

**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 17, 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>					
2038	Executive	Legal Assistant	NEW CR	1/17/2012	\$ 41,544.00
2173	Gaming	Financial Analyst		1/9/2012	\$ 77,021.00
2209	Gaming	Legal Counsel, Gaming (Part-Time)	NEW	1/17/2012	\$ 54,414.00
<b>General Support Services</b>					
2067	Accounting	Accounting Clerk	NEW	1/17/2012	\$ 15.22
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
2211	Human Resources	Human Resources Analyst	NEW	1/17/2012	\$ 45,857.00
<b>Justice</b>					
2202	Office of the Prosecutor	Office Specialist	NEW CR, CL	1/17/2012	\$ 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>					
2120	Behavioral Health	Counselor	NEW	1/17/2012	\$ 15.60
2119	Behavioral Health	Counselor Specialist	NEW	1/17/2012	\$ 19.49
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		1/9/2012	\$ 69,777.00
2196	Health Transportation Service-Site: San Xavier	Program Coordinator	NEW	1/17/2012	\$ 19.49
2197	Health Transportation Service	Transit Driver	NEW	1/17/2012	\$ 12.81
2036	Management of Health	Program Development Manager	NEW	1/17/2012	\$ 69,777.00
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
2013	Recreation-Site: Hickiwan	Recreation Program Coordinator	NEW	1/17/2012	\$ 20.47
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	CR, CL	1/9/2012	\$ 12.49
2020	Recreation-Site: Pisinemo	Principal Lifeguard		1/4/2012	\$ 12.49
2194	Recreation-Site: Pisinemo	Water Safety Specialist	NEW	1/17/2012	\$ 11.32
2021	Recreation-Site: San Xavier	Principal Lifeguard		1/4/2012	\$ 12.49

Department of Education					
2204	Recreation-Site: San Xavier	Recreation Program Coordinator	NEW	1/17/2012	\$ 20.47
2153	Recreation-Site: San Xavier	Recreation Specialist		1/4/2012	\$ 12.49
2199	Recreation-Site: Sells	Principal Lifeguard	NEW	1/17/2012	\$ 12.49
2195	Recreation-Site: Sells	Recreation Aide	NEW	1/17/2012	\$ 10.77
2181	Scholarship - Site Sells	Education Assistance Specialist		1/4/2012	\$ 15.22
2182	Scholarship - Site Tucson	Education Assistance Specialist		1/4/2012	\$ 15.22
Department of Natural Resources					
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$ 19.49
Department of Public Safety					
2010	Tribal Employment Rights Office	Administrative Assistant	CR	1/4/2012	\$ 30,137.00

### 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, highschool 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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

**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: **LEGAL ASSISTANT**  
SALARY: **\$41,544.00, PLUS BENEFITS**

OPENING DATE: **January 17, 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/**Executive**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, prepares legal documents; manages calendars, researches issues, and serves clients.

#### MINIMUM QUALIFICATIONS:

- Associate's Degree in Office Procedures or Legal Administration or closely related field and four years work experience in legal administration, 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 45 words per minute and demonstrate 70% 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.
- 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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**Please keep copies for your own reference.**

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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: **ACCOUNTING CLERK**  
SALARY: **\$15.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 17, 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: **GSS/Finance and Accounting**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under close supervision, computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

The work is normally reviewed in progress and upon completion of each assignment to ensure accuracy, timeliness, and conformance to established standards; most aspects of the work tasks are covered by detailed instructions or procedures.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in accounting or bookkeeping, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

### LICENSES, CERTIFICATIONS, SPECIAL REQUIREMENTS:

- 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.

### 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
- 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: **HUMAN RESOURCES ANALYST**

SALARY: **\$45,857.00, PLUS BENEFITS**

OPENING DATE: **January 17, 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: General Support Services/**Human Resources**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs analytical professional human resources work and carries out responsibilities in one or more functional areas, such as staffing, employee relations, compensation, training, benefits, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

#### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources or closely related field and one year work experience in human resources, 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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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 17, 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: Office of The Prosecutor

JOB LOCATION: Sells, 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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**HUMAN RESOURCES OFFICE**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: COUNSELOR**

**SALARY: \$15.60, PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 17, 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: Health and Human Services/**Behavioral Health**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under close supervision, provides basic services to individuals with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Counseling or closely related field and one year work experience in the field of alcohol and substance abuse prevention, or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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: **COUNSELOR SPECIALIST**  
SALARY: **\$19.49, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 17, 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: Health & Human Services/**Behavioral Health**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides counseling services to individuals and groups with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

#### MINIMUM QUALIFICATIONS:

- Associate's Degree in Counseling or closely related field and two years work experience in the field of alcohol and substance abuse prevention, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Associate's Degree in Counseling or closely related field and two years work experience in the field of alcohol and substance abuse prevention, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- 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 COORDINATOR**  
SALARY: **\$19.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 17, 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/Health Transportation

JOB LOCATION: San Xavier, AZ

**POSITION SUMMARY:** Under general supervision, plans, organizes and coordinates activities of an assigned program area.

#### MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year 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:

- 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: TRANSIT DRIVER**  
**SALARY: \$12.81 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 17, 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:** Health and Human Services/Health Transportation

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, provides safe transportation of program clients to and from designated activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—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 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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**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: **PROGRAM DEVELOPMENT MANAGER**

SALARY: **\$69,777.00, PLUS BENEFITS**

OPENING DATE: **January 17, 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: Health & Human Services/ **Management of Health** 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 an 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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**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 PROGRAM COORDINATOR**  
**SALARY: \$20.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 17, 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:** Education/Recreation

**JOB LOCATION:** Hickiwan, AZ

**POSITION SUMMARY:** Under limited supervision, accomplishes the program objectives by planning, organizing, and supervising all functions required to operate and maintain recreation center facilities, activities, and services. Ensures that viable recreation program services are provided effectively and efficiently to meet the needs of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Recreation Management, Sports Science or related field and four years work experience coordinating recreational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- One year supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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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## 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: **WATER SAFETY SPECIALIST**

SALARY: **\$11.32, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 17, 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: Education/**Recreation**

JOB LOCATION: Pisinemo, AZ

**POSITION SUMMARY:** Under close supervision performs water safety services for swimming pool patrons and performs pool maintenance and other facility maintenance activities in adjoining areas.

#### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a lifeguard in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- AND—
- Bilingual O'odham/English preferred.
  - Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months 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.
- 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: RECREATION PROGRAM COORDINATOR**

**SALARY: \$20.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 17, 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:** Education/Recreation

**JOB LOCATION:** San Xavier, AZ

**POSITION SUMMARY:** Under limited supervision, accomplishes the program objectives by planning, organizing, and supervising all functions required to operate and maintain recreation center facilities, activities, and services. Ensures that viable recreation program services are provided effectively and efficiently to meet the needs of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Recreation Management, Sports Science or related field and four years work experience coordinating recreational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- One year supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

2199

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

## JOB ANNOUNCEMENT

JOB TITLE: **PRINCIPAL LIFEGUARD**  
SALARY: **\$12.49, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 17, 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: Education/**Recreation**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, performs water safety services for swimming pool patrons, teaches swimming classes, and performs pool maintenance and other facility maintenance activities in adjoining areas.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years work experience as a lifeguard and swimming instructor in a public pool 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 complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Must complete an approved water safety instructor program within six months 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.
- 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.
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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: **RECREATION AIDE**

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

OPENING DATE: **January 17, 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: Education/**Recreation**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under close supervision, 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.

#### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, 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 obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months 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.
- 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.
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