

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 - January 20, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
General Support Services					
4119	Accounting	Controller		11/17/2014	\$ 85,432.00
4164	Accounting	Property & Supply Manager		1/12/2015	\$ 65,111.00
4092	Motor Pool	Fleet Mechanic		11/3/2014	\$ 17.31
4171	Facility Management	Custodial/Grounds Worker	New	1/20/2015	\$ 11.10
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4118	Office of Attorney General	Legal Assistant	CR, CL	12/8/2014	\$ 42,791.00
Department of Health and Human Services					
4169	Management of Health	Public Health Preparedness Coordinator	New	1/20/2015	\$ 29.07
4130	Behavioral Health - Site: Sells/San Simon	Counselor, Senior		12/8/2014	\$ 22.15
4149	Behavioral Health - Site: Sells/San Simon	Counselor Specialist CL II	CL	12/22/2014	\$ 20.07
4151	Family Assistance	Eligibility Specialist		12/22/2014	\$ 17.31
4166	Child Welfare	Group Home Worker		1/12/2015	\$ 15.68
4018	Senior Sevices	Cook Aide (Part Time)		1/12/2015	\$ 9.11
4147	Healthy O'odham Promotion Program	Health Education Specialist	CL	12/22/2014	\$ 19.58
4163	Healthy O'odham Promotion Program	Data Entry Technician	CR	1/12/2015	\$ 12.25
4061	Health Transportation - Site: Ak Chin	Transit Driver		12/29/2014	\$ 13.19
Department of Education					
4139	Recreation - Site: Hickiwan	Office Specialist	CR, CL	12/15/2014	\$ 12.87
4138	Recreation - Site: Hickiwan	Recreation Aide	New	1/20/2015	\$ 11.10
4137	Recreation - Sells	Recreation Service Manager	New	1/20/2015	\$ 56,145.00
4135	One Stop	Office Specialist	CR, CL	1/12/2015	\$ 12.87
4101	Early Childhood/Child Care Services Site: Santa Rosa	Child Care Specialist		11/10/2014	\$ 9.57
4159	Early Childhood/Child Care Services Site: Sells	Child Care Specialist		1/12/2015	\$ 9.57
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4077	Early Childhood/Head Start Site: Santa Rosa	Cook	Re-Advertised	1/20/2015	\$ 11.66
4133	Early Childhood/Head Start Site: Sells	Cook Aide		1/12/2015	\$ 9.11
4134	Early Childhood/Head Start Site: San Xavier	Cook Aide		1/12/2015	\$ 9.11
4140	Early Childhood/Head Start Site: Sells	Maintenance Technician	New	1/20/2015	\$ 12.25
4146	Early Childhood/Head Start Site: San Xavier	Teacher	New	1/20/2015	\$ 19.10
4082	Early Childhood/Special Services Program	Health Education Specialist	CL	11/10/2014	\$ 19.58
Department of Natural Resources					
4167	Well Maintenance	Well Maintenance Technician		1/12/2015	\$ 15.68
4168	Well Maintenance	Office Specialist	CR,CL	1/12/2015	\$ 12.87
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
4145	Realty	Office Specialist	CR, CL	12/22/2014	\$ 12.87
4156	Realty	Realty Specialist		8/11/2014	\$ 20.57
4157	Realty	Realty Specialist		8/11/2014	\$ 20.57
Department of Public Safety					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL	12/1/2014	\$ 24.45

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.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4171

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

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER
SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: January 20, 2015

CLOSING DATE: February 02, 2015

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/Facility Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—AND—

- 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.
- 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.

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"



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: PUBLIC HEALTH PREPAREDNESS COORDINATOR
SALARY: \$29.07 PER HOUR, PLUS BENEFITS

OPENING DATE: January 20, 2015

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/Management of Health **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under general supervision, supports the planning, preparedness and response to public health events and incidents that affect the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Health Administration, Public Administration, or closely related field and three years work experience in community health administration or emergency planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- 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.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4138

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION AIDE
SALARY: \$11.10, PER HOUR, PLUS BENEFITS

OPENING DATE: January 20, 2015

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: Dept. of Education/Recreation

JOB LOCATION: Hickiwan, 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—

- 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.
- Based on department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4137

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION SERVICE MANAGER
SALARY: \$56,145.00 PLUS BENEFITS

OPENING DATE: January 20, 2015

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 Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the Recreation division objectives in managing the operation of the Tohono O'odham Nation's recreation centers, supervising related recreational program and staff. Responsible for developing, planning, implementing, organizing and directing all functions required to operate recreation facilities, maintain activities and services. Ensures the Recreation Centers operate efficiently and effectively in accordance with established policies, procedures, regulations, and protocol.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Sports and Recreation Management or related field, and two years' work experience in recreational management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years 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.
- 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.
- Based on department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

4077

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: January 20, 2015

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: Dept. of Education/Early Childhood

JOB LOCATION: Santa Rosa, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an 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.
- Food Handler's Card must be obtained within three (3) 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.

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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4140

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

JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN
SALARY: \$12.25 PER HOUR, PLUS BENEFITS

OPENING DATE: January 20, 2015

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: Dept. of Education/Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: This position work area/location is within the Nation's Early Childhood program, which provides comprehensive services to children 3-5 years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- 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.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4146

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

JOB ANNOUNCEMENT

JOB TITLE: **TEACHER**
SALARY: **\$19.10 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 20, 2015**

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**
(These positions are budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**

JOB LOCATIONS **San Xavier, AZ**

POSITION SUMMARY: Under limited supervision, provide early childhood education to enrolled children in activities designed to promote social, physical, and intellectual growth and development. Maintain a safe and healthy learning environment.

MINIMUM QUALIFICATIONS:

- Associates Degree in Child Development or Education and three years classroom teaching experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Certified as a Child Development Associate (CDA).
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- 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.

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"