

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 – July 11, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1275	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
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				
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1280	Grants and Contracts	Office Support Worker	Open Until Filled	\$10.01 hr
1219	Grants and Contracts	Senior Contract Specialist	Open Until Filled	\$49,147.45
1078	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hr
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	\$14.50 hr
1337	Motor Pool	Secretary	Open Until Filled	\$11.33 hr
Membership Services				
1344	Election	Election Clerk	Open Until Filled	\$10.01 hr
1185	Enrollment	Enrollment Clerk	Open Until Filled	\$10.01 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
1325/1324	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73
1342	Community Health	Cancer Planning Project Coordinator	Open Until Filled	\$50,990.48

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Human Services				
1357	Community Health	Dialysis Patient Advocate	Open Until Filled	\$9.77 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1326	Community Health	Nutrition Specialist	Open Until Filled	\$16.00 hr
1041	Health Transportation Service – Site: Ak-Chin	Health Transportation Driver	Open Until Filled	\$11.90 hr
1323	Health Transportation Service – Site: San Lucy	Health Transportation Driver	Open Until Filled	\$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1336	Management of Health SPF Tribal Incentive Grant	Project Manager	Open Until Filled	\$50,990.48
1276	Management of Health	Receptionist	Open Until Filled	\$10.01 hr
1149/1150	Special Needs	Maternal and Child Health Advocate (2)	Open Until Filled	\$32,781.73

Department of Education

1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1349-NEW	Early Childhood	Health Specialist	Open Until Filled	\$16.00 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	\$10.52 hr
1348-NEW	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	\$16.00 hr
1241	One Stop	Secretary	Open Until Filled	\$11.33 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1123	Recreation – Site: Menagers Dam	Recreation Aide	Open Until Filled	\$8.85 hr
1121	Recreation – Site: Pisinemo	Principal Lifeguard	Open Until Filled	\$11.05 hr
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1192	Recreation – Site: San Xavier	Principal Lifeguard	Open Until Filled	\$11.05 hr
1321	Recreation – Site: Sells	Youth Recreation Program Coordinator	Open Until Filled	\$35,286.46

Planning and Economic Development

1315	Administration	Grant Writer Supervisor	Open Until Filled	\$50,990.48
------	----------------	-------------------------	-------------------	-------------

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Natural Resources				
1334	Cultural Affairs	Administrative Assistant	Open Until Filled	\$14.15 hr
1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
1335	Cultural Center Museum	Receptionist	Open Until Filled	\$10.01 hr
Department of Natural Resources				
1308	Administration	Natural Resources Technician	Open Until Filled	\$19.50 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
Department of Public Safety				
1329	Corrections	Corrections Cook	Open Until Filled	\$12.82 hr
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
1347-NEW	Law Enforcement	Police Records Clerk	Open Until Filled	\$11.33 hr
1358-NEW	Office Emergency Management	Geographic Information Systems Analyst	Open Until Filled	\$50,990.48
1313	Office Emergency Management	Regional Planning Coordinator	Open Until Filled	\$23.76 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

<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**INTER-MOUNTAIN CENTERS FOR HUMAN DEVELOPMENT**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
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

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: HEALTH SPECIALIST
SALARY: \$16.00 PER HOUR, PLUS BENEFITS

OPENING DATE: July 11, 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/Early Childhood

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Coordinates and develops health education programs for children, parents and staff. 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 four years of classroom teaching experience with Head Start or similar program, including experience in program planning, development and implementation for Health Service component

—OR—

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

—AND—

- Must satisfy health requirements as defined by the federal program standards
- 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) **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.

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: TEACHER

SALARY: \$16.00 PER HOUR, PLUS BENEFITS

OPENING DATE: July 11, 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
 (This position is budget for 1680 hours per fiscal year)

HRS/WK: Non-Exempt,

DEPARTMENT: Education/
Division of Early Childhood Development

JOB LOCATION: Sells & San Xavier, AZ

STATEMENT OF JOB: Instructs children in activities designed to promote social, physical, and intellectual growth and development. Maintains a safe and healthy learning environment that reflects the Tohono O'odham Culture. Maintains confidentiality of all privileged information. 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. Two (2) years classroom teaching experience.

--OR--

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete scope of work.

--AND--

- Certified in First Aid and CPR
- Current Food Handler's card
- Must satisfy health requirements as defined by the Head Start federal program standards
- Certified as a Child Development Associate (CDA)
- Valid Arizona driver's license (No DUI or major traffic violations within the past three years)
- Must successfully complete a background and fingerprint check.
- Must be willing to sign a confidentiality statement upon hire.
- Must be willing to acquire a Commercial Driver's License (CDL) after hire
- Bilingual O'odham/English preferred.

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 and copy of CDA, First Aide, CPR, Food handler's cards and copy of 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. **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: POLICE RECORDS CLERK

SALARY: *\$10.26-11.33 PER HOUR, PLUS BENEFITS

OPENING DATE: July 11, 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: DPS/Law Enforcement

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances law enforcement's effectiveness by maintaining an accurate file and retrieval system of all police documentation. Maintains confidentiality of all information and distributes as requested to authorized personnel, departments or agencies. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class. ***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 Police Records Clerk level is met. Clerical testing is required to determine appropriate level.**

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Plus six (6) months related work 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
- Clerical skills: (applicant must be tested or provide a certificate indicating skill level from an accredited business school or agency)
 Typing 30 wpm Grammar 50% Spelling 50% Math 50%

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: Geographic Information Systems (GIS) Analyst
SALARY: \$50,990.48 PLUS BENEFITS

OPENING DATE: July 11, 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: Public Safety/

JOB LOCATION: Sells, AZ

Office of Emergency Management

STATEMENT OF JOB: Administers and coordinates GIS programs for the Tohono O'odham Nation during the four phases of Emergency Management: planning/preparedness, response, recovery, and mitigation. Develops GIS program(s) to include data collection, analyses and integration to include mapping and web-based protocol. 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. Associates Degree in Computer-Aided Design (CAD), Geography or other closely related field
2. Two years technical experience in Geographic Information Systems (GIS), field administrating programs for emergency management, public works, parks service, wildland fire, or Similar.

—OR—

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

—AND—

- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Bilingual O'odham/English preferred.

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, 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.

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".