

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 - June 09, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
General Support Services					
3794	Human Resources	Administrative Assistant	CR	6/2/2014	\$ 14.93
3623	Gaming Office	Gaming Inspection Project Assistant		5/19/2014	\$ 21.61
Membership Services					
3709	Enrollment	Enrollment Specialist	CR	4/14/2014	\$ 11.66
Justice Programs					
3787	Office of Attorney General	Legal Secretary	CL, CR	6/2/2014	\$ 17.74
3784	Advocate Program	Legal Secretary	CL, CR	5/27/2014	\$ 17.74
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator	New	6/9/2014	\$ 41,747.00
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	\$ 13.19
3785	Health Transportation - Site: San Xavier	Transit Driver		5/27/2014	\$ 13.19
3777	Health Transportation - Site: Ak Chin	Transit Driver		5/5/2014	\$ 13.19
3783	Health Transportation - Site: Sells	Transit Dispatcher		5/27/2014	\$ 15.30
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	\$ 15.30
3778	Senior Services	Cook		5/5/2014	\$ 11.66
3727	Senior Services/ALTCS	Case Manager		5/19/2014	\$ 48,141.00
3793	Senior Services/ALTCS	Receptionist	New	6/9/2014	\$ 10.83
3788	Community Health/HIV AIDS	Program Supervisor	New	6/9/2014	\$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3792	Behavioral Health	Counselor, Senior	New, CL	6/9/2014	\$ 22.15
3570	Behavioral Health	Behavioral Health Therapist	CL	5/12/2014	\$ 53,440.00
3758	Adult Protection Services	Family Preservation Specialist		5/19/2014	\$ 20.08
3658	Management of Health	Receptionist		5/19/2014	\$ 10.83
3689	Management of Health	Administrative Assistant	Re-advertised, CR	6/9/2014	\$ 14.92
3782	Management of Health	Program Development Manager		6/2/2014	\$ 71,871.00
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
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
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3684	Early Childhood - Santa Rosa	Child Care Specialist		5/19/2014	\$ 9.57
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
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3786	Education - Tohono O'odham Nation Youth Council	Youth Services Worker		6/2/2014	\$ 9.11
3771	Tohono O'odham Nation Youth Council	Youth Council Manager		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
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 Public Safety					
3748	Law Enforcement	Administrative Assistant, Senior	Re-advertised, CR	6/9/2014	\$ 17.31
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.

Washington Federal Bank - Sells Banking Center

Position: Customer Service Representative - Part-Time

Please send resume to: Tucson.hr@washingtonfederal.com to apply.
or by mail

4788 E. Sunrise Dr, Tucson, AZ 85718
Attn: Rebecca Sanchez, Ref. job # 14-283



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

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM COORDINATOR
SALARY: \$41,747.00 , PLUS BENEFITS

OPENING DATE: June 9, 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/**Health Transportation** **JOB LOCATION:** **San Lucy, AZ**

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: To provide medically necessary transportation services to members of the Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- 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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3793

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JOB ANNOUNCEMENT

JOB TITLE: **RECEPTIONIST**
SALARY: **\$10.83 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 09, 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: HHS/**Senior Services/ALTCS**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To provide various programs within Senior Services and assist the ALTCS Case Management Staff with AHCCCS/ALTCS related services to TON clientele (assisting with scheduling transports to medical appointments, confirming client/caregiver services and other tasks identified by the Program Administrator).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—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 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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM SUPERVISOR
SALARY: \$53,440.00, PLUS BENEFITS

OPENING DATE: June 9, 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/Community Health Services/HIV AIDS

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, supervises and coordinates the operations of a division or program in accordance with established goals and objectives. Develops and sets procedures within established policies to ensure quality service delivery.

SCOPE OF WORK: The HIV AIDS Disease Intervention and Surveillance Program will institute comprehensive quality service standards and develop the communicable disease data management function.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Management or closely related field; and two years work experience in the supervision or management of a program or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory 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 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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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **COUNSELOR, SENIOR**
SALARY: **\$16.07--22.15*** PER HOUR, PLUS BENEFITS

OPENING DATE: **June 9, 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. . *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Counselor, Senior level is met.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, counsels clients and individuals in group sessions to assist in overcoming dependencies, adjusting to life, and making changes; assists clients with personal, family, educational, and career decisions and problems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Counseling or closely related field and two years' 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 certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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Re-Advertised

JOB ANNOUNCEMENT

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

OPENING DATE: June 09, 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**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Management of Health**

JOB LOCATION: **Sells, AZ**

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

SCOPE OF WORK: Oversees administration of Services programs as well as USDA Food Distribution programs and all Tribal programs allocations.

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.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT, SENIOR**
SALARY: **\$17.31 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 9, 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. Clerical testing is required.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Public Safety/Law Enforcement
AZ

JOB LOCATION: **Sells,**

POSITION SUMMARY: Under general supervision, performs a variety of complex administrative support duties.

SCOPE OF WORK: To provide for the protection of lives and property for persons visiting or residing within the boundaries of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three 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—

- Bilingual O'odham/English preferred.
- 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 type 45 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.

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