

# 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 – September 28, 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
<b>General Support Services</b>				
8499	Accounting	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
8053	Facility Management —RE-ADVERTISED	Facility Management Technician I	Open Until Filled	\$10.26 hour
8496/8497	Facility Management	Building & Grounds Worker (2)	Open Until Filled	\$9.53 hour
8458	Facility Management —RE-ADVERTISED	Building & Grounds Worker	Open Until Filled	\$9.53 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
<b>Membership Services</b>				
8490	Elections	Administrative Assistant	Open Until Filled	\$14.15 hour
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
<b>Department of Human Services</b>				
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
8505	Behavioral Health—NEW	Counselor III	Open Until Filled	\$39,406.91
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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8415	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
8500	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
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
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

8504	One Stop— <i>NEW</i>	Job Developer	<i>October 12, 2009</i>	\$14.15 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
8510	Recreation— <i>NEW</i>	Receptionist—Sells	Open Until Filled	\$10.01 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
8393	Recreation — <i>RE-ADVERTISED</i>	LG/Youth Outreach Support—Sells	Open Until Filled	\$10.52 hour
8443	Scholarship	Education Assistance Supervisor	Open Until Filled	\$35,286.46

Planning/Economic Development

8143	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
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<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8140	Planning/Realty	Secretary	Open Until Filled	\$9.77-11.33 hour
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

Department of Public Safety

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.

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## **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.

**Position****Closing Date****Salary**

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****Position****Closing Date****Salary**

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](http://www.ichd.net).

**Position****Closing Date****Salary**

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](http://www.ichd.net).



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

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**JOB ANNOUNCEMENT**

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

**OPENING DATE: September 28, 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: GSS/ **Facility Management**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Under direct supervision, responsible for the maintenance and repair of buildings and equipment of the Facility Management Office under the General Services Administration. 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 experience in facility maintenance.

--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, current resume, 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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**JOB ANNOUNCEMENT**

**Re-Advertised**

**JOB TITLE: BUILDING AND GROUNDS WORKER**  
**SALARY: \$9.53 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 28, 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: GSS/Facility Management**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices of the Tohono O'odham Nation. 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 6 months custodial services 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 with the past three (3) years.)
- Must successfully complete and pass a background investigation and local 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) 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH

## HUMAN RESOURCES OFFICE

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### JOB ANNOUNCEMENT

JOB TITLE: **COUNSELOR III**  
SALARY: **\$39,406.91, plus benefits**

OPENING DATE: **September 28, 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/**Behavioral Health**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under minimal supervision the employee will perform the 12 core functions of a Behavioral Health Counselor. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in related Behavioral Health field.
2. One (1) year work experience in a related field.
3. Must have Arizona State Board of Behavioral Health Examiners Certification

--OR--

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required in completing the scope of work. (Equivalency may equal up to Seven (7) years of education, training and/or work experience that demonstrates the knowledge, skills and abilities)

-- AND --

- Trilingual O'odham/Spanish/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must have current CPR/First Aid Card.
- A physical examination, TB test (within 6 months of hire).
- Proof of up-date immunizations is required before the beginning of employment.
- Must successfully complete a 6 months probation period during which incumbent will be evaluated for satisfactory job performance.
- Must successfully complete a background investigation and fingerprint check.
- Must be clear of sexual assaults or sexual molestation.
- Must sign a confidentiality statement upon hire.
- If applicant has a history of addictions, they must be clean and sober two years prior to hire and maintain sobriety the duration of 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 a valid Arizona driver's license, and copy of Licensed Independent Substance Abuse Certificate** 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: Job Developer**  
**SALARY: \$14.15 per hour, plus benefits**

**OPENING DATE: September 28, 2009**

**CLOSING DATE: October 12, 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: Education/One Stop Division**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** This position provides and assists youth and adults of the Tohono O'odham Nation in accessing services and resources by determining needs of employers and presenting opportunities available. The listed asks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in business or public administration or related field plus two years of experience in the employment field or closely related field.

-- OR--

Equivalent combination of education and experience.

-- 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.
- 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, 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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## JOB ANNOUNCEMENT

**JOB TITLE: Receptionist/Switchboard Operator**  
**SALARY: \$10.01 per hour, plus benefits**

OPENING DATE: **September 28, 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: EDUC/Recreation

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This classification operates telephone PBX or multi-line telephone system by answering incoming calls and directs callers to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. This list of tasks is 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 G.E.D. Certificate
2. Six (6) months related experience and/or training.

-- OR --

Equivalent combination of education and experience.

-- 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 and a 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.

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**JOB ANNOUNCEMENT**

**JOB TITLE: LIFEGUARD/YOUTH OUTREACH SUPPORT**  
**SALARY: \$10.52 per hour, plus benefits**

OPENING DATE: **September 28, 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: Education/ **Recreation Center**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations; conducts swimming and water safety classes. Conducts outreach activities to publicize youth activities at the recreation centers providing transportation as needed. 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. At Least six (6) months experience organizing youth related activities and/or working as a lifeguard.

-- AND --

- Valid Arizona Driver License (No DUI's or major traffic offenses with the past three (3) years.
- Current Lifeguard, CPR, First Aid and Water Safety Instructor certificates required. May be obtained after hire.
- 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, and three (3) letters of reference, and 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."**