

# 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](http://www.tonation-nsn.gov)



# PLEASE POST

## APPLY NOW!

### JOB ANNOUNCEMENT SUMMARY – APRIL 25, 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
<b>General Support Services</b>				
1146	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
1163/1191	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hr
<b>Membership Services</b>				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
<b>Department of Human Services</b>				
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	\$10.78 hr
1082-NEW	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1156	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hr
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
1284 - NEW	Health Transportation Service – Site: San Lucy Health Transportation Dispatcher		Open Until Filled	\$14.15 hr
1038-1041 – RE-ADVERTISED	Health Transportation Service – Site: Ak Chin Health Transportation Driver (4)		Open Until Filled	\$11.90 hr
1035/1296 - NEW	Health Transportation Service – Site: San Simon Health Transportation Driver (2)		Open Until Filled	\$11.90 hr
1286/1033 - NEW	Health Transportation Service – Site: Sells Health Transportation Driver (2)		Open Until Filled	\$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>Department of Human Services</b>				
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 – RE-ADVERTISED	Open Until Filled	\$34,011.04

<b>Department of Education</b>				
1301	Administration	Administrative Secretary	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	\$10.52 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 – RE-ADVERTISED		Recreation Aide	Open until Filled	\$8.85 hr

<b>Department of Natural Resources</b>				
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

<b>Department of Public Safety</b>				
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**

<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: **COUNSELOR III**  
SALARY: **\$39,406.91, PLUS BENEFITS**

OPENING DATE: **APRIL 25, 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/Behavioral Health**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides counseling services to individuals with a variety of mental health and alcohol/substance abuse and related problems using established protocols. 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. Master's Degree in related Behavioral Health field
2. One year work experience in a related field
3. Must have Arizona Statement Board of Behavior Health Examiners Certification

—OR—

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

—AND—

- Trilingual O'odham/Spanish/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses 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-dated immunizations is required before the beginning of employment
- Must successfully complete a six month probationary period during which incumbent will be evaluated for satisfactory job performance
- Must successfully complete and pass a background investigation and fingerprint check
- Must be clear of sexual assaults or sexual molestation
- Must be willing to sign a confidentiality statement upon hire
- If applicant has a history of additions, 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 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.**

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**JOB ANNOUNCEMENT**

**JOB TITLE: HEALTH TRANSPORTATION DISPATCHER**

**SALARY: \$14.15 per hour, plus benefits**

**OPENING DATE: APRIL 25, 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**

**JOB LOCATION: San Lucy, AZ**

**STATEMENT OF JOB:** Coordinates the routes and schedules of non-emergency medical transportation for clients on and outside the Tohono O'odham Nation. 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 GED.
2. One year of work experience in related field.

--OR --

An equivalent combination of education and experience.

--AND --

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI 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) **resume, three reference letters and a 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.

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**Not Advertisised**

**JOB ANNOUNCEMENT**

**JOB TITLE: HEALTH TRANSPORTATION DRIVER (8 positions)**  
**SALARY: \$11.90 PER HOUR, PLUS BENEFITS**

**OPENING DATE: APRIL 25, 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**

**JOB LOCATION: Sells (2): 1033/1286**

**Ak Chin (4): 1038-1041**

**San Simon(2):1035/1296**

**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

**NO APPLICATIONS**

**JOB TITLE: VICTIM ADVOCATE**  
**SALARY: \$34,011.04, PLUS BENEFITS**

OPENING DATE: **APRIL 25, 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/MOH/Violence Against Women**

JOB LOCATION: Sells, AZ

**STATEMENT OF JOB:** Provide crisis intervention and counseling services to sexual assault victims. Implement a comprehensive support system for increased services to victims by communications, crisis intervention, legal and social support, and referrals to appropriate community resources. Serve as a liaison between victims and attorneys. Must maintain 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, counseling or related field
2. Three (3) years work experience in social work, counseling, law enforcement, or related field

—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 prior to employment
- 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 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: RECREATION AIDE**  
**SALARY: \$8.85 per hour, plus benefits**

**OPENING DATE: APRIL 25, 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 Center**

**JOB LOCATION:** **Sells, AZ**

**STATEMENT OF JOB:** Assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth. The listed tasks are **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by position in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or G.E.D. certificate
2. One year experience organizing recreational activities.

-- 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 a background investigation and fingerprint check.
- Become certified in First Aid and CPR. May be obtained after 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 and a valid 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.**

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