

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 – March 14, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1137	Gaming	Gaming Inspector	Open Until Filled	\$17.24 hr
General Support Services				
1277	Accounting	Accounts Payable Specialist	Open Until Filled	\$15.62 hr
1079	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hr
1204	Human Resources	Human Resources Analyst	Open Until Filled	\$39,406.91
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
Department of Human Services				
1242	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1240	Child Welfare	Administrative Assistant	Open Until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hr
1262	Child Welfare	Child Welfare Specialist Aide	Open Until Filled	\$11.61 hr
1234/1235	Child Welfare	Group Home Worker (2)	Open Until Filled	\$10.78 hr
1245	Community Health	Assistant Manager	Open Until Filled	\$52,902.63
1021/1022	Community Health	Community Health Representative (2)	Open Until Filled	\$13.47 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1032	Health Transportation Service – Site: Ak Chin Supervisor, Health Transportation Services		Open Until Filled	\$35,286.47
1246	Health Transportation Service – Site: San Simon Supervisor, Health Transportation Services		Open Until Filled	\$35,286.47
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Human Services				
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15
1268	Management of Health	Community Prevention Specialist	Open Until Filled	\$34,011.04
1276-NEW	Management of Health	Receptionist	Open Until Filled	\$10.01 hr
1272	Senior Services	Secretary	Open Until Filled	\$11.33 hr
1279	Senior Services	Driver	Open Until Filled	\$11.61 hr

Department of Education				
1251	Early Childhood	Accounting Technician	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 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
1126-NEW		Receptionist	Open Until Filled	\$10.01 hr
	Recreation – Site: Managers Dam			
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
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: Sells			
1260		Recreation Operations Manager	Open until Filled	\$49,147.45
1250		Recreation Aide	Open until Filled	\$8.85 hr
1248	Scholarship Fund	Secretary	Open until Filled	\$11.33 hr

Planning and Economic Development				
1187	Administration	Building Inspector	Open Until Filled	\$19.50 hr
	Real Property Management – Site: San Simon			
1278		Building and Grounds Worker	Open Until Filled	\$9.53 hr
1097		Secretary	Open Until Filled	\$11.33 hr
1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65,979.02

Department of Natural Resources				
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

HRO 210 DEPARTMENT

POSITION

CLOSING DATE

FY 2011
SALARY

Department of Public Safety

1269	Corrections-NEW	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1274	Environmental Protection Office	Solid Waste Compliance Inspector III	Open Until Filled	\$39,406.91
1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	\$41,582.24
1265	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	\$40,884.67

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
"	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: RECEPTIONIST
SALARY: \$10.01 per hour, plus benefits

OPENING DATE: March 14, 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/Management Of Health

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.

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 CDA, First Aide, CPR cards, MVR-39 months, copy of Diploma and/or transcripts and copy of current valid Arizona Commercial 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."



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HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$10.01 PER HOUR, PLUS BENEFITS

OPENING DATE: March 14, 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/Recreation

JOB LOCATION: Hickiwan, AZ

STATEMENT OF JOB: Operates PBX or multi-line telephone system to answer incoming calls and directs callers and visitors to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. 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 related 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 within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) **current resume, three (3) Letters of Reference, copy of 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: CORRECTIONS COOK SUPERVISOR

SALARY: \$15.62 PLUS BENEFITS

OPENING DATE: March 14, 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: Public Safety/Corrections

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Supervises and coordinates activities of inmates workers and cooks in preparing, cooking, serving food, cleaning premises, and washing dishware. Plans menus to ensure nutritious and well-balanced meals. 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. Four (4) years food preparation experience in an institutional or restaurant work setting including
3. one (1) year of supervisory experience.

-OR-

Any combination of experience, training, education or other preparation which would indicate required knowledge in completing scope of work.

-- AND --

- Bilingual O'odham/English preferred.
- 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)
- Must successfully complete a background and fingerprint check.
- Must be willing to sign a confidentiality statement.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).

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) High School Diploma/GED, current resume, copy of MVR-39 months, and copy of 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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