

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 – September 8, 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
8463	KOHN	On Air Announcer/Board Operator	Open Until Filled	\$12.20 hour
General Support Services				
8499	Accounting— <i>NEW</i>	Accounts Payable Specialist	Open Until Filled	\$15.62 hour
8400	Advocate	Senior Supervising Advocate	Open Until Filled	\$54,886.48
8405	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
8496/8497	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hour
8053	Facility Management	Facilities Management Technician I	Open Until Filled	\$10.26 hour
8462	Facility Management	Journeyman Electrician	Open Until Filled	\$14.50 hour
8429/8440	Grants and Contracts	Accountant (2)	Open Until Filled	\$40,884.67
8154	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
8151/8372	Human Resources	Human Resources/ Insurance Technician (2)	Open Until Filled	\$14.15 hour
8441	Human Resources	Training Specialist	Open Until Filled	\$17.24 hour
Membership Services				
8490	Elections	Administrative Assistant	Open Until Filled	\$14.15 hour
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
8481	Adult Protective Service	Cook (Occasional)	Open Until Filled	\$10.52 hour
8482	Adult Protective Service	Group Home Worker (Occasional)	Open Until Filled	\$10.78 hour
8268/8480	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
8071	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
8488	Behavioral Health	Driver	Open Until Filled	\$11.61 hour
8317	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hour
8415	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
8500	Child Welfare— <i>NEW</i>	Child Welfare Specialist	Open Until Filled	\$37,982.57

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8491	Child Welfare	Child Welfare Specialist Aide	Open Until Filled	\$11.61 hour
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
8231	HOPP	Gym Attendant Site: Tohono O'odham Nation	Open Until Filled	\$11.61 hour
8442	HOPP	Gym Attendant Site: Santa Rosa/North Komelic	Open Until Filled	\$11.61 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
8469	Senior Services	Senior Services Aide (Part-Time)	Open Until Filled	\$8.22 hour
8312	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
8432	Youth Suicide Prevention	Community Prevention Specialist	Open Until Filled	\$34,011.04

Department of Education

8282	One Stop	Assistant Division Manager	Open Until Filled	\$39,406.91
8298	Recreation	Principal Lifeguard – Sells	Open Until Filled	\$11.05 hour
8485	Recreation	Principal Lifeguard—Al Jek	Open Until Filled	\$11.05 hour
8410	Recreation	Recreation Aide—Hickiwan	Open Until Filled	\$8.85 hour
8261	Recreation	Receptionist—Al Jek	Open Until Filled	\$10.10 hour
8386-8389	Recreation	Lifeguard/Youth Outreach Support (4) Sites: Hickiwan (1), Al Jek (3)	Open Until Filled	\$10.52 hour
8395/8487	Recreation	Facility Management Technician I Sites: Al Jek (1), Hickiwan (1)	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
8486	Recreation	LG/Water Safety Instructor—Hickiwan	Open Until Filled	\$10.52 hour
8443	Scholarship	Education Assistance Supervisor	Open Until Filled	\$35,286.46

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
8140	Planning/Realty	Secretary	Open Until Filled	\$9.77-11.33 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
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	Facility Management Technician I	Open Until Filled	\$10.26 hour
8063	Planning/Leasing Office	Facility Management Technician II	Open Until Filled	\$13.14 hour
8060	Planning/Leasing Office	HVAC Maintenance	Open Until Filled	\$18.56 hour
8120	Planning/Staff Housing	Building & Grounds Worker	Open Until Filled	\$9.53 hour

Department of Natural Resources

8495	Livestock	Secretary	Open Until Filled	\$9.77-11.33 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
8484	Solid Waste Management	Equipment Operator/Driver II	Open Until Filled	\$14.86 hour

Department of Public Safety

8291	Environmental Protection	Environmental Specialist	Open Until Filled	\$47,371.04
8219	Law Enforcement	Public Safety Dispatcher	Open Until Filled	\$13.80-14.15 hr
8489	OEM	Administrative Assistant	Open Until Filled	\$14.15 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.

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.

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Make Mealtime Family Time Counselor (Part-Time) (Baboquivari and Tohono O'odham High School)	Open Until Filled	\$12,500—\$13,500 per year

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

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
In-Home Counselor (Tohono O'odham, Sells, AZ)	Open Until Filled	\$32,000—36,000 per year

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

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Van Driver (Full Time/On Call) (Sells, AZ area)	Open Until Filled	\$10.00 per hour

For additional information contact Jan Smith, Intermountain Human Resources at (520) 721-1887 extension 5208 or 5207. Website: 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: **ACCOUNTS PAYABLE SPECIALIST**
SALARY: **\$15.62 per hour, plus benefits**

OPENING DATE: **September 8, 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, forty (40)

DEPARTMENT: **GSA/Accounting**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides for the management of vendor accounts by processing all invoices payable by the Tohono O'odham Nation and ensures compliance with all Nation's disbursement policies while maintaining superior customer service. Maintains confidentiality of all privileged information. This list of tasks are ILLUSTRATIVE ONLY and are not a comprehensive listing of all functions and tasks performed by position in the class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, plus two (2) years accounting or bookkeeping experience.

—OR—

An equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English required
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete and pass a background/fingerprint 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) current resume, three (3) reference letters** 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."



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: **CHILD WELFARE SPECIALIST**

SALARY: **\$37,982.57 PLUS BENEFITS**

OPENING DATE: **September 8, 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: Human Services/**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. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM REQUIREMENTS:

1. Associate of Arts Degree in counseling or related field.
2. Two (2) years work experience providing child welfare services to children and families.

—OR—

A combination of experience, education, and training which demonstrates the knowledge, skills, and abilities in completing the cope of work.

—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) **current resume, three (3) letters of reference; copy of High School Diploma, and/or degrees and a copy of current 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.

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."