

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 – MAY 23, 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

1163/1191	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hr
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1151	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 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
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1284	Health Transportation Service – Site: San Lucy	Health Transportation Dispatcher	Open Until Filled	\$14.15 hr
1038-1041	Health Transportation Service – Site: Ak Chin	Health Transportation Driver (4)	Open Until Filled	\$11.90 hr
1035/1296	Health Transportation Service – Site: San Simon	Health Transportation Driver (2)	Open Until Filled	\$11.90 hr
1286/1033	Health Transportation Service – Site: Sells	Health Transportation Driver (2)	Open Until Filled	\$11.90 hr
1306		AHCCCS Billing Technician	Open Until Filled	\$12.82 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hr
1276	Management of Health	Receptionist	Open Until Filled	\$10.01 hr
1215	Management of Health	Victim Advocate	Open Until Filled	\$34,011.04
1149/1150	Special Needs - NEW	Maternal and Child Health Advocate	Open Until Filled	\$32,781.73

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Education				
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	\$10.52 hr
1303		Home Visitor	Open Until Filled	\$10.52 hr
Recreation – Site: Hickiwan				
1125		Facility Management Technician I	Open Until Filled	\$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1112 – RE-ADVERTISED		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52hr
1310		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
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				
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
Recreation – Site: San Xavier				
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
Recreation – Site: Sells				
1250		Recreation Aide	Open until Filled	\$8.85 hr

Planning and Economic Development

Real Property Management -Site: San Simon				
1278 – RE-ADVERTISED		Building and Grounds Worker	Open Until Filled	\$9.53 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
1297	Well Maintenance	Secretary	Open Until Filled	\$9.77-11.33 hr

Department of Public Safety

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: MATERNAL AND CHILD HEALTH ADVOCATE

SALARY: \$32,781.73, PLUS BENEFITS

OPENING DATE: MAY 23, 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/Division of Special Needs

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Advocate for families of young children, attends meetings, provides relevant information about early childhood development and health, stressing the need to preserve the Tohono O'odham Language and oral tradition to community and business leaders, philanthropic organizations, faith-based organizations, tribal departments, and tribal government leaders. 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. High School Diploma or GED
2. Four years work experience in Child Development

—OR—

Equivalent combination of education, 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 with 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.

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: LIFEGUARD/YOUTH OUTREACH SUPPORT
SALARY: \$10.52 PER HOUR, PLUS BENEFITS

OPENING DATE: **MAY 23, 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: **Hickiwan**

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; conducts swimming and water safety classes. Conducts outreach activities to publicize youth activities at the recreation centers providing transportation as needed. 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
2. At least six (6) months organizing youth-related activities and/or working as a lifeguard

—AND—

- Current Lifeguard, CPR, First Aid and Water Safety Instructor certificates required. Certifications must be obtained within six months of hire.
- 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) 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, copy of Diploma and/or transcripts** 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

Re-Advertised

JOB TITLE: BUILDING AND GROUNDS WORKER

SALARY: \$9.53 PER HOUR, PLUS BENEFITS

OPENING DATE: MAY 23, 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: Planning/Real Property Management

JOB LOCATION: San Simon, AZ

STATEMENT OF JOB: Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices 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. High School Diploma or GED
2. 6 months custodial services 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 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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