

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary -July 14, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive					
3790	Gaming Office - Site: Tucson	Gaming Inspector	CR	6/16/2014	\$ 19.58
3650	Executive Office	Office Specialist	CL, CR	6/16/2014	\$ 12.87
General Support Service					
3800	Motor Pool	Fleet Mechanic		6/16/2014	\$ 17.31
Justice Programs					
3787	Office of Attorney General	Legal Secretary	CL, CR	6/2/2014	\$ 17.74
3808	Advocate	Advocate	NEW, CL	7/14/2014	\$ 20.07
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	\$ 41,747.00
3727	Senior Services/ALTCS	Case Manager		5/19/2014	\$ 48,141.00
3788	Community Health/HIV AIDS	Program Supervisor		6/9/2014	\$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3570	Behavioral Health	Behavioral Health Therapist	CL	5/12/2014	\$ 53,440.00
3782	Management of Health	Program Development Manager		6/2/2014	\$ 71,871.00
3803	Behavioral Health	Director of Clinical Services	NEW	7/14/2014	\$ 87,567.00
3804	Behavioral Health	Office Specialist	NEW, CL, CR	7/14/2014	\$ 12.87
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3769	Recreation - Al Jek	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3764	Recreation - Al Jek	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	7/7/2014	\$ 22.71
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

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.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (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 resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

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, (3) other candidates. The 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>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

Washington Federal Bank - Sells Banking Center

Position: Customer Service Representative - Part-Time

Please send resume to: Tucson.hr@washingtonfederal.com to apply.
or by mail

4788 E. Sunrise Dr, Tucson, AZ 85718

Attn: Rebecca Sanchez, Ref. job # 14-283



OHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3804

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.66 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: July 14, 2014

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 Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: The purpose of the program is to efficiently and effectively improve the emotional health, support sobriety, and enhance the quality of life of the tribal members and their families.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3808

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **ADVOCATE**
SALARY: **\$15.68 - \$20.07*** PER HOUR, PLUS BENEFITS

OPENING DATE: **July 14, 2014**

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 Advocate level is met.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: **Exempt**

DEPARTMENT: Justice/**Advocate**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under limited supervision, provides legal representation of Tohono O'odham tribal members in civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Paralegal Studies or closely related field and four years work experience in the field of law, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a certification to practice in Tohono O'odham Nation Justice Courts or have the ability to obtain within six months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3803

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JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF CLINICAL SERVICES

SALARY: \$87,567.00, PLUS BENEFITS

OPENING DATE: July 14, 2014

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: Health & Human Services/Behavioral Health JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the clinical strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services of the Tohono O'odham Nation's Health and Human Services Department, program or division.

MINIMUM QUALIFICATIONS:

- Master's Degree in Behavioral Health or closely related field and five years' work experience providing clinical services to Native Americans, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—AND—

- Must possess an Arizona Board of Behavioral Health License in Professional Counseling (LPC) or License Clinical Social Worker (LCSW).
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the last three years)
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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