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 – MAY 02, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1298	Gaming	Financial Analyst	Open Until Filled	$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	$51,313.68
General Support Services				
1163/1191	Facility Management	Building and Grounds Worker (2)	Open Until Filled	$9.53 hr
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	$12.51 hr
Department of Human Services				
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	$10.78 hr
1082	Behavioral Health	Counselor III	Open Until Filled	$39,406.91
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
	Health Transportation Service – Site: San Lucy			
1284		Health Transportation Dispatcher	Open Until Filled	$14.15 hr
	Health Transportation Service – Site: Ak Chin			
1038-1041		Health Transportation Driver (4)	Open Until Filled	$11.90 hr
	Health Transportation Service – Site: San Simon			
1035/1296		Health Transportation Driver (2)	Open Until Filled	$11.90 hr
	Health Transportation Service – Site: Sells			
1306 - NEW		AHCCCS Billing Technician	Open Until Filled	$12.82 hr
1286/1033		Health Transportation Driver (2)	Open Until Filled	$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	$39,406.91
1299	Family Assistance	Commodity Delivery Worker	Open Until Filled	$11.61 hr
1141	Management of Health	Administrative Assistant	Open Until Filled	$14.15 hr
1215	Management of Health	Victim Advocate	Open Until Filled	$34,011.04

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Education				
1301	Administration	Administrative Secretary	Open Until Filled	$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	$8.22 hr
1302 - NEW	Early Childhood-Site: Santa Rosa	Teacher Aide	Open Until Filled	$10.52 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	$10.52 hr
1303 - NEW		Home Visitor	Open Until Filled	$10.52 hr
1305 - NEW		Receptionist	Open Until Filled	$10.01 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
1122		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: Menagers 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
1121		Principal Lifeguard	Open until Filled	$11.05 hr
	Recreation – Site: San Xavier			
1292		Lifeguard/Youth Outreach Support	Open until Filled	$10.52 hr
	Recreation – Site: Sells			
1250		Recreation Aide	Open until Filled	$8.85 hr
Department of Natural Resources				
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 hr
1297	Well Maintenance	Secretary	Open Until Filled	$9.77-11.33 hr
Department of Public Safety				
1269	Corrections	Corrections Cook Supervisor	Open Until Filled	$15.62 hr
1274	Environmental Protection Office	Solid Waste Compliance Inspector III	Open Until Filled	$39,406.91
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	$19.50 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 **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.** 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

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
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

INTER-MOUNTAIN CENTERS FOR HUMAN DEVELOPMENT

Position	Closing Date	Salary
Van Driver	Open Until Filled	$10.00 hr.

For additional information contact Berlinda Pablo.

Phone (520) 383-1790, Fax (520) 383-1795

Tohono Plaza BIA Route 19, Suite 407 ♦ Sells, AZ 85634

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JOB ANNOUNCEMENT

JOB TITLE: **AHCCCS BILLING TECHNICIAN**
SALARY: **$12.82 per hour, plus benefits**

OPENING DATE: **MAY 02, 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/**Health Transportation Service** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Designs, develops and implements business systems which involve third party billing to meet the department or program needs. 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 GED.
2. One year of work experience with an automated medical billing system and with AHCCCS guidelines or related field.

-- OR –

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English required
- 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.
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage.

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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

JOB TITLE: **TEACHER AIDE (1680 Hours)**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **MAY 02, 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/**Division of Early Childhood Development** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Assists teachers in providing classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children. 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 experience in caring for infants and toddlers

—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. May be obtained after hire
- Must satisfy health requirements as defined by the federal program standards
- Must be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential
- 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 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, copy of Diploma 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: **HOME VISITOR (1680 hours)**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **MAY 02, 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/**Division of Early Childhood Development** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides early childhood development and parent education to parents and guardians of home-based children throughout the Tohono O'odham Nation, where there is no existing center-based program. **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. One (1) year experience in caring for infants and toddlers.

--OR—

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete 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)
- Willing to enroll in Child Development Associate (CDA) courses to seek CDA credential
- Current First Aid and CPR certification. May be obtained after hire
- Current Food Handler's card. May be obtained after hire
- Must satisfy health requirements as defined by the Head Start federal program standards
- Must successfully complete a background and fingerprint check
- 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, (4) **current resume, three (3) letters of reference, copy of CDA, First Aide, CPR cards, MVR-39 months, and copy of 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: **RECEPTIONIST**
SALARY: **$10.01 PER HOUR, PLUS BENEFITS**

OPENING DATE: **MAY 02, 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/**Division of Early Childhood Development** JOB LOCATION: Sells, 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:

High School Diploma or GED
Plus six (6) 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 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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