

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 17, 2016

LOCATION: NATION WIDE

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY 2017 Salary (DOE)</u>
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
2011	Human Resources	Human Resources Manager	10/17/2016	Open Until Filled	\$87,277 - \$91,695
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
2016	Laboratory	Medical Technologist I	10/17/2016	Open Until Filled	\$26.25 - \$32.78
2061	Emergency Room	Medical Assistant	10/17/2016	Open Until Filled	\$15.63 - \$19.52
2062	Emergency Room	Medical Assistant	10/17/2016	Open Until Filled	\$15.63 - \$19.52
2063	Emergency Room	Medical Assistant	10/17/2016	Open Until Filled	\$15.63 - \$19.52
2064	Emergency Room	Medical Assistant	10/17/2016	Open Until Filled	\$15.63 - \$19.52
2052	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
2054	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
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
2026	Outpatient Department	Lead Clinical Nurse	10/17/2016	Open Until Filled	\$61,768 - \$77,140
2028	Outpatient Department	Nurse Educator	10/17/2016	Open Until Filled	\$83,071 - \$103,745
2009	Human Resources (3 Positions)	Human Resources Specialist	9/26/2016	Open Until Filled	\$60,262 - \$63,312
2060	Laboratory	Medical Technologist I	10/17/2016	Open Until Filled	\$26.25 - \$32.78
2051	Pharmacy	Pharmacy Aid	10/17/2016	Open Until Filled	\$15.63 - \$19.52
2053	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
2057	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
2058	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
2059	Pharmacy	Pharmacist	10/17/2016	Open Until Filled	\$85,148 - \$106,339
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
2032	Public Health Nursing	Health Technician (Disease Investigator)	10/17/2016	10/28/2016	\$15.63 - \$19.52

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2001

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2013

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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

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

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.
- 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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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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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2014

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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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2000

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2032

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JOB ANNOUNCEMENT

JOB TITLE: HEALTH TECHNICIAN

SALARY: \$15.63 – \$19.52 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: October 17, 2016

CLOSING DATE: October 28, 2016

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/PHN-Communicable Disease

JOB LOCATION: San Simon, AZ

Position Summary: Incumbent serves as an assistant to the Communicable Disease Coordinator in providing a variety of support duties associated with disease investigation, disease surveillance, and Sexually Transmitted Disease.

Scope of Work: This position is located at the San Simon Health Center (SSHC) in the village of San Simon, on the Tohono O'odham Nation Indian Reservation. This position is located in the Communicable Disease Program, Public Health Nursing Department. Incumbent works under the supervision of, and serves as an assistant to the Communicable Disease Coordinator.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year of clerical experience.

—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.
- 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.

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

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2011

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: Human Resources Manager

SALARY: \$87,277 - \$91,695, PER ANNUM, PLUS BENEFITS

OPENING DATE: October 17, 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: Sells, AZ

POSITION SUMMARY: The purpose of this position is to serve for overall integration management, and supervision of position management and classification program, recruitment and placement, consultant services, labor relations, management employee relations, employee training, and administrative programs involving pay and benefits, allowance, awards, job information services, mail management, and other administrative functions.

SCOPE OF WORK: This position serves as the Chief of Service Unit Human Resources Office within the Tohono O'odham Nation Health Centers. The incumbent is responsible for providing a full range of human resources management. Incumbent reports to the Director of Human Resources.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources or closely related field and three years' work experience in a medical facility 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2026

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: LEAD CLINICAL NURSE

SALARY: \$61,768 - \$77,140 PER ANNUM, D.O.E, PLUS BENEFITS

OPENING DATE: October 17, 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/Outpatient Department

JOB LOCATION: San Xavier, AZ

Position Summary: Under general supervision, provides medical care and treatment to clients/patients according to policies, procedures, protocol and client needs.

Scope of Work: This position is located in the Nursing Department of the Tohono O'odham Nation San Xavier Health Center. The incumbent evaluates the nursing needs of patients, develops a plan of nursing care, schedules daily nursing assignments (Implements and modifies assignments as needs change) and delegates duties to appropriate personnel. The incumbent works under the direction of the Supervisory Nurse Specialist.

MINIMUM QUALIFICATIONS:

- Licensed by the Arizona State Board of Nursing as a Practical Nurse and two years' nursing experience working with communicable diseases or related medical care and treatment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must be licensed to practice nursing in the State of Arizona and certified by the State Board of Nursing as a Licensed Practical Nurse.
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona 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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2061
2062
2063
2064

JOB ANNOUNCEMENT

JOB TITLE: Medical Assistant (4 positions)
SALARY: \$15.63 - 19.52* PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 17, 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/ Emergency Room

JOB LOCATION: Sells, 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: 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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2016

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: MEDICAL TECHNOLOGIST I
SALARY: \$26.25-\$32.78 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: October 17, 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/Laboratory Department

JOB LOCATION: Sells, AZ

Position Summary: Serves as a Medical Technologist in the Clinical Laboratory at Tohono O'odham Nation Sells Hospital, with the responsibility for performing a variety and full range of Medical Laboratory procedures including highly complex analyses and infrequently required tests; evaluating abnormal or unusual patient results; operating and maintaining complex laboratory equipment; and setting up and/or monitoring daily, weekly, or monthly quality control.

Scope of Work: This position is located with the Tohono O'odham Nation Sells Hospital. The Supervisory Medical Technologist or Section Lead usually outlines assignment parameter, deadlines, and priorities and provides advice on how to proceed when unusual problems or defects are encountered which cannot be corrected except by substantial modification of methods.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Medical Laboratory Technology (also known as a medical laboratory scientist program – or life sciences).
- One year experience as a Medical Technologist.

—AND—

- Bachelor's Degree in Medical Laboratory Technology
 - Certification as a Medical Technologist (MT) from the American Society for Clinical Pathology (ASCP).
 - Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
 - Must possess and maintain a valid Arizona 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.
 - Must submit a 39-month driving record with the employment application.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

2060

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JOB ANNOUNCEMENT

JOB TITLE: MEDICAL TECHNOLOGIST I
SALARY: \$26.25 - \$32.78 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: October 17, 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/Laboratory Department

JOB LOCATION: San Xavier, AZ

Position Summary: The purpose of this position is to serve as the Medical Technologist in an outpatient and referral facility that provides support to physicians; performs a full variety of laboratory tests and examinations in the areas of Hematology, Coagulation, Chemistry, Urinalysis, Serology and Microbiology.

Scope of Work: This position is located in the Tohono O'odham Nation San Xavier Health Center. Performs laboratory procedures and examinations independently and works under the direction of the Laboratory Director.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Medical Laboratory Technology (also known as a medical laboratory scientist program – or life sciences).
- One year experience as a Medical Technologist.

—AND—

- Bachelor's Degree in Medical Laboratory Technology
- Certification as a Medical Technologist (MT) from the American Society for Clinical Pathology (ASCP)
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona 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.
- Must submit a 39-month driving record with the employment application.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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2028

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JOB ANNOUNCEMENT

JOB TITLE: NURSE EDUCATOR

SALARY: \$83,071 - \$103,745, PER ANNUM, DOE, PLUS BENEFITS

OPENING DATE: October 17, 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/Outpatient Department

JOB LOCATION: San Xavier, AZ

Position Summary: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention. Incumbent is responsible for coordination of all patient education activities in the Tohono O'odham Nation Sells Hospital clinics, including employee in-service, community health activities including coordination with other agencies and programs.

Scope of Work: The purpose of the work is to plan, develop, implement, evaluate, and coordinate patient/staff education program and community health activities for Tohono O'odham Health Care. The incumbent is under the general supervision of the Supervisory Nurse Specialist Ambulatory Care. Incumbent may be delegated quality assurance duties as determined by the Supervisory Nurse Specialist or Facility Director (for Health Centers only).

MINIMUM QUALIFICATIONS:

- Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One year of specialized experience as a Nurse Educator.
- Two years of combined nursing experience in leadership, knowledge of patient care, staff education, competencies and training.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain CPR instructor certification within one year of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona 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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2053
2057
2058
2059

JOB ANNOUNCEMENT

JOB TITLE: PHARMACIST (4 positions)
SALARY: \$85,148 - \$106,339, PER ANNUM, D.O.E., PLUS BENEFITS

OPENING DATE: October 17, 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/Pharmacy

JOB LOCATION: San Xavier, AZ

Position Summary: Provide pharmaceutical care in accordance with Tohono O'odham Nation Health Care Pharmacy Standards of Practice and mission, federal laws and regulations.

Scope of Work: This position is assigned to the Pharmacy Branch under the supervision and direction of the Chief Supervisory Pharmacist, TON Health Care or a Supervisory Pharmacist. This position will have a primary duty station assigned but requires the ability to work at any TON HC Pharmacy as required.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor's of Science degree in Pharmacy, Doctorate of Pharmacy and/or board certification and/or completion of residency training preferred.

—AND—

- License to practice pharmacy in at least one State or U.S. Territory. A copy of the active, unrestricted license must be submitted.
- Immunization against Measles and Rubella required; annual influenza vaccine is recommended.
- Position covered by PL 101-630, Indian Child Protection and Family Violence Prevention Act.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid State or U.S. Territory driver's license (no DU's 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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2052

2054

JOB ANNOUNCEMENT

JOB TITLE: PHARMACIST (2 positions)

SALARY: \$85,148 - \$106,339, PER ANNUM, D.O.E., PLUS BENEFITS

OPENING DATE: October 17, 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/Pharmacy

JOB LOCATION: Sells, AZ

Position Summary: Provide pharmaceutical care in accordance with Tohono O'odham Nation Health Care Pharmacy Standards of Practice and mission, federal laws and regulations.

Scope of Work: This position is assigned to the Pharmacy Branch under the supervision and direction of the Chief Supervisory Pharmacist, TON Health Care or a Supervisory Pharmacist. This position will have a primary duty station assigned but requires the ability to work at any TON HC Pharmacy as required.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor's of Science degree in Pharmacy, Doctorate of Pharmacy and/or board certification and/or completion of residency training preferred.

—AND—

- License to practice pharmacy in at least one State or U.S. Territory. A copy of the active, unrestricted license must be submitted.
- Immunization against Measles and Rubella required; annual influenza vaccine is recommended.
- Position covered by PL 101-630, Indian Child Protection and Family Violence Prevention Act.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid State or U.S. Territory driver's license (no DUI's 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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HUMAN RESOURCES OFFICE

2051

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: PHARMACY AID

SALARY: \$15.63 - \$19.52, HOURLY, D.O.E., PLUS BENEFITS

OPENING DATE: October 17, 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/Pharmacy

JOB LOCATION: San Xavier, AZ

Position Summary: Employee performs a variety of pharmacy-related duties for the Pharmacy Department, such as maintaining supply of medications, ordering drugs from supply department, and stocking medications.

Scope of Work: Incumbent provides pharmacy services as directed or assigned by a Registered Pharmacist. Incumbent is under the immediate supervision of the Pharmacist.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year of experience as a Pharmacy Aid.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona 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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