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 - November 7, 2016

LOCATION: NATION WIDE

HR 210	Department/Program/Division	Job Title	Opening Date	Closing Date	FY 2017 Salary (DOE)
Sells Health Center - Sells, AZ					
2080	Diabetes Prevention Program	Health Technician (Education)	***10/31/2016***	*Open Until Filled*	$15.63 - $19.52
2041	Facilities Management	Custodial Foreman	***11/1/2016***	*Open Until Filled*	$41,609 - $51,964
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
2000	Social Work Services	Social Worker	***9/26/2016***	*Open Until Filled*	$60,262 - $75,259
2069	Health Information Mgmt. Services	Medical Records Technician (Coder) ***CL, CR***	***10/31/2016***	*Open Until Filled*	$19.52 - $24.37
2070	Health Information Mgmt. Services	Medical Records Technician (Coder) ***CL, CR***	***10/31/2016***	*Open Until Filled*	$19.52 - $24.37
2071	Health Information Mgmt. Services	Medical Records Technician (Coder) ***CL, CR***	***10/31/2016***	*Open Until Filled*	$19.52 - $24.37
2072	Health Information Mgmt. Services	Medical Records Technician (Coder) ***CL, CR***	***10/31/2016***	*Open Until Filled*	$19.52 - $24.37
2016	Laboratory	Medical Technologist I	***10/17/2016***	*Open Until Filled*	$26.25 - $32.78
2017	Laboratory	Medical Laboratory Technician	***10/31/2016***	*Open Until Filled*	$23.78 - $29.70
2018	Laboratory	Phlebotomist II	***10/31/2016***	*Open Until Filled*	$15.63 - $19.52
2019	Laboratory	Phlebotomist I	***10/31/2016***	*Open Until Filled*	$14.16 - $17.68
2083	Inpatient Department	Practical Nurse	***10/31/2016***	*11/14/2016*	$17.68 - $22.08
2095	Inpatient Department	Practical Nurse	***10/31/2016***	*Open Until Filled*	$17.68 - $22.08
2029	Outpatient Department	Medical Assistant	***10/17/2016***	*Open Until Filled*	$15.63 - $19.52
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
2079	Professional Services Division	Management Analyst	***10/31/2016***	*Open Until Filled*	$58,792 - $73,423
2054	Pharmacy	Pharmacist	***10/17/2016***	*Open Until Filled*	$85,148 - $106,339
San Xavier Health Center - Tucson, AZ					
2027	Dental Clinic	Dental Officer	***10/31/2016***	*11/14/2016*	$126,403 - $157,680
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
2060	Laboratory	Medical Technologist I	***10/17/2016***	*Open Until Filled*	$26.25 - $32.78
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
2073	Revenue Enhancement Branch - Site: Sells	Medical Support Assistant (OA) Patient Registration ***CL, CR***	***10/31/2016***	*Open Until Filled*	$17.68 - $22.08
2074	Revenue Enhancement Branch - Site: Sells	Medical Support Assistant (OA) Patient Registration ***CL, CR***	***10/31/2016***	*Open Until Filled*	$17.68 - $22.08

CR=Clerical Required CL=Career Ladder

2075	Revenue Enhancement Branch - Site: Sells	Supervisory Medical Support Assistant (OA)	***10/31/2016***	*Open Until Filled*	$44,808 - $55,959
2078	Revenue Enhancement Branch	Medical Support Asst. (Medical Biller) ***CL, CR***	***10/31/2016***	*Open Until Filled*	$19.52 - $24.37
2076	Revenue Enhancement Branch	Accounting Technician ***CL, CR***	***11/7/2016***	*Open Until Filled*	$19.52 - $24.37
2077	Revenue Enhancement Branch	Accounting Technician ***CL, CR***	***11/7/2016***	*Open Until Filled*	$19.52 - $24.37
San Simon Health Center - San Simon, AZ					
2032	Public Health Nursing	Health Technician (Disease Investigator)	***10/17/2016***	***Open Until Filled***	$15.63 - $19.52
2112	Medical Imaging/Professional Services	Diagnostic Radiologic Technologist (Ultrasound)	***11/7/2016***	***Open Until Filled***	$26.25 - $32.78

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).

Clerical Testing:: Clerical testing is reserved for **Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays).** If applying for a position that requires clerical testing, please contact HumanResources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet to be considered "complete."

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.

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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.
- 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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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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2026

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.
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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.
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2016

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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2060

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.
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2028

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.
- 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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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 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.
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2017

JOB ANNOUNCEMENT

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

OPENING DATE: October 24, 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: Work performed includes patient venipuncture, limited examination of specimens, cell morphologies, and specimen plating, all of which are for the purpose of patient diagnosis and treatment. Work also includes maintaining test records and laboratory stock inventory.

Scope of Work: This position is located in the Medical Laboratory Services division of the Tohono O'odham Nation Sells Hospital in Sells, AZ. The Medical Laboratory Technician (MLT) works under the direct supervision of the Medical Laboratory Technologist, and services provided by the Medical Laboratory Technician facilitates and confirms the diagnosis of the physician and medical staff and facilitates the continuity of patient care and positive patient outcomes. These services include routine, non-routine, and specialized highly complex testing.

MINIMUM QUALIFICATIONS:

- Associate's Degree or certificate in clinical laboratory science.
- At least earned one year of college or 92 hours in college majoring in any science subjects.

—AND—

- Recognized certifications are offered by several professional organizations, including the National Credentialing Agency for Laboratory Personnel and the American Medical Technologists.
- 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.

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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2027

JOB ANNOUNCEMENT

JOB TITLE: Dental Officer
SALARY: $126,403 – $157,860 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 2016 **CLOSING DATE:** November 14, 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:** Exempt

DEPARTMENT: TON HC/Dental Clinic **JOB LOCATION:** San Xavier, AZ

POSITION SUMMARY: The incumbent performs a full range of professional dental duties in connection with the treatment of commonly encountered dental diseases or health problems.

SCOPE OF WORK: The position is located within the Tohono O'odham Nation San Xavier Clinic, and may be organizationally stationed at any of the locations within the Hospital service area. Incumbent works under the general supervision of the Chief of the Dental Branch.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited school of dentistry and licensure to practice as a dentist in Arizona.

--AND—

- License to practice dentistry in the State of Arizona
- 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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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.
- 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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2032

JOB ANNOUNCEMENT

JOB TITLE: HEALTH TECHNICIAN (Disease Investigator)
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/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.

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JOB ANNOUNCEMENT

JOB TITLE: Health Technician (Education)
SALARY: $15.63 - $19.52 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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/Diabetes Prevention Program **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Provides health education in schools serving Tohono O'odham youth and serves as a lifestyle coach for the Diabetes Prevention Program.

SCOPE OF WORK: This position is located in the Tohono O'odham Nation Sells Hospital, Diabetes Prevention Program. Provides health education with emphasis in diabetes prevention and management to improve the well-being of patients and population served. The Director of the Diabetes Prevention Program serves as the supervisor for this position.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education or closely related health field and three years' experience in a health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

--AND--

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Obtain certificate of completion for Diabetes Prevention Program Lifestyle Coach Training within six months of hire.
- Obtain Diabetes Paraprofessional Level 1 certification from the American Association of Diabetes Educators within one year of hire.
- Food Handler's Card must be obtained within six months of hire.
- Must be a certified HIPPA or obtain a HIPPA 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 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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JOB ANNOUNCEMENT

JOB TITLE: Management Analyst
SALARY: $58,792 - $73,423 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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/Professional Services Division **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Performs a variety of analytical assignments utilizing qualitative and quantitative analysis to review and evaluate administrative operations and management practices for the purpose of improving organizational efficiency and effectiveness.

SCOPE OF WORK: This position is located within the Professional Services Division of the Tohono O'odham Nation Sells Hospital. The incumbent is supervised by the Director of Professional Services. The work involves establishing criteria; formulating projects; assessing management effectiveness; and/or investigating or analyzing a variety of unusual conditions, problems, or questions.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or Healthcare Management, Project Management or related field.
- Three years' experience in related area.

--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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2069
2070
2071
2072

JOB ANNOUNCEMENT

JOB TITLE: Medical Records Technician (Coder) – (4 Positions)
SALARY: $19.52 - $24.37 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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.* ***Typing Test Required.***

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

DEPARTMENT: TON HC/Health Information Management Services **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: This position is located within Tohono O'odham Nation Health Care (TONHC) Hospital and/or Health Centers. Under general supervision, this position serves as a certified professional coder, performing the full range of coding, assigning ICD; CPT and HCPCS codes; abstracting data from the record; performs chart analysis; peer review; and, serves as a medical documentation and coding technical expert to Hospital and Health Center providers.

SCOPE OF WORK: The work involves the performance of a variety of specialized medical record tasks and resolving problems according to established medical record processes, coding conventions and guidelines. Performance of duties reflect directly on patient care by recording services performed on the patient. The incumbent works independently under general supervision of the Supervisor or designee.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Typing Speed of 40 WPM
- Certification as a Certified Professional Coder (CPC) or equivalent certification and two years' work experience in medical coding.

--AND--

- Must possess and maintain certification as a Certified Professional Coder (or equivalent) from the American Academy of Professional Coders or the American Health Information Management Association.
- 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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2019

JOB ANNOUNCEMENT

JOB TITLE: Phlebotomist I
SALARY: $14.16 - $17.68 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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: The purpose of the position is to augment the regular laboratory work force by allocating some of the more routine duties of the medical laboratory technologist and/or technician to this position (e.g. drawing blood).

SCOPE OF WORK: The incumbent will perform miscellaneous tasks that include, but are not limited to phlebotomy; oversees Phlebotomist Level I personnel, ordering consumable supplies, maintaining reference laboratory section, transporting patients; clerical and "order entry" duties; obtaining test results for use by the primary care provider; initiating CPR when indicated; answering telephones and directing telephone calls; observing safety practices for the benefit of patients, staff and visitors; cleaning, following isolation procedures; etc.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year general work experience or completed one year of study in medical, health, or related fields.

--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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2018

JOB ANNOUNCEMENT

JOB TITLE: Phlebotomist II
SALARY: $15.63 – 19.52 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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: The purpose of the position is to augment the regular laboratory work force by allocating some of the more routine duties of the medical laboratory technologist and/or technician to this position (e.g. drawing blood).

SCOPE OF WORK: This position is located within Tohono O'odham Nation Sells Hospital on the Tohono O'odham Nation Indian Reservation. The incumbent will perform miscellaneous tasks that include, but are not limited to phlebotomy; oversees Phlebotomist Level I personnel, ordering consumable supplies, maintaining reference laboratory section, transporting patients; clerical and "order entry" duties; obtaining test results for use by the primary care provider; initiating CPR when indicated; answering telephones and directing telephone calls; observing safety practices for the benefit of patients, staff and visitors; cleaning, following isolation procedures; etc.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Five years of specialized work experience (qualifying specialized experience must have been gained in drawing specimen samples including newborns, infants, children, adults, and elderly).

--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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JOB ANNOUNCEMENT

JOB TITLE: Practical Nurse
SALARY: $17.68 – $22.08 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 2016 **CLOSING DATE:** November 14, 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/Inpatient Department **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Provides direct patient care services on the Inpatient Unit, including a variety of tasks which require specialized and non-standard procedural knowledge.

SCOPE OF WORK: This position is in the Inpatient Unit setting and may be organizationally located and duty stationed at any one of the Tohono O'odham Nation Sells Hospital and related facilities located in Sells, Arizona. Direct clinical assignments are received from the Supervisory Nurse Specialist or Charge Nurse.

MINIMUM QUALIFICATIONS:

- Successful completion of an accredited program in practical nursing or successful completion of a 2 year degree program in an accredited community college, or college or university in practical nursing.
- Applicant must possess a current license/registration as a licensed practical nurse in a Sate, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One (1) year experience in medical inpatient unit is preferred.

--AND--

- Must have current certification in healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
- Intravenous therapy certification is preferred.
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test with 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), with three months of hire.
- Upon recommendation of 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 with 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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JOB ANNOUNCEMENT

JOB TITLE: Practical Nurse
SALARY: $17.68 – $22.08 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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/Inpatient Department **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Provides direct patient care services on the Inpatient Unit, including a variety of tasks which require specialized and non-standard procedural knowledge.

SCOPE OF WORK: This position is in the Inpatient Unit setting and may be organizationally located and duty stationed at any one of the Tohono O'odham Nation Sells Hospital and related facilities located in Sells, Arizona. Direct clinical assignments are received from the Supervisory Nurse Specialist or Charge Nurse.

MINIMUM QUALIFICATIONS:

- Successful completion of an accredited program in practical nursing or successful completion of a 2 year degree program in an accredited community college, or college or university in practical nursing.
- Applicant must possess a current license/registration as a licensed practical nurse in a Sate, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One (1) year experience in medical inpatient unit is preferred.

--AND--

- Must have current certification in healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
- Intravenous therapy certification is preferred.
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test with 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), with three months of hire.
- Upon recommendation of 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 with 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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JOB ANNOUNCEMENT

JOB TITLE: Supervisory Medical Support Assistant (OA)
SALARY: $44,808 – $55,959 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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/Revenue Enhancement Branch **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Provides technical and administrative first line supervision for 5 to 6 full-time medical support assistants, who provide patient registration services 24 hours a day, seven (7) days a week, and 365 days per year.

SCOPE OF WORK: This position is located within the Tohono O'odham Nation Sells Hospital in, Sells, Arizona, Patient Registration Section under the direction of the Business Office Manager. Work is performed under the general supervision of the Business Office Manager who provides instructions on new or changed procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Three years' experience in related experience in medical records management.
- One year of supervisory experience.

--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.
- 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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2054

JOB ANNOUNCEMENT

JOB TITLE: PHARMACIST
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.* **Night Shift.**

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 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"

Revised

2073
2074

TOHONO O'ODHAM NATION, EXECUTIVE BRANCH

HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: Medical Support Assistant (OA) (Patient Registration) – (2 Positions)
SALARY: $17.68 – $22.08 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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.* ***Typing Test Required.***

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

DEPARTMENT: TON HC/Revenue Enhancement Branch-Central Business Office **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: This position is located within the Tohono O'odham Nation Health Care (TONHC) Hospital and/or Health Centers. Under general supervision, this position performs a variety of specialized medical records tasks including obtaining pertinent information to register patients and resolve problems according to established criteria.

SCOPE OF WORK: The work involves the performance of a variety of related steps, processes, or methods such as compiling, recording and reviewing medical record data. The incumbent is under the general supervision of the Supervisor or designee.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year specialized experience at or equivalent to Medical Support Assistant (OA) Level II
  Typing speed of 40 WPM or better.

--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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: Diagnostic Radiologic Technologist (Ultrasound)
SALARY: $26.25 – $32.78 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: November 7, 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 **JOB LOCATION:** San Simon, AZ

POSITION SUMMARY: This position provides a wide range of complex Radiology and Ultrasound Service procedures at a technical level requiring no constant supervision of technical detail to assist in the diagnosis and treatment of patient diseases or injuries. Performs a variety of technical procedures that will require independent judgment, with ingenuity and initiative to apply prescribed ionizing radiation and Ultrasound for radiologic diagnosis. Applications include general radiography exams, ultrasound exams for obstetrical/gynecological, abdominal, vascular, small parts, musculoskeletal and cranial anatomy. Assumes responsibility for designated areas or procedures as required.

SCOPE OF WORK: This position is located within the Tohono O'odham Nation Health Care Medical Imaging TON San Simon Health Center. 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 Technologist and the Clinical Director; however, as a technical authority on radiography and ultrasound, incumbent independently plans and carries out most activities and examinations as required.

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 with at least one year of experience in diagnostic ultrasound.
- Basic Life Support for Healthcare.

--AND--

- ARRT Registered Radiologic Technologist.
- Must meet eligibility requirements for registration in Diagnostic Ultrasound by American Registry of Radiologic Technologists or by the American Registry of Diagnostic Medical Sonographers (ARDMS) through formal education and clinical experience as required.
- Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certifications are also desirable.
- 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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JOB ANNOUNCEMENT

JOB TITLE: Accounting Technician
SALARY: $19.51 – $24.37 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: November 7, 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.* **Typing Test Required**

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

DEPARTMENT: TON HC/Revenue Enhancement Branch-Central Business Office (Patient Accounts) **JOB LOCATION:** San Xavier, AZ

POSITION SUMMARY: The incumbent is responsible for posting of third party (Medicare, Medicaid and Private Insurance) payments and adjustments to the accounts receivable ledger (RPMS) in the Patient Accounts Section.

SCOPE OF WORK: This position is located in the TONHC Hospital and Clinics Revenue Enhancement Branch/Central Business Office. The incumbent works under the general supervision of the Business Office Manager, or designee.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' specialized work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Specialized experience in using Excel to create spreadsheets and prepare and update accounting information.
- Possess office automation skills with a typing proficiency of 40 words per minute.

--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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: Accounting Technician
SALARY: $19.51 – $24.37 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: November 7, 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.* **Typing Test Required.**

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

DEPARTMENT: TON HC/Revenue Enhancement Branch-Central Business Office (Patient Accounts) **JOB LOCATION:** San Xavier, AZ

POSITION SUMMARY: The incumbent is responsible for posting of third party (Medicare, Medicaid and Private Insurance) payments and adjustments to the accounts receivable ledger (RPMS) in the Patient Accounts Section.

SCOPE OF WORK: This position is located in the TONHC Hospital and Clinics Revenue Enhancement Branch/Central Business Office. The incumbent works under the general supervision of the Business Office Manager, or designee.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' specialized work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Specialized experience in using Excel to create spreadsheets and prepare and update accounting information.
- Possess office automation skills with a typing proficiency of 40 words per minute.

--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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JOB ANNOUNCEMENT

JOB TITLE: Custodial Foreman
SALARY: $41,609 - $51,964 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 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/Sells Hospital Facilities **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: This position is located on the Tohono O'odham Nation and requires work in a healthcare setting. Under limited supervision, plans, organizes, directs and provides healthcare cleaning services for the Tohono O'odham Nation Health Care (TONHC) system. Ensures housekeeping services provided are operated in an efficient and effective manner and in accordance with established policies, procedures regulations and protocol.

SCOPE OF WORK: Serves as a foreman over Housekeeping Services exercising full supervisory responsibilities. This position may require travel to one of the other health care facilities as needed to ensure quality housekeeping services are provided for the patient and staff. The incumbent must be able to work on their own with minimal supervision to accomplish the task. Oversight will be conducted as necessary to verify compliance with codes and standards. Incumbent works under the direct supervision of the Facility Manager. This position requires sensitivity to the TON culture.

MINIMUM QUALIFICATIONS:
- High School Diploma or General Education Diploma.
- Three years' specialized experience in custodial/housekeeping.
- One year supervisory experience.

--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.
- 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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