

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 – December 14, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9196	Executive— <i>NEW</i>	Administrative Secretary	Open Until Filled	\$12.51 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
9183	Prosecutor	Criminal Investigator	Open Until Filled	\$40,884.67
9182	Prosecutor	Prosecutor II	Open Until Filled	\$68,453.23
General Support Services				
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hour
9181	Grants and Contracts	Administrative Assistant	Open Until Filled	\$14.15 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
Membership Services				
9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
9194/9195	Adult Protective— <i>NEW</i>	Cook (Occasional) (2)	Open Until Filled	\$10.52 hour
9189/90/91 92/93	Adult Protective— <i>NEW</i>	Group Home Worker (Occasional) (5)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour
9008/ 9129/40/41	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9128	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
9139	Community Health	Community Health Specialist/LPN	Open Until Filled	\$13.80 hour
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
9093—9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9104	Health Transportation—Site: San Lucy	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9096—9102	Health Transportation—Site: Santa Rosa	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 SPF Tribal Incentive Grant	Community Prevention Specialist (3)	Open Until Filled	\$34,011.04
9173	Management of Health SPF Tribal Incentive Grant	Grant Manager	Open Until Filled	\$50,990.48
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
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
9178/9179	Scholarship Fund	Education Assistance Specialist (2)	Open Until Filled	\$14.15 hour
9056	Vocational Rehab	Driver (Occasional)	Open Until Filled	\$11.61 hour
9057	Vocational Rehab	Administrative Secretary	Open Until Filled	\$12.51 hour
9159/9160	Vocational Rehab	Vocational Rehabilitation Specialist (2)	Open Until Filled	\$15.62 hour

Planning/Economic Development

9124	Planning/Real Property	Facilities Management Technician I	Open Until Filled	\$10.26 hour
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Department of Natural Resources

9150	Cultural Center/Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour
9137	Solid Waste Management	Automotive Mechanic	Open Until Filled	\$14.50 hour

Department of Public Safety

9118	Law Enforcement	Accounting Technician	Open Until Filled	\$12.51 hour
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9133	Law Enforcement	Financial Crimes Investigator	Open Until Filled	\$52,926.43

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

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.

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<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: **ADMINISTRATIVE SECRETARY**

SALARY: **\$12.51 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 14, 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: Executive/**Administration**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and administrative duties. Maintains 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. High School Diploma or CED
2. Two years administrative or secretarial experience

—OR—

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

—AND—

- Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
Typing 40 wpm Spelling 50% Grammar 50% Math 50%
- 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.

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: COOK (Occasional) (2 Positions)
SALARY: \$10.52 PER HOUR

OPENING DATE: December 14, 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: HHS/Adult Protective Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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. Six months food preparation experience

—OR—

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

—AND—

- Current First Aid and CPR certification (may be obtained after hire)
- Current Food Handler's card or ability to obtain (may be obtained after hire)
- 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, 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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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER (Occasional) (5 Positions)

SALARY: \$10.78 PER HOUR

OPENING DATE: December 14, 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: HHS/Adult Protective Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides a safety, healthy, positive and productive environment for residents of the group home. Maintains 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. High School Diploma or GED
2. One year experience working with children, seniors, or disabled

—OR—

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

—AND—

- CPR training certificate or ability to be certified within three (3) months of employment
- First Aid training certificate or ability to be certified within three (3) months of employment
- Current Food Handler's card
- 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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