

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

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



**PLEASE POST**

**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY – March 15, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9248	Advocate	Advocate Attorney II	Open Until Filled	\$68,453.23
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9239	Gaming	Administrative Secretary	Open Until Filled	\$12.51 hour
9230	Gaming	Inspector Project Assistant	Open Until Filled	\$39,406.91
9270	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
<b>General Support Services</b>				
9203	DoIT	Lead Technician	Open Until Filled	\$18.56 hour
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9021	DoIT	Network Technician	Open Until Filled	\$19.99 hour
9022	DoIT	Purchasing Agent	Open Until Filled	\$37,982.57
9244	Facility Management	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9221	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour
9277	Well Maintenance—NEW	Secretary	Open Until Filled	\$9.77-11.33 hr
<b>Membership Services</b>				
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour
<b>Department of Human Services</b>				
9283	Adult Protective—NEW	Adult Protective Administrator	Open Until Filled	\$63,594.25
9284	Adult Protective—NEW	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9195	Adult Protective	Cook (Occasional)	Open Until Filled	\$10.52 hour
9192/9193	Adult Protective	Group Home Worker (Occasional) (2)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9259	Child Welfare	Family Preservation Specialist	Open Until Filled	\$32,781.73

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9217	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9257	Community Health	Community Health Services Manager	Open Until Filled	\$54,886.48
9128/9139	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$45,658.83
9142	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9098—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver (5)	Open Until Filled	\$11.90 hour
9278/9279	HOPP—NEW	Fitness & Nutrition Specialist (Sells) (2)	Open Until Filled	\$16.41 hour
9280/9281	HOPP—NEW	Gym Attendant (Sells) (2)	Open Until Filled	\$11.61 hour
9258	Management of Health	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
<b>Department of Education</b>				
9262	Head Start	Disabilities Specialist	Open Until Filled	\$16.01 hour
9264	Head Start—NEW	Family & Community Specialist	Open Until Filled	\$14.15 hour
9261	Head Start	Receptionist	Open Until Filled	\$10.01 hour
9271	One Stop	Job Placement Supervisor	March 19, 2010	\$36,609.70
9054 9049 9045	Recreation—Site: Al Jek	Facility Management Technician I Principal Lifeguard Lifeguard/Youth Outreach Support	Open Until Filled Open Until Filled Open Until Filled	\$10.26 hour \$11.05 hour \$10.52 hour
9108 9053 9050 9042 9039	Recreation—Site: Hickiwan	Building and Grounds Worker Facility Management Technician I Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support Recreation Aide	Open Until Filled Open Until Filled Open Until Filled Open Until Filled Open Until Filled	\$9.53 hour \$10.26 hour \$10.52 hour \$10.52 hour \$8.85 hour
9055	Recreation—Site: Pisinemo	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9051	Recreation—Site: San Xavier	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9052 9046/9048	Recreation—Site: Sells	Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support (2)	Open Until Filled Open Until Filled	\$10.52 hour \$10.52 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
Planning/Economic Development				
9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9209	Planning/Realty	Land Acquisition Specialist	Open Until Filled	\$52,902.63
9212	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
Department of Public Safety				
9200	Corrections	Corrections Support Specialist	Open Until Filled	\$14.50 hour
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9282	Office of Emergency— <i>NEW</i> Management	Information/Intelligence Program Coordinator	Open Until Filled	\$56,944.72
9250	Office of Emergency Management	Training & Exercise Coordinator	Open Until Filled	\$52,902.63

## 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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

## FOR CLERICAL TESTING

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p.** If applying for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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**OTHER EMPLOYER'S RECRUITMENT**

**TOHONO O'ODHAM LEGISLATIVE BRANCH**

**Position**

**Closing Date**

**Salary**

Transcriber

Open Until Filled

\$27,195.00

Applications available at Legislative Administration Office, Sells, Arizona. For additional information contact Legislative Administration Office at (520) 383-2470.

**UNITED STATES CENSUS 2010**

**Position**

**Salary**

Part-Time, Full-Time, Office and Field Positions

Competitive Wages

For more information contact **Darra Lorentine** at (520) 216-8122 or 1-866-861-2010. Website: [www.census.gov](http://www.census.gov).

**INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT**

**Position**

**Closing Date**

**Salary**

In-Home Counselor

Open Until Filled

F/T, On-Call, DOE

For additional information contact Jan Smith, Intermountain Human Resources at (520) 721-1887 extension 5208 or 5207. Website: [www.ichd.net](http://www.ichd.net)



## 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: **SECRETARY**

SALARY: \*\$9.77—\$11.33 PER HOUR, PLUS BENEFITS

OPENING DATE: **March 15, 2010**

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 Secretary level is met. Clerical testing is required to determine appropriate level.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: **GSS/Well Maintenance**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical duties. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED  
Plus one (1) year of clerical experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Clerical skills: (**must be tested** or provide a certificate indicating skill level from an accredited business school or agency)  
Typing 35 wpm    Math 40%    Grammar 40%    Records Management 40%    Spelling 40%

**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) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

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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**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: ADULT PROTECTIVE ADMINISTRATOR**

**SALARY: \$63,594.25, PLUS BENEFITS**

**OPENING DATE: March 15, 2010**

**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: HHS/Adult Protective Services**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Accomplishes the Adult Protective Services' strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services of the Tohono O'odham Nation's Adult Protective Services. Implements and ensures development of services and resources for the Adult Protective Services to operate efficiently and effectively in accordance with established Adult Protective Services objectives, policies, procedures, and professional practices. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Social Work or closely related field

Five (5) years progressive work experience administering social services to Native Americans, to include grant/contract administration and administrative and supervisory experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Must obtain First Aid and CPR certification within one (1) year of hire
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire

**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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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**JOB ANNOUNCEMENT**

**JOB TITLE: ADULT PROTECTIVE CLINICAL MANAGER**

**SALARY: \$63,594.25, PLUS BENEFITS**

**OPENING DATE: March 15, 2010**

**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: HHS/Adult Protective Services**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** The Adult Protective Clinical Manager will plan, develop and implement a culturally relevant approach to a systems design of extensive family services. The Clinical Manager will provide clinical support to staff and families in the division's program services. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. Master's degree in Social Work
2. Plus three (3) years progressive experience in managing social services programs, preferably including case management, grant/contract administration
3. Two (2) years clinical supervisory experience

—AND—

- Must obtain First Aid and CPR certification within one (1) year of hire
- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire.

**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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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**JOB ANNOUNCEMENT**

**JOB TITLE: FITNESS & NUTRITION SPECIALIST (2 positions)**  
**SALARY: \$16.41 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 15, 2010**

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/Healthy O'odham Promotion Program**    JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Promotes healthy lifestyles through fitness, exercise, and nutrition 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. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. Associate's Degree in Physical Fitness, Health Education, Health Behavior and Nutrition or related field
2. Plus three (3) years work experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Must obtain a basic Trainer, Physical Fitness and Nutrition Certification within one year
- Must be a certified HIPPA or obtain a HIPPA Certification within one year
- Certified in First Aid and CPR
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

**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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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**JOB ANNOUNCEMENT**

**JOB TITLE: GYM ATTENDANT (2 positions)**  
**SALARY: \$11.61 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 15, 2010**

**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/Health O'odham Promotion Program**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Under general supervision monitor the wellness center, maintaining the center and its equipment with a clean healthy environment. Ensure the participant's safety and equipment and facility security; provide customer service for all participants, respond to questions regarding exercise, equipment use, and facility policies. Provide various fitness instructions. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
  2. Plus six (6) months experience in customer service
- AND—
- Must obtain a basic Trainer and Physical Fitness Certification within three years
  - Must be certified in HIPPA or obtain a HIPPA Certification within one year
  - Must be physically able to lift objects
  - Certified in CPR and First Aid
  - Bilingual O'odham/English preferred.
  - Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
  - Must successfully complete and pass a background investigation and fingerprint check

**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) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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### JOB ANNOUNCEMENT

**JOB TITLE: FAMILY & COMMUNITY SPECIALIST**  
**SALARY: \$14.15 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 15, 2010**

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: Education/**Head Start**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides support services to families and children enrolled in the Head Start program to promote parental involvement in their child's education development. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

1. Associate's Degree in Early Childhood Education or Child Development Associate (CDA) credential
2. Plus four (4) years experience working in an Early Childhood Head Start program

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Must satisfy health requirements as defined by the federal program standards
- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire

**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) three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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**JOB ANNOUNCEMENT**

**JOB TITLE: INFORMATION/INTELLIGENCE PROGRAM COORDINATOR**

**SALARY: \$56,944.72, PLUS BENEFITS**

**OPENING DATE: March 15, 2010**

**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**

**(This is a two year grant funded position with the possibility of extension)**

**DEPARTMENT: DPS/Office of Emergency Management**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Establish and develop protocol for all-hazards information and intelligence exchange network program. Research, obtain, interpret and disseminate confidential and non-confidential intelligence information upon request in direct support of the emergency operations as well as for planning or reporting purposes. Coordinate with internal and external agencies to establish all-hazards approach to situational awareness. Ensure information obtained is accurate and released only to authorized personnel. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. Associate's Degree in criminal justice, emergency services, public administration or related field
2. Plus two (2) years progressive work experience in an intelligence unit within a Federal Intelligence agency, military, or State, Tribal and/or local law enforcement

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Current certification and training in intelligence analysis and production or ability to receive within six (6) months of hire
- Secret Clearance from the U.S. Department of Homeland Security preferred
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check prior to employment

**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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

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".**