

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 - May 12, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
General Support Services					
3747	Grants and Contracts	Accounting Manager		3/24/2014	\$ 63,523.00
3721	Department of Information & Technology	Help Desk Specialist		5/5/2014	\$ 13.52
3776	Human Resources	Human Resources Specialist		5/5/2014	\$ 20.08
Membership Services					
3709	Enrollment	Enrollment Specialist		4/14/2014	\$ 11.66
Department of Health and Human Services					
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	\$ 13.19
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3759	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	\$ 19.59
3760	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	\$ 19.59
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	\$ 15.30
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
3716	Behavioral Health	Administrative Assistant	Correction	5/5/2014	\$ 14.92
3777	Health Transportation - Ak Chin	Transit Driver		5/5/2014	\$ 13.19
3778	Senior Services	Cook		5/5/2014	\$ 11.66
3577	Community Health	Licensed Practical Nurse	New	5/12/2014	\$ 23.86
3570	Behavioral Health	Behavior Health Therapist	Re-Advertise, CL	5/12/2014	\$ 53,440.00
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3742	Early Childhood - Site: Sells	Cook		3/24/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3765	Recreation - Site: Sells	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3771	Tohono O'odham Nation Youth Council	Youth Council Manager	New	5/12/2014	\$ 50,865.00
Department of Natural Resources					
3534	Administration	Natural Resources Technician		5/5/2014	\$ 21.09
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	\$ 15.68
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	\$ 22.71
Department of Planning & Economic Development					
3624	Administration	Grant Writer Supervisor		4/7/2014	\$ 58,988.00
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

ATTENTION ALL APPLICANTS!!!

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

Correction

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: May 5, 2014

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. Clericals Required.

STATUS: Probationary/Permanent, Full-Time

HRSWK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The purpose is to decrease the incidence of suicide and to increase the suicide crisis response capacity of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- 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.

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.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: LICENSED PRACTICAL NURSE
SALARY: \$23.86 PER HOUR, PLUS BENEFITS

OPENING DATE: May 12, 2014

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: Health & Human Services/Community Health

JOB LOCATION: Sells, AZ

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

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.
- 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.
- 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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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: BEHAVIORAL HEALTH THERAPIST
SALARY: \$53,440.00, PLUS BENEFITS

OPENING DATE: May 12, 2014

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: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs assessment, crisis intervention, mental health therapy, substance abuse therapy, case management, referrals to contract agencies and helps support other tribal departments..

MINIMUM QUALIFICATIONS:

- Master's Degree in Counseling, Psychology, or closely related field and one year work experience in a behavioral 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 possess certification from the National Board of Certified Counselors or from the Association of Social Work Board.
- 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.
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JOB ANNOUNCEMENT

JOB TITLE: YOUTH COUNCIL MANAGER

SALARY: \$50,865.00 PLUS BENEFITS

OPENING DATE: May 12, 2014

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: Education/Tohono O'odham Nation Youth Council

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, manages and coordinates the development of the Tohono O'odham Nation's Youth Council; oversees administrative guidelines; provides leadership, mentors, and supervises the Tohono O'odham Nation's Youth Council participants.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration and four years' work experience in administrative management or an equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.
- Two years 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.
- 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.
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