

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 08, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
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	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
1370	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1369	Behavioral Health	Office Support Worker	Open Until Filled	\$10.01 hr
1240	Child Welfare – <i>NEW</i>	Administrative Assistant	Open Until Filled	\$14.15 hr
1232	Child Welfare – <i>NEW</i>	Billing Technician	Open Until Filled	\$12.82 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
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	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
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
1254	Early Childhood	Child Care Assistant – <i>NEW</i>	Open Until Filled	\$8.22 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	Recreation – Site: Sells	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
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Department of Natural Resources
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1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
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Department of Natural Resources
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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

<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**Tohono O'odham Ki:Ki Association**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Accounts Payable Clerk	Open Until Filled	DOE
Procurement Specialist (2)	Open Until Filled	DOE

For additional information contact
Damascus Francisco or Gabriela Landavazo

Phone (520) 383-2202

PO Box 790 ♦ 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: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: August 08, 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/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. 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. Three (3) years administrative or secretarial 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 skills level from the Career Center or other approved school or agency)

Typing 45 wpm Grammar 55% Spelling 55% Math 55%

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.

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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JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$12.82 PER HOUR, PLUS BENEFITS

OPENING DATE: August 08, 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/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: The position involves management of records and billing system for Tohono O'odham Department of Human Services-Child Welfare Division. Provide technical assistance to meet BIA regulations in the maintenance of legible, current, easily accessible and confidential client information. Contributes to the Division's effectiveness by processing invoices for child assistance, Title IV-E reimbursements and third party billing. 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 two (2) years of client records experience, experience with social services records and/or third party billing systems

—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 DUl'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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JOB ANNOUNCEMENT

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

OPENING DATE: August 08, 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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