

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 - April 06, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2015 Salary</u>
General Support Services					
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Education					
4184	Recreation - San Xavier	Recreation Specialist	New	4/6/2015	\$ 12.87
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4134	Early Childhood/Head Start Site: San Xavier	Cook Aide		1/12/2015	\$ 9.11
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4146	Early Childhood/Head Start Site: San Xavier	Teacher		1/20/2015	\$ 19.10
4199	Education/Scholarship	Education Assistance Specialist		3/9/2015	\$ 15.68
4217	Education/Library	Librarian		3/23/2015	\$ 46,081.00
Department of Natural Resources					
4220	Solid Waste Management	Solid Waste Laborer		3/30/2015	\$ 14.20
4222	Well Maintenance	Well Maintenance Supervisor		3/30/2015	\$ 53,440.00
Department of Planning and Economic Development					
4156	Realty Office	Realty Specialist		3/16/2015	\$ 20.57

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 clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying 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'dham 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'dham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'dham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'dham 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'dham 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

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST
SALARY: \$12.87 PER HOUR, PLUS BENEFITS

OPENING DATE: April 6, 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/Recreation

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, 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.
- 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 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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