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 – August 01, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
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				
1318	Accounting	Accounting Clerk	Open Until Filled	$10.26 hr
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
1151	Human Resources	Administrative Secretary	Open Until Filled	$12.51 hr
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
1135	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	$13.47 hr
Department of Human Services				
1364-NEW	Adult Protective Services	Family Preservation Specialist	Open Until Filled	$32,781.73
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	$10.78 hr
1322	Adult Protective Services	Receptionist	Open Until Filled	$10.01 hr
1370	Behavioral Health – *NEW*	Counselor I	Open Until Filled	$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	$39,406.91
1369	Behavioral Health – *NEW*	Office Support Worker	Open Until Filled	$10.01 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY

Department of Human Services

1325/1324	Child Welfare	Family Preservation Specialist (3)	Open Until Filled	$32,781.73
1368	Child Welfare	Receptionist	Open Until Filled	$10.01 hr
1342	Community Health	Cancer Planning Project Coordinator	Open Until Filled	$50,990.48
1365	Community Health	Community Health Representative	Open Until Filled	$13.47 hr
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
1041/1373/1374 - NEW	Health Transportation Service – Site: Ak-Chin	Health Transportation Driver (3)	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
1361	Management of Health SPF Tribal Incentive Grant	Community Prevention Specialist	Open Until Filled	$34,011.04
1336	Management of Health SPF Tribal Incentive Grant	Project Manager	Open Until Filled	$50,990.48
1371	Management of Health – *NEW*	Program Development Manager	Open Until Filled	$61,295.65
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

1349	Early Childhood	Health Specialist	Open Until Filled	$16.00 hr
1348	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
1367 – *NEW*	Recreation – Site: Sells	Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY

Department of Natural Resources

1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	$11.61 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
1350	Fire	Wildland Firefighter	Open Until Filled	$13.80 hr
1351-1355	Fire	Wildland Firefighter/Occasional (5)	Open Until Filled	$13.80 hr
1362	Law Enforcement	Administrative Assistant	Open Until Filled	$14.15 hr
1347	Law Enforcement	Police Records Clerk	Open Until Filled	$11.33 hr
1358	Office Emergency Management	Geographic Information Systems Analyst	Open Until Filled	$50,990.48

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

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JOB ANNOUNCEMENT

JOB TITLE: **FAMILY PRESERVATION SPECIALIST**
SALARY: **$32,781.73, PLUS BENEFITS**

OPENING DATE: **August 01, 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: HHS/**Adult Protective Services** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides instruction to parents in individual and group settings in regards to parenting skills, child development, behavior management, and other related areas. 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. Associate's Degree in social work or closely related field
2. Plus two (2) years experience in providing counseling to children and families

—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 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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JOB ANNOUNCEMENT

JOB TITLE: **COUNSELOR I**
SALARY: **$13.80 per hour, plus benefits**

OPENING DATE: **August 01, 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: Human Services/**Behavioral Health** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under full supervision in developing the skills required to professionally perform the 12 core functions of a Behavioral Health Counselor. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of al functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Associates of Arts Degree in related behavioral health field.
2. One (1) year work experience in a related field.

--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 three (3) years of education, training and/or work experience that demonstrates the knowledge, skills and abilities)

-- AND --

- Trilingual O'odham/Spanish/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must have current CPR/First Aid Card.
- A physical examination, TB test (within 6 months of hire).
- Proof of up-date immunizations is required BEFORE the beginning of employment.
- Must successfully complete at a 6 months probation period during which incumbent will be evaluated for satisfactory job performance.
- Must successfully complete a background investigation and fingerprint check.
- Must be clear of sexual assaults or sexual molestation.
- Must sign a confidentiality statement upon hire.
- If applicant has a history of addictions, they must be clean and sober two years prior to hire and maintain sobriety the duration of employment.

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 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.**

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JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SUPPORT WORKER**
SALARY: ***$9.07 - $10.01 per hour, plus benefits**

OPENING DATE: **August 01, 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. ***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 Office Support Worker level is met. Clerical testing is required to determine appropriate level.**

STATUS: Probationary/Permanent, Full-Time HRS/WK: Non-Exempt

DEPARTMENT: HHS/**Behavioral Health** 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 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. One year of clerical experience working in an office environment; or equivalent combination of education and experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from an accredited business school or agency.)

Typing 30 wpm Grammar 30% Spelling 30% Math 30%

—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 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) 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.

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JOB ANNOUNCEMENT

JOB TITLE: **HEALTH TRANSPORTATION DRIVER**
SALARY: **$11.90 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 01, 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 Full-Time HRS/WK: Non-Exempt

DEPARTMENT: HHS/**Health Transportation** JOB LOCATION: **Ak-Chin**

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. 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:
High School Diploma or GED plus two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- 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).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire and be CPR Certified or complete basic CPR/First-Adie training within six (6) months of employment.

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 reference letters, MVR-39 months, 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: **Program Development Manager**
SALARY: **$61,295.65, PLUS BENEFITS**

OPENING DATE: **August 01, 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: HHS/**Management of Health** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes Professional work focusing on TODHS strategic objectives by assisting in program development and strategic planning, including identifying priority needs and identifying federal and foundation grant initiatives, assessing fit with priority needs, and supervising development of grant proposals. Assists division mangers with new grant program implementation, and serves as project manager for new grants as designated by TODHS Executive Director. 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. Bachelor's Degree in a Human Services or related field
2. Five years specialized work experience to consist of experience in management of human services programs
3. Five years experience in federal and/or foundation grants management, diverse in nature and of comparable magnitude to projects within the Tohono O'odham Nation's Human Services Department

—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 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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JOB ANNOUNCEMENT

JOB TITLE: **LIFEGUARD (WATER SAFETY INSTRUCTOR)**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 01, 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: **Sells**

STATEMENT OF JOB: Under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations, in swimming classes and water safety. 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 certificate

—AND—

- Current Lifeguard, CPR, First Aid and Water Safety certificate required. Certifications must be obtained within six months of hire.
- 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 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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