

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 - July 20, 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					
4284	Hewel Ni'ok - Site: Covered Wells	Programming Coordinator, KOHN	New	7/15/2015	\$ 21.61
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
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
4287	Behavioral Health	Billing Technician		6/29/2015	\$ 15.68
4295	Community Health - San Simon	Transit Driver		7/6/2015	\$ 13.19
4147	Healthy O'odham Promotion Program	Health Education Specialist (2)	CL	7/13/2015	\$ 19.58
4056	Health Transportation Services - Site: San Lucy	Transit Driver (Occasional)	New	7/20/2015	\$ 13.19
Department of Education					
4141	Early Childhood - Site: Vaya Chin	Cook (Part-time)		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
4298	Early Childhood/Head Start Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
Membership Services					
4281	Enrollment	Enrollment Specialist	New , CR	7/20/2015	\$ 11.66
4289	Enrollment	Office Specialist	CR, CL	6/29/2015	\$ 12.87
Department of Natural Resources					
4268	Well Maintenance	Well Maintenance Technician		6/15/2015	\$ 15.68
Department of Planning and Economic Development					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
4156	Realty	Realty Specialist		7/6/2015	\$ 20.57
4296	PED/Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4285	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
Department of Public Safety					
4083	Law Enforcement	Program Manager	New	7/20/2015	\$ 61,974.00

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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)	<i>Lateral</i>	6/22/2015	\$ 24.45
Executive					
4300	Gaming Office	Gaming Inspection Project Assistant	<i>CR</i>	7/10/2015	\$ 26.99
4301	Gaming Office	Gaming License Coordinator	<i>CR</i>	7/10/2015	\$ 31.30
4302	Gaming Office	Gaming Inspector Supervisor (2)	<i>CR</i>	7/10/2015	\$ 83,348.00
4304	Gaming Office	Gaming Inspector Lead (2)	<i>CR</i>	7/10/2015	\$ 25.69
4306	Gaming Office	Gaming Inspector (15)	<i>CR</i>	7/10/2015	\$ 24.45
4321	Gaming Office	Regulatory Investigator	<i>CR</i>	7/10/2015	\$ 32.89
4322	Gaming Office	Gaming Compliance Auditor	<i>CR</i>	7/10/2015	\$ 65,111.00
4325	Gaming Office	Director of Gaming		7/13/2015	\$ 109,360.00

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 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 (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

Positions - Site: Sells
Behavioral Health Case Manager
Counselor II/Therapist
Recovery Coach
Enrollment Coordinator
Intake Clinician
Crisis Clinician
In-Home Support Specialist
High Acuity Placement Coordinator

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

San Xavier Allottees Association Inc.

325 East Vamori Street, Tucson AZ 85756

Office: 520-807-2121, 520-807-2222, Fax: 520-807-2626, Toll free: 1-855-807-2121

Positions - Site: San Xavier

Opening July 13, 2015 - Closing August 7, 2015

Community Liaison

Part-Time Accounting Clerk

Applications can be picked up at the SXAA Office or call to have an application mailed to you

Sells District Office

Position Site: Sells

Opening July 20, 2015 - Closing July 31, 2015

Position - Laborer

Applications may be picked up at the Sells District Office, Monday - Friday 8:00 a.m. - 5:00 p.m.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4056

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

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER (Occasional)
SALARY: \$13.19 PER HOUR, NO BENEFITS

OPENING DATE: July 20, 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: Occasional (800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Health Transportation **JOB LOCATION: San Lucy, AZ**

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—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.
- 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
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JOB ANNOUNCEMENT

JOB TITLE: ENROLLMENT SPECIALIST
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: July 20, 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. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, 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 Required.
- 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 30 words per minute and demonstrate 45% proficiency in grammar, spelling and math.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4083

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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER
SALARY: \$61,974.00, PLUS BENEFITS

OPENING DATE: July 20, 2015

CLOSING DATE: July 31, 2015

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: DPS/Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, accomplishes the program's objectives by managing the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program.

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:

- Bachelor's Degree in Business or Public Administration and three year's management experience in program and/or grant administration, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.
- 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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