

# 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 – February 7, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>General Support Services</b>				
1225	Grants and Contracts	General Accounting Manager	Open until Filled	\$59,080.15
<b>Membership Services</b>				
1108	Hia-Ced O'odham	Administrative Secretary	Open until Filled	\$12.51 hr
<b>Department of Human Services</b>				
1247	Senior Services- <i>NEW</i>	Cook Aide	Open until Filled	\$8.22 hr
1242	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1209	Behavioral Health	Counselor II	Open until Filled	\$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1210	Behavioral Health	Secretary	Open until Filled	\$11.33 hr
1156	Behavioral Health	Medical Records Clerk	Open until Filled	\$11.33 hr
1240	Child Welfare	Administrative Assistant	Open until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open until Filled	\$12.82 hr
1110	Child Welfare	Child Welfare Specialist	Open until Filled	\$37,982.57
1234/1235	Child Welfare	Group Home Worker (2)	Open until Filled	\$10.78 hr
1022	Community Health- <i>NEW</i>	Community Health Representative	Open until Filled	\$13.47 hr
1245	Community Health	Assistant Manager	Open until Filled	\$52,902.63
1253/1255	Community Health	Disease Intervention Specialist (2)	Open until Filled	\$39,406.91
1246	Health Transportation Service – Site: San Simon Supervisor, Health Transportation Services		Open until Filled	\$35,286.47
1032	Health Transportation Service – Site: Ak Chin Supervisor, Health Transportation Services		Open until Filled	\$35,286.47
1013	HOPP- Site: Sells- <i>NEW</i>	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1243	Management of Health	Project Coordinator	Open until Filled	\$49,147.45
1215	Management of Health	Victim Advocate	Open until Filled	\$34,011.04

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>SALARY</u>
<b>Department of Education</b>				
1007	Administration	Librarian	Open until Filled	\$42,417.85
1251	Early Childhood	Accounting Technician	Open until Filled	\$12.51 hr
1249	Early Childhood	Cook Aide (1680 hours)	Open until Filled	\$8.22 hr
1254	Early Childhood - Site: Sells - <i>N EW</i>	Child Care Assistant	Open until Filled	\$8.22 hr
1223	Early Childhood - Site: Vaya Chin	Teacher Aide (1680 hours)	Open until Filled	\$10.52 hr
1105	One Stop Division	Job Developer	Open until Filled	\$14.15 hr
	Recreation – Site: Hickiwan			
1188		Building and Grounds Worker	Open Until Filled	\$9.53 hr
1125		Facility Management Technician I	Open Until Filled	\$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1112		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52hr
1122		Recreation Aide	Open until Filled	\$8.85 hr
	Recreation – Site: Menagers Dam			
1111		Facility Management Technician I	Open Until Filled	\$10.26 hr
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open until Filled	\$8.85 hr
1218		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	Recreation – Site: Pisinemo			
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1119		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
1124		Recreation Aide	Open until Filled	\$8.85 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: Sells			
1250		Recreation Aide	Open until Filled	\$8.85 hr
1248	Scholarship Fund	Secretary	Open until Filled	\$11.33 hr

<b>Planning and Economic Development</b>
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1187	Administration	Building Inspector	Open until Filled	\$19.50 hr
1015	Realty	Realty Specialist	Open until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65,979.02
1097	Real Property Management – Site: San Simon - <i>RE-ADVERTISED</i>	Secretary	Open Until Filled	\$11.33 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>SALARY</u>
<b>Department of Natural Resources</b>				
1182/1183	Cultural Affairs	Cultural Affairs Technician (2)	Open until Filled	\$11.61 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
<b>Department of Public Safety</b>				
1091/1093 1094	Fire	Firefighter (3)	Open until Filled	\$41,582.24

## 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.

## **OPEN CONTINUOUS RECRUITMENT**

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY11 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	\$26,661.12-\$29,428.88

## **OTHER EMPLOYER'S RECRUITMENT**

### **ARIZONA COUNSELING & TREATMENT SERVICES, L.L.C**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transporter	Open until Filled	\$10-15 hr/DOE

For additional information contact Michael Cole.

Phone (928-376-0220 x 8000, Fax (520) 466-5266 Toll Free Phone: (866)-966-0220 x 8000  
13100 S. Sunland Gin Road ♦ PO Box 4872 ♦ Arizona City, AZ 85123

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

At (520) 383-2202 or (520) 882-5057 (Tucson Line).



**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 AIDE (Occasional)**  
**SALARY: \$8.22, PLUS BENEFITS**

**OPENING DATE: February 7, 2011**

**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/Senior Services**

**JOB LOCATION: Pisinemo, AZ**

**STATEMENT OF JOB:** Assists in the preparation of menus and 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:**

High School Diploma;

—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.
- Must obtain a Food Handler's Card, CPR, and First Aid Certification, after hire.
- 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.**

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**JOB ANNOUNCEMENT**

**JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE**

**SALARY: \$13.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 7, 2011**

**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/Community Health**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides information and instruction to individuals and families in health education and disease prevention. 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 work experience as a health worker, nurse aid or clinical technician

—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
- Must be able to certify in First Aid and CPR and as a Nurse Aid or Home Health Aide

**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.

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**JOB ANNOUNCEMENT**

**JOB TITLE: FITNESS AND FIELD SUPERVISOR**

**SALARY: \$39,406.91, plus benefits**

OPENING DATE: February 7, 2011

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/

JOB LOCATION: Sells, Arizona

**Healthy O'odham Promotion Program**

STATEMENT OF JOB: Accomplishes the Division of Health Promotion's and Healthy O'odham promotion's objectives by planning, organizing and supervising functions required to operate and maintain department activities and services. Accomplishes program objectives by planning, implementing and supervision programs activities that promote healthy lifestyles through fitness, exercise, and nutrition to the members of Tohono O'odham Nation. Ensures that division of Health Promotion programs and related services are provided effectively and efficiently to the Tohono O'odham Nation. Maintains confidentiality of all privileged information. 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:**

1. Bachelor's degree in physical education or related field.
2. Three (3) years in a community outreach fitness program including two (2) years of supervisory experience.

--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 7 years, which includes one year of supervisory experience)

--AND--

- ◆ Bilingual O'odham/English preferred.
- ◆ Valid Arizona Driver's License (with no DUI's or major traffic offenses within the past three (3) years.).
- ◆ Must be certified in HIPPA or obtain a HIPPA certification within one year of hire.
- ◆ Must obtain a basic Trainer, Physical Fitness and Nutrition certification within one year of hire.
- ◆ Current First Aid and CPR certification.

**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 degree or transcripts, three (3) letters of reference, current resume, copy of first aid and CPR certifications, and any other certification applicable to this position, copy of 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.**

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**JOB ANNOUNCEMENT**

**JOB TITLE: CHILD CARE ASSISTANT**  
**SALARY: \$8.22 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 7, 2011**

**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

**JOB LOCATION:** Sells, AZ

**Division of Early Childhood Development**

**STATEMENT OF JOB:** Promotes physical, mental, and social development for children while providing day care services to infants and toddlers to the Tohono O'odham Nation. This listed tasks are **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.
2. Six (6) months experience caring for infants and toddlers.
3. Must be willing to enroll in Child Development Associate (C.D.A.) courses and actively seek C.D.A. credential.

-- AND --

- Current First Aid and CPR certification.
- Current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards.
- Must be willing to sign a confidentiality statement upon hire.
- Must successfully complete a background investigation and fingerprint check.
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's license (No DUI's or major traffic violations within 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) resume and three (3) letters of reference, Arizona DPS Class I/Class II Fingerprint Clearance Card and copy of 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.

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**JOB ANNOUNCEMENT**

**NO APPLICATIONS  
 RECEIVED**

**JOB TITLE: SECRETARY**

**SALARY: 11.33 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 7, 2011**

**CLOSING DATE: Open Until Filled**

**NOTE: \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Secretary level is met. Clerical testing is required to determine appropriate level.**

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Planning/Real Property Management**

**JOB LOCATION: San Simon, AZ**

**STATEMENT OF JOB:** Contributes to the department's effectiveness by performing a variety of secretarial and clerical 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 GED
2. Plus one year of clerical 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 offenses with the past three (3) years.)
- Clerical skills: (**must be tested** and provide a certificate indicating skill level from an accredited business school or agency)  
 Typing 35 wpm    Math 40%    Grammar 40%    Records Management 40%    Spelling 40%

**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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