

**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](http://www.tonation-nsn.gov)



## Job Summary - June 15, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>Executive</b>					
4254	Gaming - Site: Tucson	Financial Analyst		5/26/2015	\$ 79,332.00
<b>General Support Services</b>					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4264	Accounting	Office Specialist	CR	6/8/2015	\$ 12.87
4265	Accounting	Inventory Specialist		6/8/2015	\$ 14.20
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
4043	Facility Management	Maintenance Technician		6/1/2015	\$ 12.25
<b>Justice Programs</b>					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
<b>Department of Health and Human Services</b>					
4225	Cancer Program	Health Education Specialist	New, CL	6/15/2015	\$ 40,729.00
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4258	Child Welfare	Case Manager		6/1/2015	\$ 48,414.00
<b>Department of Education</b>					
4077	Early Childhood/Head Start Site: Santa Rosa	Cook		6/1/2015	\$ 11.66
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4261	Early Childhood/Head Start - Site: Sells	Home Base Teacher		6/8/2015	\$ 12.87
<b>Department of Natural Resources</b>					
4263	Solid Waste Management	Office Specialist	CR	6/8/2015	\$ 12.87
4268	Well Maintenance	Well Maintenance Technician	New	6/15/2015	\$ 15.68
<b>Department of Planning and Economic Development</b>					
4004	Real Property Management	Custodial/Grounds Worker	New	6/15/2015	\$ 11.10
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
<b>Department of Public Safety</b>					
4253	Law Enforcement	Cook, Senior		5/18/2015	\$ 14.20

**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'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**

**Intermountain Centers for Human Development**

**Position: Behavioral Health Case Manager**

**Position: Counselor II/Therapist - Site: Sells**

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: HEALTH EDUCATION SPECIALIST**  
**SALARY: \$16.88 - \$19.58\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 15, 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. \*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 Health Education Specialist level is met.***

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: DHHS/Cancer Program**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, promotes healthy lifestyles by providing fitness, exercise, and nutrition education and programs to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness, provides counseling and follow-up on eligible clients.

**SCOPE OF WORK:** To provide Health Promotion, Disease Prevention, education and counseling to the Tohono O'odham Nation.

#### **MINIMUM QUALIFICATIONS:**

- Associate's Degree in Health Education or closely related field, and three years work 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.
  - Must obtain a Basic Trainer, Physical Fitness and Nutrition Certification 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.
  - 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.

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**  
**HUMAN RESOURCES OFFICE**

**4004**

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**JOB ANNOUNCEMENT**

**JOB TITLE: CUSTODIAL/GROUNDS WORKER**  
**SALARY: \$11.10 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 15, 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: Planning/Real Property Management**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

**—AND—**

- 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 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, incumbent may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**JOB ANNOUNCEMENT**

**JOB TITLE: WELL MAINTENANCE TECHNICIAN**  
**SALARY: \$15.68 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 15, 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: Natural Resources/Well Maintenance**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, perform mechanical repairs and maintenance of water wells and other water delivery and pumping services under the Natural Resources Department.

**MINIMUM QUALIFICATIONS:**

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

**—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 Commercial Driver's License—Class B, (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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