TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov

PLEASE POST

HEALTH CENTERS

Job Summary - October 10, 2016

LOCATION: NATION WIDE

HR 210	Department/Program/Division	Job Title	Opening Date	Closing Date	FY 2017 Salary (DOE)
Sells Health Center - Sells, AZ					
2024	Outpatient Department	Medical Assistant	***9/26/2016***	*Open Until Filled*	$15.63 - $19.52
2029	Outpatient Department	Medical Assistant	***10/10/2016***	*Open Until Filled*	$15.63 - $19.52
2005	Human Resources	Human Resources Specialist	***9/26/2016***	*Open Until Filled*	$60,262 - $63,312
2010	Human Resources	Human Resources Assistant	***9/26/2016***	*Open Until Filled*	$15.63 - $16.42
2003	Medical Imaging/Professional Services	Diagnostic Radiologic Technologist(CT)	***9/26/2016***	*Open Until Filled*	$23.78 - $29.70
2015	Medical Imaging/Professional Services	Diagnostic Radiologic Technologist(CT)	***9/26/2016***	*Open Until Filled*	$23.78 - $29.70
2002	Medical Imaging/Professional Services	Medical Instrument Technician	***9/26/2016***	*Open Until Filled*	$23.78 - $29.70
2012	Medical Imaging/Professional Services	Medical Instrument Technician	***9/26/2016***	*Open Until Filled*	$23.78 - $29.70
2013	Nutrition & Dietetic Services	Cook	***9/26/2016***	*Open Until Filled*	$19.52 - $24.37
2014	Nutrition & Dietetic Services	Outpatient Dietitian	***9/26/2016***	*Open Until Filled*	$63,312 - $79,069
2000	Social Work Services	Social Worker	***9/26/2016***	*Open Until Filled*	$60,262 - $75,259
2001	Social Work Services	Behavioral Medicine Therapist	***9/26/2016***	*Open Until Filled*	$75,259 - $93,988
San Xavier Health Center - Tucson, AZ					
2021	Outpatient Department	Medical Assistant	***9/26/2016***	*Open Until Filled*	$15.63 - $19.52
2022	Outpatient Department	Medical Assistant	***9/26/2016***	*Open Until Filled*	$15.63 - $19.52
2009	Human Resources (3 Positions)	Human Resources Specialist	***9/26/2016***	*Open Until Filled*	$60,262 - $63,312
San Simon Health Center - San Simon, AZ					
2023	Outpatient Department	Medical Assistant	***9/26/2016***	*Open Until Filled*	$15.63 - $19.52
2004	Human Resources	Human Resources Specialist	***9/26/2016***	*Open Until Filled*	$60,262 - $63,312

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) may require copy of a valid driver's license. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

CR=Clerical Required CL=Career Ladder

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2001

JOB ANNOUNCEMENT

JOB TITLE: Behavioral Medicine Therapist
SALARY: $75,259.00 - $93,988.00, DOE, PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Exempt

DEPARTMENT: TON HC/Social Work Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Delivers behavioral health services, a component of integrated care within primary medical setting, for American Indian/Alaska Natives at the Tohono O'odham Nation Sells Hospital.

SCOPE OF WORK: This position is located within the Tohono O'odham Nation Sells Hospital in the Division of Clinical Services. The incumbent serves as a behavioral medicine specialist in the outpatient Primary Care setting for the Sells Service Unit and provides direct behavioral medicine services. The incumbent works under administrative supervision of Social Work Services and is affiliated with the medical staff under the Medical Staff Clinical Director, and exercises full professional responsibility for behavioral health per credentialing,

MINIMUM QUALIFICATIONS:

- Must possess and maintain a valid, current, unrestricted license to practice behavioral health.
- Alcohol and substance abuse counseling certification and masters level behavioral health training from an accredited university or institute of higher learning is preferred.
- Specialized Post Master's Degree Training/Experience is preferred
- Prescriptive privileging if trained.
- Specialized clinical psychological treatment modalities gained through the completion of a professional degree in Social Work, or Psychology or Professional Counseling from a university accredited by the appropriate accreditation association and through a supervised clinical residency of 2 years duration that has led to independent level of licensure.

—AND—

- Must possess and maintain a valid, current, unrestricted license to practice as a LCSW, LMFT, LPC or psychologist.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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2013

JOB ANNOUNCEMENT

JOB TITLE: Cook
SALARY: $19.52-$24.37 PER HOUR, DOE, PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non-Exempt

DEPARTMENT: TON HC/Nutrition & Dietetic Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Plans and prepares meals for regular, therapeutic, and modified diets; prepares meals from a variety of menu items using standardized recipes and procedures, and prepares meals using various cooking methods. Ensures that meals are ready at the appropriate time and that temperatures are maintained and conform to established standards.

SCOPE OF WORK: This position is located within the Nutrition and Dietetic Services Department of the Tohono O'odham Nation Sells Hospital, and is one of six (6) Cook positions. The incumbent's primary job is to accurately produce meals for patients, employees, and outside customers, to provide responsive and timely customer service, and to ensure that the foodservice section functions smoothly on a daily basis by completing job tasks within a specified time frame. The Cook position works under the direction of the Cook Supervisor who establishes daily work assignments and spot checks completed work assignments.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Six months food service industry work experience; or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position

—AND—

- ServSafe® Certification must be obtained within six to twelve months after hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2003
2015

JOB ANNOUNCEMENT

JOB TITLE: Diagnostic Radiologic Technologist (CT)
SALARY: $23.78. - $29.70. PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non-Exempt

DEPARTMENT: TON HC/Medical Imaging/Professional Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: The incumbent provides x-ray studies for diagnoses and treatment of patients, such Computerized Axial Tomographic (CT) scanning of the head and/or body.

MINIMUM QUALIFICATIONS:

- Registered Radiologic Technologist: Must complete at least two years of formal education in an accredited hospital-based program or a two-or four-year educational program at an academic institution and must pass a national certification examination.
- Two years of experience as a Registered Radiologic Technologist performing Computed Tomography.
- Must be eligible to sit for national certification exam in Computed Tomography by January 1, 2018, per Joint Commission requirements.

—AND—

- Certification in radiography required, certification in computed tomography preferred.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2010

JOB ANNOUNCEMENT

JOB TITLE: Human Resources Assistant
SALARY: $15.63 – 16.42 PER HOUR, D.O.E. PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non-Exempt

DEPARTMENT: TON Health Care/Human Resources **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: The incumbent contributes to the mission by providing administrative and technical support to higher graded specialists in two or more specialty areas of employee and labor relations, performance management, employee benefits, classification, recruitment and placement, and human resource development. Duties may include, but are not limited to the described below.

SCOPE OF WORK: The position is located in the Human Resources Management Branch, which provides services to the Tohono O'odham Nation Health Center and organizational units. The work contributes to providing sound human resources services to Area organizations to meet the mission of their organizations. This position is under the supervision of the Human Resources Manager with guidance and assistance provided by higher graded personnel.

MINIMUM QUALIFICATIONS:

Associate's degree in Business Administration or related field, and one year demonstrated work experience in a health care facility in human resources database management and other employment related activities, or equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2005-S
2004-SS
2006-SX
2009-SX
2020-SX

JOB ANNOUNCEMENT

JOB TITLE: Human Resources Specialist
SALARY: $60,262 - $63,312, D.O.E, PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Exempt

DEPARTMENT: TON HC/Human Resources **JOB LOCATION:** (1 Position) Sells, AZ
(1 Position) San Simon, AZ
(3 Position) San Xavier, AZ

POSITION SUMMARY: The purpose of this position is to serve as a Human Resources Specialist providing a variety of human resources services including management advisory functions in the areas of position classification, compensation, recruitment and placement, and organizational design.

SCOPE OF WORK: Work involves resolving or advising on complex problems and issues that typically require analyzing and/or troubleshooting a wide range of unusual conditions. This position is located in the Tohono O'odham Nation Health Centers and reports to the Human Resources Manager.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources or closely related field and four years' work experience in a medical human resources department, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

AND

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2024-S
2029-S
2021-SX
2022-SX
2023-SS

JOB ANNOUNCEMENT

JOB TITLE: Medical Assistant
SALARY: $15.63 - 19.52* PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non-Exempt

DEPARTMENT: TON HC/ Outpatient Department **JOB LOCATION:** (2 Position) Sells, AZ
(2 Position) San Xavier, AZ
(1 Position) San Simon, AZ

POSITION SUMMARY: The purpose of this position is to provide direct healthcare services to patients across age continuum from birth to elderly in a multi-specialty family practice environment. The incumbent will perform basic patient care services and technical tasks.

SCOPE OF WORK: This position serves in an ambulatory care setting. The incumbent receives administrative direction from the Supervisory Clinical Nurse, or the Lead Nurse of the area to which assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), or by any accrediting agency recognized by the United States Department of Education. Please provide a copy of your official transcripts and diploma,

OR;

- A current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from The American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Please provide a copy of your certification with your application,

OR;

- Completion of a medical services training program of the Armed Forces of the United States. Please provide a copy of an official record that verifies the training received.

—AND—

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2002
2012

JOB ANNOUNCEMENT

JOB TITLE: MEDICAL INSTRUMENT TECHNICIAN
SALARY: $23.78 - $29.70 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE**: Open Until Filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non -Exempt

DEPARTMENT: TON HC/Medical Imaging/Professional Services **JOB LOCATION:** Sells, AZ

Position Summary: This position provides diagnostic imaging examinations utilizing frequency sound waves emitted by sophisticated ultrasound equipment. The work involves the performance of a variety of complex diagnosis and treatment.

Scope of Work: This position is located within the Tohono O'odham Nation Health Care Medical Imaging. The work performed has a direct and substantial impact on the care and wellbeing of the patient. The incumbent receives administrative supervision from the Supervisory Radiology Technologists; however, as a technical authority on ultrasound, incumbent independently plans and carries out most activities and examinations as required.

MINIMUM QUALIFICATIONS:

- Licensure or Certification is not required for this occupation; however, meeting the requirements for eligibility to be registered by American Registry of Radiologic Technologists in Ultrasound or by the American Registry of Diagnostic Medical Sonographers (ARDMS) through formal education and clinical experience is required.
- Basic Cardiac Life Support (BCLS) for Healthcare.
- One year of experience as an Ultrasound Technologist.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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2014

JOB ANNOUNCEMENT

JOB TITLE: OUTPATIENT DIETITIAN
SALARY: $63,312 - $79,069, D. O. E., PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE**: Open Until Filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Exempt

DEPARTMENT: TON HC/Nutrition and Dietetic Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Provides Medical Nutrition Therapy (MNT) and lifestyle counseling for the ambulatory care clinics located at the Tohono O'odham Nation Health Care clinic sites, and serves as an integral team member to assist patients in managing specific disease states and conditions. This position also delivers nutrition-based services within the community setting in an effort to promote health and prevent disease through effective nutrition education and intervention strategies.

Scope of Work: This position is located within the Nutrition and Dietetic Services Department of the Tohono O'odham Nation (TON) Sells Hospital, and is one of two (2) Outpatient Dietitian positions. The incumbent's primary job is to provide MNT for the Tohono O'odham Nation's tribal members and other Native American tribes who utilize the TON Health Care ambulatory clinics for medical care. The incumbent also serves as a community resource dietitian for tribal programs and agencies on nutrition-related activities. This position involves some coverage for the hospital's inpatient unit. The full-time position is based out of the Tohono O'odham Nation Sells Hospital; the incumbent's work hours are 8:00 am to 4:30 pm, Monday through Friday. Some flexibility in work hours may be necessary to meet patient care needs. The Outpatient Dietitian works under the direction of the Supervisory Dietitian who provides work direction based on department priorities.

MINIMUM QUALIFICATIONS:

- A minimum of a Baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent that meets current minimum academic requirements (Didactic Program in Dietetics) as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics; completed a supervised practice program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics
- Has successfully passed the Registration Examination for Dietitians
- A minimum of two (2) years' work experience as a registered dietitian which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain Registered Dietitian credentials by the Commission on Dietetic Registration (CDR).
- ServSafe® Certification must be obtained within six to twelve months after hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.

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2000

JOB ANNOUNCEMENT

JOB TITLE: Social Worker
SALARY: $60,262 - $75,259, D.O.E., PLUS BENEFITS

OPENING DATE: September 26, 2016 **CLOSING DATE:** Open until filled

NOTE: *To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Exempt

DEPARTMENT: TON HC/Social Work Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Support the delivery of health care by providing social work services to identified beneficiaries. Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

SCOPE OF WORK: The position(s) are located within the Tohono O'odham Nation Sells Hospital, San Xavier health Center, and San Simon Health Center. Social Work Services are performed to alleviate the social and emotional impact of physical and mental illness and disability. Supervisor and incumbent outline or discuss possible problem areas and define program objectives, plans, priorities and deadlines. The social worker makes independent professional decisions and recommendations.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work from an institution accredited by the Council on Social Work Education and one year work experience in a human services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess an unrestricted, independent level license to practice social work; Licensed Clinical Social Worker.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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