

# 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 – July 19, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9352	Advocate	Secretary	Open Until Filled	\$9.77-11.33 hr
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9359	Gaming— <i>NEW</i>	Gaming Inspector	Open Until Filled	\$17.24 hour
9310	Gaming	Compliance Investigator	Open Until Filled	\$47,371.04
9230	Gaming	Inspector Project Assistant	Open Until Filled	\$39,406.91
9335	KOHN	Administrative Assistant	Open Until Filled	\$14.15 hour
9267	KOHN	Production Technician	Open Until Filled	\$12.82 hour
9316	Prosecutor	Assistant Chief Prosecutor	Open Until Filled	\$85,373.41
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38

#### General Support Services

9334	Accounting	Principle Accountant	Open Until Filled	\$44,008.52
9253	Accounting	Senior Accountant	Open Until Filled	\$49,147.45
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9075	Human Resources	Human Resources/Insurance Technician	Open Until Filled	\$14.15 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9320	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour
9341	Motor Pool	Automotive Mechanic	Open Until Filled	\$14.50 hour

#### Membership Services

9223	Elections	Administrative Assistant	Open Until Filled	\$14.15 hour
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour

#### Department of Human Services

9284	Adult Protective	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9340	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9003/9004	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9329	Behavioral Health	Secretary	Open Until Filled	\$9.77-11.33 hr
9348	Child Welfare	Administrative Assistant	Open Until Filled	\$14.15 hour
9291	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9031	Child Welfare— <i>RE-ADVERTISED</i>	Child Welfare Specialist	Open Until Filled	\$37,982.57
9287	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9217/9315	Child Welfare	Group Home Worker (2)	Open Until Filled	\$10.78 hour
9008/9129 9140/9141/9318	Community Health	Community Health Representative (5)	Open Until Filled	\$13.47 hour
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
9317	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hour
9280/9281	HOPP	Gym Attendant (Sells & San Xavier) (2)	Open Until Filled	\$11.61 hour
9279	HOPP	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hour
9156	MOH/SPF TIG	Community Prevention Specialist	Open Until Filled	\$34,011.04
9246	MOH/OVW— <i>RE-ADVERTISED</i>	Victim Advocate	Open Until Filled	\$34,011.04
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9336	Senior Services/ALTCS	Receptionist	Open Until Filled	\$10.01 hour
9331	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73

Department of Education
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9171	One-Stop— <i>RE-ADVERTISED</i>	Program Specialist	Open Until Filled	\$13.47 hour
	Recreation—Site: Al Jek			
9054		Facility Management Technician I	Open Until Filled	\$10.26 hour
9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
	Recreation—Site: Hickiwan			
9053		Facility Management Technician I	Open Until Filled	\$10.26 hour
9050		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9042		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9039		Recreation Aide	Open Until Filled	\$8.85 hour
9351		Receptionist	Open Until Filled	\$10.01 hour
	Recreation—Pisinemo			
9038		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
	Recreation—Site: San Xavier			
9051		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9297		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
	Recreation—Site: Sells			
9052		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9048		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9355		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
9037		Secretary	Open Until Filled	\$9.77-11.33 hr
9056	Vocational Rehabilitation	Driver (Occasional)	Open Until Filled	\$11.61 hour
9160	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hour

<b>Natural Resources</b>
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9326	Cultural Center/Museum	Cultural/Museum Administrator	Open Until Filled	\$73,683.49
9137	Solid Waste	Automotive Mechanic	Open Until Filled	\$14.50 hour
9356	Solid Waste	Equipment Operator/Driver II	Open Until Filled	\$14.86 hour
9358	Solid Waste	Laborer	Open Until Filled	\$11.05 hour

<b>Planning/Economic Development</b>
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9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9124	Planning/Real Property	Facilities Management Technician I	Open Until Filled	\$10.26 hour

<b>Department of Public Safety</b>
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9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9147	Fire	Secretary	Open Until Filled	\$9.77-11.33 hr
9298/9299 9300	Fire	Firefighter (3)	Open Until Filled	\$41,582.24
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9321	Law Enforcement	Criminal Intelligence Analyst	Open Until Filled	\$54,886.48
9322	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hour
9151/9152	Law Enforcement	Public Safety Dispatcher (2)	Open Until Filled	\$13.80-14.15 hr
9339	Law Enforcement	Ranger	Open Until Filled	\$14.86 hour

## **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.

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



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR**  
**SALARY: \$17.24 PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 19, 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: Executive/**Gaming**

JOB LOCATION: Tucson, AZ

STATEMENT OF JOB: Protects the tribal assets and assures the integrity of the Nation's gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, ordinances, and internal control standards. 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. One year experience in security and/or public relations in gaming operations

—OR—

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

—AND—

- Certified by Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation
- Must be willing to sign a confidentiality statement upon 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

**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, MVR-39 Month Report, 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.**

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**JOB ANNOUNCEMENT**

**De-Announced**

**JOB TITLE: CHILD WELFARE SPECIALIST**  
**SALARY: \$37,982.57, PLUS BENEFITS**

**OPENING DATE: July 19, 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/Child Welfare**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides child welfare services in areas of counseling, foster home, adoptions, and physical and psychological evaluations to meet the needs of children and families. Provides child protective services as needed in emergency situations. 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 counseling or related field
2. Two years work experience providing child welfare services to children and families

—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

**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, MVR-39 Month Report, 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: VICTIM ADVOCATE**  
**SALARY: \$34,011.04, PLUS BENEFITS**

OPENING DATE: **July 19, 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/MOH/Violence Against Women**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provide crisis intervention and counseling services to sexual assault victims. Implement a comprehensive support system for increased services to victims by communications, crisis intervention, legal and social support, and referrals to appropriate community resources. Serve as a liaison between victims and attorneys. Must maintain 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:**

1. Associate's degree in Social work, counseling or related field
2. Three years work experience in social work, counseling, law enforcement or related field

—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 criminal background investigation and fingerprint check prior to employment
- 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, MVR-39 Month Report, 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: PROGRAM SPECIALIST**  
**SALARY: \$13.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: July 19, 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/One-Stop**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides and assists members of the Tohono O'odham Nation who are program clients placed in jobs accessing retention services and resources that best meet their needs during the follow-up period. Safe and efficient transportation is provided to clients to and from designated activities. This position coordinates efforts with employers of 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. Associates Degree in a related field
2. One year of experience in the employment field or closely related field

—OR—

Equivalent combination of education and experience in social work or career planning

—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

**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, MVR-39 Month Report, 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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