

PLEASE POST

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



Job Summary - February 2, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
General Support Services					
4119	Accounting	Controller		11/17/2014	\$ 85,432.00
4164	Accounting	Property & Supply Manager		1/12/2015	\$ 65,111.00
4092	Motor Pool	Fleet Mechanic		11/3/2014	\$ 17.31
4171	Facility Management	Custodial/Grounds Worker		1/20/2015	\$ 11.10
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4180	Office of Prosecutor	Senior Supervising Prosecutor		1/26/2015	\$ 50,865.00
4118	Office of Attorney General	Legal Assistant	CR, CL	12/8/2014	\$ 42,791.00
Department of Health and Human Services					
4169	Management of Health	Public Health Preparedness Coordinator		1/20/2015	\$ 29.07
4166	Child Welfare	Group Home Worker		1/12/2015	\$ 15.68
4018	Senior Sevices	Cook Aide (Part Time)		1/12/2015	\$ 9.11
4163	Healthy O'odham Promotion Program	Data Entry Technician	CR	1/12/2015	\$ 12.25
Department of Education					
4139	Recreation - Site: Hickiwan	Office Specialist	CR, CL	12/15/2014	\$ 12.87
4138	Recreation - Site: Hickiwan	Recreation Aide		1/20/2015	\$ 11.10
4137	Recreation - Sells	Recreation Sevices Manager		1/20/2015	\$ 56,145.00
4135	One Stop	Office Specialist	CR, CL	1/12/2015	\$ 12.87
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4077	Early Childhood/Head Start Site: Santa Rosa	Cook		1/20/2015	\$ 11.66
4133	Early Childhood/Head Start Site: Sells	Cook Aide		1/12/2015	\$ 9.11
4134	Early Childhood/Head Start Site: San Xavier	Cook Aide		1/12/2015	\$ 9.11
4140	Early Childhood/Head Start Site: Sells	Maintenance Technician		1/20/2015	\$ 12.25
4146	Early Childhood/Head Start Site: San Xavier	Teacher		1/20/2015	\$ 19.10
4183	Early Childhood/Head Start Site: San Xavier	Center Coordinator	New	2/2/2015	\$ 21.09
Department of Natural Resources					
4167	Well Maintenance	Well Maintenance Technician		1/12/2015	\$ 15.68
4168	Well Maintenance	Office Specialist	CR,CL	1/12/2015	\$ 12.87
Planning and Economic Development					
4145	Realty	Office Specialist	CR, CL	12/22/2014	\$ 12.87
Department of Public Safety					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL	12/1/2014	\$ 24.45

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.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & 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) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

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.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4183

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

JOB ANNOUNCEMENT

JOB TITLE: CENTER COORDINATOR
SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: February 2, 2015

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: Dept. of Education/ Early Childhood

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, coordinates the administrative and educational program activities for Head Start and Child Care centers under the Division of Early Childhood Development/Head Start Program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education or Child Development Associate (CDA) or closely related field, and four years work experience in classroom teaching, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards
- Must possess and maintain a valid Arizona 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"