

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 – November 16, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
General Support Services				
9023	DoIT— <i>NEW</i>	IT Project Manager	<i>December 1, 2009</i>	\$42,417.85
9021	DoIT— <i>NEW</i>	Network Technician	<i>December 1, 2009</i>	\$19.99 hour
9019	DoIT— <i>NEW</i>	PC Technician	<i>December 1, 2009</i>	\$13.80-15.24 hour
9018	DoIT— <i>NEW</i>	Programmer	<i>December 1, 2009</i>	\$59,080.15
9022	DoIT— <i>NEW</i>	Purchasing Agent	<i>December 1, 2009</i>	\$37,982.57
9116	Facility Management	Facility Management Technician III	Open Until Filled	\$14.50 hour
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9078	Human Resources— <i>RE-ADVERTISED</i>	Claims Analyst	Open Until Filled	\$37,982.57
9077	Human Resources	Training Specialist	Open Until Filled	\$17.24 hour
9015	Motor Pool	Automotive Mechanic	Open Until Filled	\$14.50 hour
Membership Services				
9161	Hia-Ced O'odham— <i>NEW</i>	Projects Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
9135	Adult Protective Services	Adult Protective Senior Specialist	Open Until Filled	\$42,417.85
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9010	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hour
9025	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9029/30/31 9026	Child Welfare	Child Welfare Specialist (4)	Open Until Filled	\$37,982.57
9008	Community Health	Community Health Representative	Open Until Filled	\$13.47 hour
9129/40/41	Community Health	Community Health Representative (3)	Open Until Filled	\$13.47 hour
9128	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9139	Community Health	Community Health Specialist/LPN	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$46,658.83
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
9090—9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9103/9104	Health Transportation—Site: San Lucy	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9106	Health Transportation—Site: San Xavier	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9096—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver	Open Until Filled	\$11.90 hour
9083—9088	Health Transportation—Site: Sells	Health Transportation Dispatcher	Open Until Filled	\$14.15 hour
9082/9089		Health Transportation Driver	Open Until Filled	\$11.90 hour
9145	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hour
9156/57/58	Management of Health— <i>NEW</i> SPF Tribal Incentive Grant	Community Prevention Specialist (3)	Open Until Filled	\$34,011.04
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9149	Senior Services	Secretary	November 23, 2009	\$9.77-11.33 hour
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education

9054	Recreation—Site: Al Jek	Facility Management Technician I	Open Until Filled	\$10.26 hour
9043—9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9049		Principal Lifeguard	Open Until Filled	\$9.53 hour
9040		Receptionist	Open Until Filled	\$10.10 hour
9108	Recreation—Site: Hickiwan	Building and Grounds Worker	Open Until Filled	\$9.53 hour
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
9055	Recreation—Site: Pisinemo	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9052	Recreation—Site: Sells	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046/9047/9048		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9037		Secretary	Open Until Filled	\$9.77-11.33 hour
9056	Vocational Rehab	Driver (Occasional)	Open Until Filled	\$11.61 hour
9057	Vocational Rehab	Administrative Secretary	Open Until Filled	\$12.51 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
Planning/Economic Development				
9121	Planning/Leasing Office	HVAC Maintenance	Open Until Filled	\$18.56 hour
Department of Natural Resources				
9150	Cultural Center/Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour
9136	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
9137	Solid Waste Management	Automotive Mechanic	Open Until Filled	\$14.50 hour
9110	Well Maintenance	Well Repairer Assistant	Open Until Filled	\$10.78 hour
Department of Public Safety				
9147	Fire	Secretary	November 23, 2009	\$9.77-11.33 hour
9163	Law Enforcement—NEW	Automotive Service Worker	Open Until Filled	\$11.05 hour
9151/9152	Law Enforcement	Public Safety Dispatcher (2)	November 23, 2009	\$13.80-14.15 hr

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

<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

<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

<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

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JOB ANNOUNCEMENT

JOB TITLE: INFORMATION TECHNOLOGY PROJECT MANAGER

SALARY: \$42,417.85, PLUS BENEFITS

OPENING DATE: November 16, 2009

CLOSING DATE: December 1, 2009

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Department of Information & Technology **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: This high-level position plans, directs, and coordinates activities of technology projects to ensure that project goals are accomplished. Performs project planning, execution and delivery of project manager services to internal/external clients. Directly manage large, cross-functional, multi-channel strategic projects providing efficient quality project management. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

A Bachelors degree relevant to project management profession (Business Administration Cost Accounting or Computer Science) or related field. Minimum of three (3) years of relevant work experience as a project manager is required, including experience with project base lining and tracking; extensive hands on experience in successfully managing and executing large cross-functional strategic projects.

—OR—

An equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Drive License (No DUI's or major traffic offenses with 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) current resume, three letters of reference, copy of Degree and/or transcripts, and, copy of valid 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
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JOB ANNOUNCEMENT

JOB TITLE: NETWORK TECHNICIAN

SALARY: \$19.99, PLUS BENEFITS

OPENING DATE: November 16, 2009

CLOSING DATE: December 1, 2009

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Department of Information & Technology **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: Provides network support to operational computer networks in technical maintenance and recovery to local and wide area networks. Uses a variety of testing tools and techniques to troubleshoot and resolve complex technical problems associated with the system's hardware and software. Interface with vendors and maintenance providers to service and maintain network systems support as required. **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:

Associate's degree in Computer Science or other related subject, or network+ and A+ certification. Two years experience supporting end-user networks in a Microsoft environment.

—OR—

An 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) 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: PC TECHNICIAN

SALARY: *\$13.80—15.24 per hour, plus benefits

OPENING DATE: November 16, 2009

CLOSING DATE: December 1, 2009

****This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full PC Technician level is met.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Department of Information & Technology JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Investigates and resolves software and hardware problems of computer user by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users mainly over the phone. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

Associates Degree in Computer Science, Information Systems or related field or CompTI A+ certificate plus one (1) year related work experience.

—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.

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 certificate(s) and copy of valid 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **PROGRAMMER**
 SALARY: **\$59,080.15, PLUS BENEFITS**

OPENING DATE: **November 16, 2009**

CLOSING DATE: **December 1, 2009**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/**Department of Information & Technology** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Maintain compute program applications; design and develop new applications to meet the Executive Branch departmental needs. Provide key technical resources for IT staff; advice, training and technical support for IT projects. Research and evaluate software/hardware to assist in programming or to use as program platforms in formalizing decisions on future 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:

Associates degree in Computer Science or other closely related subject or with Microsoft Certified Professional, Microsoft Certified Engineer qualifying hours, knowledgeable programmer with experience. Prefer extensive training in database programming or two years 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) 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **PURCHASING AGENT**
SALARY: **\$37,982.57, PLUS BENEFITS**

OPENING DATE: **November 16, 2009**

CLOSING DATE: **December 1, 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: Exempt

DEPARTMENT: GSS/**Department of Information & Technology** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information technology (IT) equipment, materials and supplies to the Tohono O'odham Nation by coordinating the procurement of goods and services according to established policies and procedures. This class specification as Purchasing Agent remains in effect; the duties are specific to DoIT to ensure the services according to established policies and procedures. **The listed tasks are ILLUSTRATIVE ONLY and are not a comprehensive listing of all tasks performed by positions in this class.**

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Finance or related field plus two (2) years purchasing experience.

OR

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English helpful.
- 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) **current resume, three (3) letters of reference, copy of degree(s)/transcripts, 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: **CLAIMS ANALYST**
SALARY: **\$37,982.57; PLUS BENEFITS**

OPENING DATE: **November 16, 2009**

CLOSING DATE: **Open Until Filled**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: **GSS/Human Resources Office**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Works under direction of the Insurance Manager, wherein the employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This classification is primarily responsible for performing a variety of tasks in the following areas: General Liability Claims; Workers Compensation, Analysis, document and correspondence preparation, and information tracking and reporting. Work mainly involves the gathering and interpretation of data dealing with problems and difficult situation. This list is LLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

High school diploma or GED and Associate's degree in Human Resources or related field plus four years human resources in the areas of benefits, auto claims management and worker's compensation.

—OR—

An equivalent combination of education and experience

—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.

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 or transcripts, copy of degree/certificates 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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Re-Advertised



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: PROJECTS CORDINATOR
SALARY: \$13.47 HOUR, PLUS BENEFITS

OPENING DATE: November 16, 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: Enrollment/Hia-Ced O'odham Program

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Develops and maintains the Hia-Ced O'odham Program's objectives by directing activities related to preserving the cultural traditions and stories of the Hia-Ced O'odham through education, training, and awareness projects. Assists the Program Manager in planning, organizing and supervising all functions required to operate and maintain the Program's activities and services, by recognizing, protecting, supporting and advancing the cultural, historical, archeological resources, sites, customs, traditions and language of the Hia-Ced O'odham. 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:

Associates degree in American Indian studies or closely related field or two years work experience with project management and/or project coordination;

—OR—

An 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.)

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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HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY PREVENTION SPECIALIST (3 Positions)

SALARY: \$34,011.04, Plus Benefits

OPENING DATE: November 16, 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: Exempt

DEPARTMENT: Health & Human Service/Management of Health/ **JOB LOCATION:** Sells, AZ
Strategic Prevention Framework Tribal Incentive Grant

STATEMENT OF JOB: This position will assist in community outreach and recruitment of youth, identify support services to be provided for community members, facilitate prevention program meetings and activities, facilitate technical assistance and support meetings, assist with development and dissemination of a Resources Directory, serves as an advocate for community members and communities to access prevention and treatment services, and provide on-site supports as feasible. *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:

High School Diploma or GED equivalency and at least one year volunteer and/or employment experience in prevention and community programs.

—OR—

An 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).
- If a person has a history of addiction he/she must have been clean and sober for three years prior to employment, and maintain sobriety for the duration of employment.
- Must pass a criminal 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, 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".



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: AUTOMOTIVE SERVICE WORKER

SALARY: \$11.05 per hour, plus benefits

OPENING DATE: November 16, 2009

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS / Law Enforcement

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures safe operation of the Nation's fleet vehicles by performing routine vehicle service and maintenance. This list 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 GED certificate.
2. Six (6) months work experience in warehouse, service station or related environment.

—OR—

Any combination of education, training, and/or work experience which demonstrates the knowledge, skills and abilities in completing the scope 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 and pass the 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) **copy of high school diploma or GED, three 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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