

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 -August 31, 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					
4028	Executive Office	Office Specialist	CR, CL	8/24/2015	\$ 12.87
4254	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
Department of Health and Human Services					
4225	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4342	Community Health	Community Health Representative	NEW	8/31/2015	\$ 14.20
4339	Community Health	Office Specialist	CR, CL	8/24/2015	\$ 12.87
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4163	Healthy O'odham Promotion Program	Data Entry Technician	CR, NEW	8/31/2015	\$ 12.25
Department of Education					
4345	Early Childhood - Site: San Xavier	Child Care Specialist	NEW	8/31/2015	\$ 9.56
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
Department of Natural Resources					
4093	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4344	Range Conservation	Heavy Equipment Mechanic	CL, NEW	8/31/2015	\$ 20.08
4334	Rodeo & Fair	Rodeo and Fair Coordinator		8/10/2015	\$ 21.09
Department of Planning and Economic Development					
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
4337	Water Resources	Hydrology Technician	CL	8/17/2015	\$ 22.71

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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)	<i>Lateral</i>	6/22/2015	\$ 24.45
Executive					
4301	Gaming Office	Gaming License Coordinator	<i>CR</i>	7/10/2015	\$ 31.30
4322	Gaming Office	Gaming Compliance Auditor	<i>CR</i>	7/10/2015	\$ 65,111.00

OPEN CONTINUOUS RECRUITMENT FOR DESERT DIAMOND WEST VALLEY RESORT

DEPARTMENT	POSITION (S)	CLOSING DATE
Gaming Office	Gaming Inspector (CR)	Open Continuous

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.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (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, and clerical results, if required, 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

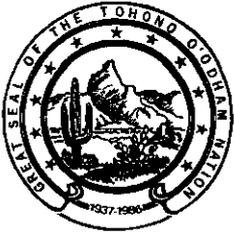
<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

**Positions - Site: Sells
Counselor II/Therapist
Recovery Coach**

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



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: COMMUNITY HEALTH REPRESENTATIVE
SALARY: \$14.20 PER HOUR, PLUS BENEFITS

OPENING DATE: August 31, 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/Community Health Services **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

MINIMUM QUALIFICATIONS:

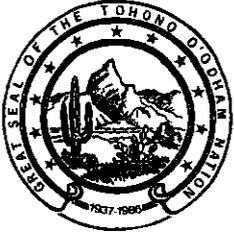
- High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aide or clinical technician.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician 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 fingerprint 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"



HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: DATA ENTRY TECHNICIAN
SALARY: \$12.25 PER HOUR, PLUS BENEFITS

OPENING DATE: August 31, 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: Health & Human Services/HOPP

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, receives, reviews, and enters data into computer system or tracking database according to established policies and procedures. Ensures accuracy of all data recorded and performs database maintenance functions.

SCOPE OF WORK: To maintain an accurate, effective and efficient records management system while exercising superior customer service for internal and external customers.

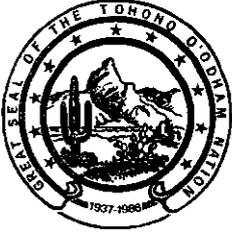
MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in data entry, or 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 fingerprint 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.
- Must type 30 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math. **Clerical results must be attached with the application packet to be considered a "complete" packet for processing.**

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JOB ANNOUNCEMENT

JOB TITLE: **CHILD CARE SPECIALIST**
SALARY: **\$9.57 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 31, 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: Dept. of Education/**Early Childhood**

JOB LOCATION: **San Xavier, AZ**

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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 possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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 fingerprint 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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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: HEAVY EQUIPMENT MECHANIC
SALARY: \$16.88 - \$20.08* PER HOUR, PLUS BENEFITS

OPENING DATE: August 31, 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 Heavy Equipment Mechanic level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Natural Resources/Range Conservation **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under general supervision, ensures the safety and operation of heavy construction equipment and support vehicles by providing maintenance and repair services according to program policies, codes and regulations.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Heavy Equipment Operations or related field and two years' work experience in maintenance and repair of heavy equipment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have journey level certification.
- Must obtain certifications in Diesel Technician, Automotive Technician, and Emergency Vehicle Technician 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 fingerprint 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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