experience and training in Alternative Provids anothernay waling & ched walfae Dispute Resolution. matters. Societies do? familiate as I do have a viere under Pilicis Chee. Well toig of child-visitations with parents. Healthy defeatigle-reunite children parts Rating 4/5 3. How would you publicize the program and otherwise engage community members in the project? Contacty Chrif a comil - o Huazenies Presentations - promoting T.T. brocheres - pamphlets Whitehops Invite connent nankers.

	The state of the s
· ·	You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?  Contact parents - availability - Contact AS  Set a date once both after one date thing they would support them.  Sent letters whom all parties what the property of the proper
	Describe the importance of Elders and community support in the Circle.  - dose inclus  - translate to parato  - traditionale way of conducting ande  - community against - provide workstops  to wich that pands have, coinpletes  Rating 1/5
6.	What special steps would you take to prepare children to be a part of the Circle?  Sit down + trell to them  Chech - whether they are too young or DK tooks.  Sheas Carbidantielites  Talk to the dilder recircle, has they feel.  Talk to the dilder recircle that they may or way hear this in the circle that they may not way hear this in the circle them after the aide.  TED Not understand. West is them after the aide.
17.	Do you have a valid driver's licence? Upo-
18	Do you have access to a vehicle? We
19.	Are you willing to undergo a CPIC check?
20.	Can you speak Cree, Ojibway or Oji-Cree? 1000

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.

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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

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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
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#### **WORK EXPERIENCE**

#### Administrative Assistant

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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
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Nishnawbe Aski Nation, Thunder Bay, ON

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- 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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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.)
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Summer 2009

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- 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:

Ibrown@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: <a href="mailto:cwhite@nanlegal.on.ca">cwhite@nanlegal.on.ca</a>

### Marlene Sabourin

Cellina Reitberger < creitberger@nanlegal.on.ca>

Sent:

March-10-17 3:44 PM "Marlene Sabourin"

Re board meeting

I am pleased to tell you that the Board approved your requests As well there is approval for a raise for Heather Napash to \$45,000,000 Zelda will be reclassified as m3. Garol revised the job description. So her wage is as per the grid \$44,385.90 Please see grid for exact amount. progress

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

P78 2V3

Jolary increases effective March 9/12

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 court 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

- 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:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

have authority to bind

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
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CERTIFICATES	· · ·
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- Contact first nation community regarding agreements and training

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- Type and correspondence, reports, and other documents as required

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- Assist with developmental programs (pre/post natal classes, community kitchen etc.)
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- 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. They 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: $(25)$
nterviewer: Crawford
Candidate: Heather Wapash
RATING: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0
3.5 Rating /5
nam <sub>b</sub> 75
What is your knowledge of ADR? Outline your experience and training in Alternative  Dispute Baselution
Dispute Resolution. Provides another may wally & child a elfae
nathers,
Courth on Opportunity to while they and
Grues them opportunity to while this out tage on the planter of Planter 4/5
Seek a least of the
2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? familiate as I do have a niere with plus
Well tois of child - visitations with parents. Healthy depotyte reunite childre parent
Healthy alestyle - terms many par
apprehend Rating 1/5
3. How would you publicize the program and otherwise engage community members in
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Presentations - promoting 1.
brochus - panphlits
Whishops
In the comment members.

Heather Napash, December 17, 2014

Heather 12:20

- 1. As the Talking Together Facilitator how would you organize a circle?
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### **NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

## TALKING TOGETHER FACILITATOR

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Date: Dec 17/14	
Interviewer: Corol Kakegalo	
Candidate: Heather Napashi	
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 Alter Dispute Resolution. AND Atter working a Ch waffar mut of Rount - parents needs. awareness - sower an Idle wanted of Cose	en what they cars arks out a
	Rating 4/5
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	Rating 5/5
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	You are going to facilitate a Talking Together Circle, who would you invite and I would you prepare participants beforehand? Costart parent - + date costarct CAS where-ask parents attento according to the costarct of the letter by mail - Specifically program - Touchten paster to attend to attend program program - Touchten paster to attend to a parenty. How Civile would go	ask avalolily then
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	<u>ī</u>	Rating $\frac{4}{15}$
6	What special steps would you take to prepare children to be a part of the Circle Diturtions are obligare - Sixt + talks parents + expl  Roughdential - Children attending - ask priest fore  - see or here to  outstand  - Meet is paren	perussii arche that after
NOT R	ATED	
17.	Do you have a valid driver's licence?	(12.5)
18	Do you have access to a vehicle?	
19.	Are you willing to undergo a CPIC check?	
20.	Can you speak Cree, Ojibway or Oji-Cree? No	

Jeather 92:00

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#### Heather Napash, December 17, 2014

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5.	Describe the importance of Elders and community support in the Circle.
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	or way hear this in the circle that they may
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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** 

Herograff

approved: Sept 1/16
Cawl Busuro.

## 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: CBusina Dept 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
86 South Cumberland Street
Thunder Bay, Ontario, P78 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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## **HEATHER NAPASH**

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

#### heathernapash@gmail.com

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#### Heather Napash, December 17, 2014

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Heather 12:00



Heather Napash, December 17, 2014

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TOO HAND COURT TO HAVE	Provinción de la composición della composición d		_questions and ideas in who they feel is appropriate to attend the TTC
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## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

# TALKING TOGETHER FACILITATOR INTERVIEW OUESTIONS

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INTERVIEW QUEST	IONS	•
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RATING: Excellent = 5 Very Good = 4 Good = 3 Fair =	= 2 Poor = 1 Unacceptable = 0	
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	Rating	9.2/ <u>5</u>
	· ·	
1. What is your knowledge of ADR? Outline your ex	perience and training in Alternative	. 4
1. What is your knowledge of ADR? Outline your exposure Resolution ADRAHEL WORKS	- Ch Waffer mutter	ited
of count - parents needer	awareness-powerful-	finely h
LU Chetes Homely		ks out a p
, 1	of Coce	
	Rating 6	1. 1/5
2 Are you familiar with the Child Wolfers and and	*******	<del>- L L T</del> -
2. Are you familiar with the Child Welfare system?  Societies do? Product of Areas and A	Jo you know what Children's Aid	well be
Societies do? Personal - riece and de of child visibility school	include Heatley his	· stup
for chitd-necessites of life.	-	Ø
	Rating	5 <sub>/5</sub>
3 Have would you published the account of all		
3. How would you publicize the program and other the project?	vise engage community members in	
total francy Col.	anguity - president	
promote TTP brocher posters into-out.	perpheter washing	2
person into -on-		6
	( )	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

Ra	<u>tin</u>	1,5 <u>/5</u>

4. You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand? Contact parent - + ask available date contact Circle where - ask parents that to attem CSW Families which latter by mail - Speak a parents explain program - Trustitus pasta to attend circle + explain agency how Conte would go

## Rating 1/5

5. Describe the importance of Elders and community support in the Circle. - open + closed circle, Translate as well Traditions way of conducting Circle - Support assist plans toleas to assist CAS prenting Program— Concre em provide programs to assist

## Rating 4/5

6. What special steps would you take to prepare children to be a part of the Circle? - Early
Other are object of talks parents targetam process
Confidential - Children attending - at pract for principle
- see or here they that affect
outsition
- Meet is parents of the Cristle

#### **NOT RATED**

- 17. Do you have a valid driver's licence? W/
- Do you have access to a vehicle?
- 19. Are you willing to undergo a CPIC check?
- 20. Can you speak Cree, Ojibway or Oji-Cree?  $\mathcal{N}^D$

(12.5)

- Eleberto Trela tradation

### NISHNAWBE-ASKI'LEGAL SERVICES CORPORATION

TALKING TOGETHER FACILITATOR **INTERVIEW QUESTIONS** Date: Interviewer: Candidate: Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1 Unacceptable = 0 **RATING:** Rating 1. What is your knowledge of ADR? Outline your experience and training in Alternative Provids anotherna water & chied walkie Dispute Resolution. Grues them opportunt to wak they out regree of planten April Rating 1/5
Seen it pain done. Awareness-purifyed Rating 1/5
2. Are you familiar with the Child Welfare system? Do you know what Children's Aid Societies do? Familiate as I do have a niew when Pulsiès Chele. matters. Well king of child - visitations with parents. Healthy defeatigle - reunite childre parts Rating 45 3. How would you publicize the program and otherwise engage community members in the project? Contacty Chrif a cumil - o Huazenies Presentations - promoting T.T. brocheres - pamphlets Whichops Invite Connent nenkers.

	You are going to facilitate a Talking Together Circle, who would you invite and how would you prepare participants beforehand?  Contrict parents - availability - contract CAS  Set adate once both after one adde thing the sent letters whom all parties apport them. Sent letters whom all parties proper sent letters whom all parties about the proper should be about.  Rating 1/5
	Describe the importance of Elders and community support in the Circle.  Elder - open - Close circles  - translate to parats  - traditionally any of conducting ande  - community against - provide workstops  to circle that part have, completed  Rating 1/5
6. NOT R	What special steps would you take to prepare children to be a part of the Circle?  Sit drun + truth to them  Check - whether they are too young or DK to the  Stress Carbadataliter  Stress Carbadataliter  Talk to the dilder it circle, has they feel.  Talk to the dilder it circle that they pray  or way hear this in the circle that they riay
17.	Do you have a valid driver's licence? Upo
18	Do you have access to a vehicle? Wo
19.	Do you have access to a vehicle? Use  Are you willing to undergo a CPIC check?
20.	Can you speak Cree, Ojibway or Oji-Cree?

# Nishnawbe-Aski Legal Services

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## MEMORANDUM

Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail: info@nanlegal.on.ca Website: Http://www.nanlegal.on.ca



Head Office:

684 City Road Unit 14 Thunder Bay, Ontario P7J 1K3

Friday, August 5th, 2011 Date:

To: Celina Reitberger

Heather Napash From:

St. John's Ambulance Subject:

I have registered with St. John's Ambulance for a course, Standard First Aid with level C CPR and AED PAD Program for Saturday August 6th and Sunday August 7th, 2011. I would like to request these training days be applied to my work placement.

My last working day with Nishnawbe-Aski Legal Services Corporation is Friday, September 2<sup>nd</sup>, 2011. I would like to request that I use the two days as lieu time, and my last day to be recorded on the 7<sup>th</sup> of September.

Worked 6th +7th.

hank you, Situp as of in Aug deather Rapast Thank you,

Heather Napash

Approved CK. Aug 8/11

Sept 6 + Sept 7/11.
Carry Formal.

## 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:

CPR C + AED

www.sja.ca/tbn

Receipt For:

HEATHER NAPASH 109 Kensington Drive Thunder Bay, ON

P7C 2A4

301/11

08/04/2011

1-189882469

GST/HST Reg #:

**Date Created:** 

Receipt #:

10802 2237 RT 0001

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	Туре	Status	Payment Amount
08/04/2011		Cash	Payment	Authorized	\$144.00
				Total Before Tax	\$144.00
				GST/HST	\$0.00
				PST/HST	\$0.00
Р	ayment Method: Ca	ash Payment		Total Paid	\$144.00
	To the second section of the second s	~		Balance Owing	\$0.00

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

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.



Nishnawbe-Aski Legal Services Corporation

86 South Cumberland Street

Thunder Bay, Ontario

P7B 2V3

Monday December 19th, 2011

Dear Mr. Lee Brown, Financial Controller

Heather Mopash

This is my formal notification that I am resigning from Nishnawbe-Aski Legal Services Corporation as Part In Administrative Clerk. My last day of employment will be Friday December 30<sup>th</sup>, 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: Subject: Arlene M. Dodge 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

Lee,

There needs to be an adjustment for Heather Napashs' 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.

Yd 2 days on

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 Bailliie'; '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 Cheryls 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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