

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 – September 06, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
General Support Services				
1202	Accounting	Purchasing Technician	Open Until Filled	\$12.82 hr
1148	DoIT	PC Technician	Open Until Filled	\$15.24 hr
1280	Grants and Contracts	Office Support Worker	Open Until Filled	\$10.01 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 Planning				
1384	Economic Development	Economic Development Specialist	Open Until Filled	\$44,008.51
Department of Human Services				
1377	Adult Protective Services	Adult Protective Senior Specialist	Open Until Filled	\$42,417.85
1364	Adult Protective Services	Family Preservation Specialist	Open Until Filled	\$32,781.73
1294/1295	Adult Protective Services	Group Home Worker / Occasional (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
1232	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hr
1365	Community Health	Community Health Representative	Open Until Filled	\$13.47 hr

<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
1333	Community Health	Office Support Worker	Open Until Filled	\$10.01 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

Department of Education

1349	Early Childhood	Health Specialist	Open Until Filled	\$16.00 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1348	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	\$16.00 hr
1106	One Stop	Program Specialist	Open Until Filled	\$13.47 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1383	Recreation – Site: Menagers Dam	Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		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
1217 – NEW		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
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

Department of Natural Resources
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1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
1378	Cultural Center Museum	Museum Specialist I	Open Until Filled	\$32,781.73
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
1379	Well Maintenance	Well Repairer Assistant	Open Until Filled	\$10.78 hr

Department Water Resources

1381	Water Resources	Hydrology Technician Assistant	Open Until Filled	\$16.00 hr
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Department of Public Safety

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

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**Sunnyside Unified School District**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Secretary II	Open Until Filled	\$10.54 hr

Must submit online application at www.susd12.org. For additional information contact Denia Ruiz: Phone (520) 545-2004

Tohono O'odham Ki:Ki Association

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Accounts Payable	Open Until Filled	\$13.46 hr
Information Technology Specialist	Open Until Filled	\$19.23 hr
Warehouse Technician	Open Until Filled	\$15.00 hr
Procurement Specialist	Open Until Filled	\$45,000.00

For a **complete job listing** or 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: RECREATION FACILITIES COORDINATOR

SALARY: \$35,286.46, PLUS BENEFITS

OPENING DATE: September 06, 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: Education/Recreation

JOB LOCATION: Pisinemo, AZ

STATEMENT OF JOB: Accomplishes the program objectives by planning, organizing and supervising all functions required to operate and maintain recreation centers' facilities, activities and services. Ensures that viable recreation program services are provided effectively and efficiently and meet the needs of the Tohono O'odham Nation. 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 Recreation Management or sports science related field
2. Two years experience in coordinating recreational programs
3. One year of supervisory 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

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Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place".