

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



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – June 29, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8273	Executive Office	Administrative Secretary	Open Until Filled	\$12.51 hour
8304	Gaming Office	Administrative Assistant	Open Until Filled	\$14.15 hour
General Support Services				
8180	Accounting	Assistant Controller	Open Until Filled	\$71,020.23
8401	DoIT	Chief Information Officer	Open Until Filled	\$88,574.91
8405	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
8003	Attorney General	Legal Assistant	Open Until Filled	\$36,609.70
8438	Attorney General	Legal Secretary	July 6, 2009	\$14.15—16.41 hour
8433	Facility Management	Building and Grounds Worker	Open Until Filled	\$9.53 hour
8429/8440	Grants and Contracts	Accountant	Open Until Filled	\$40,884.67
Membership Services				
8269	Hia-Ced O'odham Program	Administrative Secretary	Open Until Filled	\$12.51 hour
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
8432	Behavioral Health	Community Prevention Specialist	Open Until Filled	\$34,011.04
8268	Behavioral Health	Counselor III	Open Until Filled	\$18.95 hour
8071	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
8415	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
8403	Child Welfare	Child Welfare Specialist Supervisor	Open Until Filled	\$47,371.04
8164	Community Health	AHCCCS Billing Technician	Open Until Filled	\$12.82 hour
8431	Community Health	Dialysis Patient Advocate	Open Until Filled	\$9.77 hour
8169	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
8170-8172	Community Health	Home Health Nurse (3)	Open Until Filled	\$47,371.04
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
8331	HOPP	Clinical Director	Open Until Filled	\$63,594.24

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8442	HOPP—NEW	Gym Attendant	Open Until Filled	\$11.61 hour
8203	HOPP—NEW	Fitness & Nutrition Specialist	July 13, 2009	\$16.41 hour
8436	Health Transportation	Health Transportation Driver	Open Until Filled	\$11.90 hour
8434	Senior Services	Community Home Worker	Open Until Filled	\$9.07 hour
8419	Senior Services	Cook	Open Until Filled	\$10.52 hour

Department of Education

8412/8413 8414	Recreation	Building and Grounds Worker(3)—Sells	Open Until Filled	\$9.53 hour
8266	Recreation	Division Manager for Recreation	Open Until Filled	\$52,902.63
8298	Recreation	Principal Lifeguard – Sells	Open Until Filled	\$11.05 hour
8259 8409/8410	Recreation	Recreation Aide Sites: Al Jek, San Xavier, Hickiwan	Open Until Filled	\$8.85 hour
8260	Recreation	Receptionist—Hickiwan	Open Until Filled	\$10.10 hour
8261	Recreation	Receptionist—Al Jek	Open Until Filled	\$10.10 hour
8386-89 8391, 8393-94 8406/8407	Recreation	Lifeguard/Youth Outreach Support (7) Sites: Hickiwan (1), Al Jek (3) Pisinemo (1), Sells (2) San Xavier (2)	Open Until Filled	\$10.52 hour
8395	Recreation	Facility Management Technician I —Al Jek	Open Until Filled	\$10.26 hour
8343	Recreation	Recreation Facilities Coordinator —Pisinemo	Open Until Filled	\$35,286.46
8287	Recreation	LG/Water Safety Instructor—Sells	Open Until Filled	\$10.52 hour
8398	Recreation	Secretary—Sells	Open Until Filled	\$9.77-11.33 hour
8444	Scholarship—NEW	Education Assistance Administrator	Open Until Filled	\$49,147.45

Planning/Economic Development

8018	Planning/Administration	Planner Supervisor	Open Until Filled	\$63,594.24
8143	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
8059	Planning/Leasing Office	Accounting Technician	Open Until Filled	\$12.51 hour
8062	Planning/Leasing Office	Building & Grounds Worker	Open Until Filled	\$9.53 hour
8064	Planning/Leasing Office —RE-ADVERTISED	Facility Management Technician I	Open Until Filled	\$10.26 hour

Department of Natural Resources

8369	Agricultural Extension	Veterinary Technician	Open Until Filled	\$35,286.46
8423	Cultural Center and Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8424	Livestock	Utility Worker	Open Until Filled	\$10.52 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70

Department of Public Safety

8291	Environmental Protection	Environmental Specialist	Open Until Filled	\$47,371.04
8430	Fire	Assistant Fire Chief	Open Until Filled	\$79,313.37
8223	Law Enforcement	Corrections Cook	Open Until Filled	\$12.82 hour
8278	Law Enforcement	Domestic Violence Project Manager	Open Until Filled	\$50,990.48

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.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY08 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$27,801.47-\$31,454.82
Fire Department	Firefighter Recruits	Open Continuous	\$30,918.72
"	Firefighter	Open Continuous	\$41,582.24
Wild land	Firefighter (Seasonal)	Open Continuous	\$14.86 hour
Child Welfare	Child Welfare Specialist	Open Continuous	\$37,982.57
Child Welfare	Family Preservation Specialist	Open Continuous	\$32,781.73
Child Welfare	Group Home Workers	Open Continuous	\$10.78 hour
Facility Management	Building & Grounds Worker	Open Continuous	\$9.53 hour
Health Transportation	Health Transportation Driver	Open Continuous	\$11.90 hour
ECHS	Teacher	Open Continuous	\$16.00 hour
ECHS	Teacher Aide	Open Continuous	\$10.52 hour
Recreation	Lifeguard/Water Safety Instructor	Open Continuous	\$10.52 hour
Recreation	Lifeguard/Youth Outreach Support	Open Continuous	\$10.52 hour
Recreation	Principal Lifeguard	Open Continuous	\$11.05 hour
Recreation	Recreation Aide	Open Continuous	\$8.85 hour

CLERICAL ROSTER SERVES ALL DEPARTMENTS

Apply at Human Resources	Receptionists/Switchboard Operator	Open Continuous	\$10.01 hour
"	Office Support Worker*(CL)	Open Continuous	*\$9.07 - \$10.01 hour
"	Secretary *(CL)	Open Continuous	*\$9.76 - \$11.32 hour
"	Administrative Secretary	Open Continuous	\$12.50 hour
"	Administrative Assistant	Open Continuous	\$14.14 hour
"	Legal Secretary *(CL)	Open Continuous	*\$14.14 - \$16.40 hour

***(CL) CAREER LADDER:** If applicants do not meet minimum qualifications for an open position, the use of a career ladder may be considered. The Career Ladder is allowable for a position. A new employee will be placed and paid at a level commensurate with their skill level. As their skill level increases, so will their pay, until they meet the minimum qualifications for the position. At that time they will receive full pay for that 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 1:00p—4:00p and Thursdays 8:00a—12:00p. 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.

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

OTHER EMPLOYER'S RECRUITMENT

TOHONO O'ODHAM LEGISLATIVE BRANCH

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
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.

ARIZONA YOUTH PARTNERSHIP

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Youth Empowered for Success Coordinator (Baboquivari and Tohono O'odham High School)	Open Until Filled	\$25,000--\$27,000 per year

For additional information contact Mary Anne Fout, Sonoran Desert Regional Director at (520) 744-9595.

PUBLIC SAFETY LOCAL BOARDS

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Local Board Secretary	June 26, 2009	Voluntary

All resumes need to be submitted to Lanez Valisto. For additional information contact Lanez Valisto, Tohono O'odham Nation Executive Office at (520) 383-2028.



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: **GYM ATTENDANT**
SALARY: **\$11.61 per hour, Plus Benefits**

OPENING DATE: **June 29, 2009**

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: Probation/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Human Services/**HOPP**

JOB LOCATION: **Santa Rosa/
North Komelic, 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 is not a comprehensive listing of all functions and tasks performed by positions in this class.*

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED equivalency.
 2. Six (6) months experience in customer service
- AND--
- Bilingual O'odham/English preferred.
 - Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
 - Basic Trainer and Physical Fitness Certification – may be obtained within three years after hire.
 - HIPPA Certification – may be obtained within one year of employment.
 - First Aide/CPR Certification – may be obtained with three months of employment.
 - Must be physically able to lift objects up to 50 pounds and able to work in extreme weather conditions.
 - Required to instruct a fitness activity as well as use fitness equipment.
 - Must successfully complete a background investigation.

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, resume, copy of high school diploma/GED certificate, copy of CPR and First Aid certificate, and copy of current Arizona driver's license**, to 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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ANNOUNCEMENT

JOB TITLE: **FITNESS AND NUTRITION SPECIALIST**
SALARY: **\$16.41 per hour, plus benefits**

OPENING DATE: **June 29, 2009**

CLOSING DATE: **July 13, 2009**

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: Human Services/

JOB LOCATION: Sells, Arizona

Healthy O'odham Promotion Program (HOPP)

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 is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associates degree in physical fitness, health education, health behavior and nutrition or related field plus three (3) years work experience.

--OR--

An equivalent combination of education and experience.

--AND--

- ◆ Bilingual O'odham/English preferred.
- ◆ Valid Arizona Driver's License (with no DUI's or major traffic offenses within the past three (3) years.)
- ◆ Must obtain basic trainer, physical fitness and nutrition certification within one year.
- ◆ Must be certified HIPPA or obtain a HIPPA Certification within one year.
- ◆ Current First Aid and CPR certification. May be obtained after hire.
- ◆ Must successfully complete and pass a background investigation.

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, current resume, copy of valid Arizona driver's license** to 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: **EDUCATION ASSISTANCE ADMINISTRATOR**
SALARY: **\$49,147.45 per hour, plus benefits**

OPENING DATE: **June 29, 2009**

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: Education/**Scholarship Fund**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes the division's strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services. Ensures Tohono O'odham's Education Assistance Division operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Education, Guidance Counseling or closely related field.
2. Four (4) years experience in teaching or counseling.

-- OR--

An equivalent combination of education, training and experience that demonstrates the knowledge of skills require in completing the scope of work (***equivalency may be equal to four (8) years work experience and/ or education in related field***)

-- AND --

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete 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) **three (3) reference letters, resume, degree(s)/transcripts, and copy of Arizona driver's 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

Re-Advertised

JOB TITLE: **FACILITIES MANAGEMENT TECHNICIAN I**
SALARY: **\$10.26 per hour, plus benefits**

OPENING DATE: **June 29, 2009** 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/ **Leasing Office**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Under direct supervision, responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment of the Tohono O'odham Nation. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate.
2. Six (6) months facilities and maintenance experience.

--OR--

An equivalent combination of experience, education, and training that provides the desired knowledge, skills, and abilities to compete the scope of work.

-- AND --

- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background investigation.

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 and copy of valid Arizona driver's 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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