

**PLEASE POST**

# 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)



## Job Summary -January 09, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
<b>Executive Office</b>					
2173	Gaming	Financial Analyst		1/9/2012	\$ 77,021.00
<b>General Support Services</b>					
2126	Department of Information & Technology	Network Technician	**CL	1/9/2012	\$ 21.51
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2105	Facility Management	Office Specialist	*CR **CL	1/4/2012	\$ 12.49
<b>Membership Services</b>					
2003	Elections	Election Specialist	*CR	1/4/2012	\$ 11.32
2004	Hia-Ced O'odham	Hia-Ced O'odham Project Coordinator		1/4/2012	\$ 15.22
<b>Department of Health and Human Services</b>					
2115	Child Welfare	Administrative Assistant	*CR	1/4/2012	\$ 30,137.00
2111	Child Welfare	Group Home Worker		1/4/2012	\$ 15.22
2177	Child Welfare	Program Manager, Senior		1/9/2012	\$ 69,777.00
2140	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2141	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2142	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2136	Community Health Services	Health Planner		1/4/2012	\$ 49,383.00
2143	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2144	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2154	Healthy O'odham Promotional Program	Program Manager, Senior	<b>NEW</b>	1/9/2012	\$ 69,777.00
2037	Management of Health/SPF TIG	Administrative Assistant	*CR	1/4/2012	\$ 30,137.00
2151	Senior Services	Case Manager, Aide		1/9/2012	\$ 12.49
2034	Special Needs	Maternal and Child Health Advocate		1/9/2012	19.01
<b>Department of Education</b>					
2183	Administration	Administrative Assistant	*CR	1/4/2012	\$ 30,137.00
2081	Administration	Librarian		1/4/2012	\$ 44,739.00
2110	Early Childhood	Child Care Specialist		1/4/2012	\$ 9.29
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		1/4/2012	\$ 14.49
2022	Recreation-Site: Hickiwan	Water Safety Specialist		1/4/2012	\$ 11.32
2017	Recreation-Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2178	Recreation-Site: Pisinemo	Office Specialist	<b>NEW *CR **CL</b>	1/9/2012	\$ 12.49
2020	Recreation-Site: Pisinemo	Principal Lifeguard		1/4/2012	\$ 12.49
2153	Recreation-Site: San Xavier	Recreation Specialist		1/4/2012	\$ 12.49
2021	Recreation-Site: San Xavier	Principal Lifeguard		1/4/2012	\$ 12.49
2181	Scholarship - Site Sells	Education Assistance Specialist		1/4/2012	\$ 15.22
2182	Scholarship - Site Tucson	Education Assistance Specialist		1/4/2012	\$ 15.22
<b>Department of Public Safety</b>					
2055	Solid Waste Management Program	Heavy Equipment Mechanic	**CL	1/9/2012	\$ 19.49
2184	Solid Waste Management Program	Solid Waste Laborer		1/9/2012	\$ 13.79
<b>Department of Public Safety</b>					
2010	Tribal Employment Rights Office	Administrative Assistant	*CR	1/4/2012	\$ 30,137.00
2031	Tribal Employment Rights Office	TERO Director		1/4/2012	\$ 73,310.00

\*CR=Clerical Required \*\*CL=Career Ladder

OUF=Open Until Filled

**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**

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 advertised 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 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. 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)	Open Continuous

**TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**

\*CR=Clerical Required \*\*CL=Career Ladder  
OUF=Open Until Filled



# 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: **FINANCIAL ANALYST**  
SALARY: **\$77,021.00, PLUS BENEFITS**

OPENING DATE: **January 9, 2012**

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: Executive/**Gaming**

JOB LOCATION: Tucson, Arizona

**POSITION SUMMARY:** Under limited supervision, protects assets of the Tohono O'odham Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Finance and six years of financial experience in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports. Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- Four years supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must be licensed by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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: **NETWORK TECHNICIAN**

SALARY: **\*\$16.39-\$21.51, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 9, 2012** 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 Network Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: General Support Services/DoIT

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision provides network support to operational computer networks in technical maintenance and recovery to local and wide area networks. Uses a variety of testing tools and techniques to troubleshoot and resolve complex technical problems associated with the system's hardware and software. Interface with vendors and maintenance providers to service and maintain network systems support as required.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Computer Sciences or closely related field; and four years work experience in supporting end-user networks in a Microsoft environment, 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
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## JOB ANNOUNCEMENT

JOB TITLE: **SYSTEMS ADMINISTRATOR**

SALARY: **\$66,415.00, PLUS BENEFITS**

OPENING DATE: **January 9, 2012**

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: GSS/DOIT

JOB LOCATION: Sells, Arizona

**POSITION SUMMARY:** Under limited supervision, provides support to departments and ensures systems administration and network is effectively and efficiently operating for end users.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or related field, three years related work experience in system administration, computer operations, system networks, or 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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

**JOB ANNOUNCEMENT**

**JOB TITLE: PROGRAM MANAGER, SENIOR**  
**SALARY: \$69,777.00, PLUS BENEFITS**

**OPENING DATE: January 9, 2012 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:** Dept. of Health & Human Services/  
**Child Welfare**

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.

**ADDITIONAL REQUIREMENTS:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• A signed and completed Tohono O'odham Nation employment application.</li> <li>• A signed and completed Background/MVR Investigations document.</li> <li>• If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.</li> <li>• A signed and completed Authorization to Release Information document.</li> </ul> | <ul style="list-style-type: none"> <li>• Current resume</li> <li>• Three (3) letters of reference</li> <li>• Copy of degree and/or transcripts</li> <li>• MVR-39 Month Report</li> <li>• Copy of current valid AZ driver's license</li> <li>• Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634</li> </ul> |
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2140  
2141  
2142

**JOB ANNOUNCEMENT**

**JOB TITLE: CERTIFIED NURSE'S ASSISTANT (3 positions)**  
**SALARY: \$15.99, PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 9, 2012**

**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/Community Health Services**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, works closely with patients, provides basic care services and important social and emotional support, and vital information on patients conditions to the immediate supervisor.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year of work experience in a nursing field, 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 a Certified Nursing Assistant Certification by the Arizona Board of Nursing.
  - Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
  - Food Handler's card must be obtained within six months after hire.
  - 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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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**2143**  
**2144**

**JOB ANNOUNCEMENT**

**JOB TITLE: REGISTERED NURSE (2 positions)**

**SALARY: \$82,943.00, PLUS BENEFITS**

**OPENING DATE: January 9, 2012**

**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/Community Health Services**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides comprehensive, professional nursing services to clients according to established policies, procedures, protocol and client needs.

**MINIMUM QUALIFICATIONS:**

- Licensed by the Arizona State Board of Nursing as a Registered Nurse and three years' nursing experience.

—AND—

- Bilingual O'odham/English preferred.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must be licensed by the Arizona State Board of Nursing Licensure and Registration.
- 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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
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**JOB ANNOUNCEMENT**

**JOB TITLE: PROGRAM MANAGER, SENIOR**  
**SALARY: \$69,777.00, PLUS BENEFITS**

**OPENING DATE: January 9, 2012 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: Dept. of Health & Human Services/HOPP

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.

**ADDITIONAL REQUIREMENTS:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• A signed and completed Tohono O'odham Nation employment application.</li> <li>• A signed and completed Background/MVR Investigations document.</li> <li>• If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.</li> <li>• A signed and completed Authorization to Release Information document.</li> </ul> | <ul style="list-style-type: none"> <li>• Current resume</li> <li>• Three (3) letters of reference</li> <li>• Copy of degree and/or transcripts</li> <li>• MVR-39 Month Report</li> <li>• Copy of current valid AZ driver's license</li> <li>• Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634</li> </ul> |
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**JOB ANNOUNCEMENT**

**JOB TITLE: CASE MANAGER, AIDE**  
**SALARY: \$12.49, PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 9, 2012**

**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/Senior Services**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, performs clerical work assisting staff in managing cases.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in an office or clerical field, 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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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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**

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: **\$19.01, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 9, 2012**

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/**Special Needs**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under limited supervision, advocates for families of young children, attends meetings, and 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.

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Early Childhood Development, or closely related field, and three years' work experience in a family advocacy field, or 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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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# 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: **OFFICE SPECIALIST**

SALARY: **\$10.77 - \$12.49\* PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 9, 2012** 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: Education/**Recreation**

JOB LOCATION: Pisinemo, AZ

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

### 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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**JOB ANNOUNCEMENT**

**JOB TITLE: HEAVY EQUIPMENT MECHANIC**

**SALARY: \* \$16.39-\$19.49, PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 9, 2012 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 Heavy Equipment Mechanic level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources Department/

JOB LOCATION: Sells, AZ

**Solid Waste Management**

**POSITION SUMMARY:** Under general supervision, ensures the safety and operation of heavy construction equipment and support vehicles by providing maintenance and repair services according to program policies, codes and regulations.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Heavy Equipment Operations or related field and two years' work experience in maintenance and repair of heavy equipment, or 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 journey level certification.
- Must obtain certifications in Diesel Technician, Automotive Technician, and Emergency Vehicle Technician certification within one year of hire.
- 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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
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**JOB ANNOUNCEMENT**

**JOB TITLE: SOLID WASTE LABORER**  
**SALARY: \$13.79, PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 9, 2012 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: Natural Resources Department/

JOB LOCATION: Sells, AZ

**Solid Waste Management**

**POSITION SUMMARY:** Under close supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and sorting refuse, cleaning up dumpsites and other areas according to established departmental codes, regulations, policies and procedures.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma, and six months work experience as a laborer.

—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.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
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- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
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