

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 29, 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> |
|--|---|--------------------------------------|--------------------|---------------------|-----------------------|
| Executive | | | | | |
| 4254 | Gaming - Site: Tucson | Financial Analyst | | 5/26/2015 | \$ 79,332.00 |
| General Support Services | | | | | |
| 4119 | Accounting | Controller | | 4/13/2015 | \$ 85,432.00 |
| 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 |
| Justice Programs | | | | | |
| 4108 | Office of Prosecutor | Attorney Prosecutor | | 3/16/2015 | \$ 70,118.00 |
| Department of Health and Human Services | | | | | |
| 4225 | Cancer Program | Health Education Specialist | 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 |
| 4287 | Behavioral Health | Billing Technician | NEW | 6/29/2015 | \$ 15.68 |
| Department of Education | | | | | |
| 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 |
| 4141 | Early Childhood - Site: Vaya Chin | Cook (Part-time) | New | 6/29/2015 | \$ 11.66 |
| 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 |
| Membership | | | | | |
| 4289 | Enrollment | Office Specialist | NEW, CR, CL | 6/29/2015 | \$ 12.87 |
| Department of Natural Resources | | | | | |
| 4263 | Solid Waste Management | Office Specialist | CR | 6/8/2015 | \$ 12.87 |
| 4268 | Well Maintenance | Well Maintenance Technician | | 6/15/2015 | \$ 15.68 |
| Department of Planning and Economic Development | | | | | |
| 4004 | Real Property Management | Custodial/Grounds Worker | | 6/15/2015 | \$ 11.10 |
| 4073 | Credit & Finance | Economic Development Specialist | | 4/27/2015 | \$ 20.07 |
| Department of Water Resources | | | | | |
| 4285 | Water Resources | Field Supervisor | | 6/22/2015 | \$ 54,776.00 |

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PLEASE POST

DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

| HR 210 | Department/Program/Division | Job Title | Note | Opening Date | FY 2015 Salary |
|------------------------------------|-------------------------------------|------------------------------|------|--------------|----------------|
| Department of Public Safety | | | | | |
| 4270 | Law Enforcement - Site: West Valley | Police Officer (9 Vacancies) | CL | 6/22/2015 | \$ 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 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

| DEPARTMENT | POSITION (S) | CLOSING DATE |
|-------------------|------------------------------------|-----------------|
| Police Department | Police Officer (Recruit & Lateral) | 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

4287

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

JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: June 29, 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: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.

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"



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4141

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: COOK – (Part Time)
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: June 29, 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, Part-Time (1680 hours) HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood JOB LOCATION: Vaya Chin, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; 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.
- Food Handler's Card must be obtained within three (3) 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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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: June 29, 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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To maintain and update Membership Roll of the Tohono O'odham Nation and to provide program services to all entities of the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 Words per minute and demonstrate 50% 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.
- 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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