

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 - February 10, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3623	Gaming	Gaming Inspection Project Assistant	CR	11/25/2013	\$ 21.61
3698	Gaming - Site: Why	Gaming Inspector	CR	1/13/2014	\$ 19.58
General Support Services					
3683	Accounting	Principal Accountant		12/23/2013	\$ 52,136.00
3712	Facility Management	Custodial/Grounds Worker		2/3/2014	\$ 11.10
Justice					
3644	Office of Attorney General	Assistant Attorney General (CL III)		11/4/2013	\$ 120,713.00
3711	Office of the Prosecutor	Prosecutor		2/3/2014	\$ 70,118.00
Department of Health and Human Services					
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3586	Community Health	Licensed Practical Nurse		10/21/2013	\$ 23.86
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3591	Community Health	Registered Nurse		1/21/2014	\$ 85,432.00
3659	Division of Special Needs	Maternal and Child Health Advocate		11/18/2013	\$ 19.58
3607	Health Transportation Services	Transit Dispatcher		1/13/2014	\$ 15.30
3689	Management of Health	Administrative Assistant	CR	1/21/2014	\$ 15.68
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3715	Behavioral Health	Prevention Specialist	NEW	2/10/2014	\$ 20.57
3716	Behavioral Health	Administrative Assistant	CR, CL - NEW	2/10/2014	\$ 14.92
Department of Education					
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3691	Recreation - Site: Hickiwan	Maintenance Technician		1/21/2014	\$ 12.25
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3527	Recreation - Site: Manager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3690	Recreation - Site: Sells	Office Specialist	CR, CL	2/3/2014	\$ 12.87
3697	Recreation - Site: Sells	Program Coordinator		2/3/2014	\$ 20.07
3717	Recreation - Site: Sells	Recreation Program Coordinator	NEW	2/10/2014	\$ 21.09
3703	Recreation - Site: San Xavier	Recreation Specialist		2/3/2014	\$ 12.87
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
Department of Natural Resources					
3713	Solid Waste Management	Solid Waste Laborer		2/3/2014	\$ 14.20
Department of Public Safety					
3533	Corrections	Office Specialist	CR,CL	1/21/2014	\$ 12.87
3656	Law Enforcement	Administrative Assistant, Senior	CR	11/18/2013	\$ 17.31
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)

This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3715

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

JOB ANNOUNCEMENT

JOB TITLE: PREVENTION SPECIALIST
SALARY: \$20.57 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

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

POSITION SUMMARY: Under general supervision, provides educational programs and presentations, assists in the coordination and implementation of targeted outreach efforts to identify individuals who may be at risk for various mental and physical health conditions. Makes referrals to appropriate community service programs, may make home visits to monitor clients care and condition.

SCOPE OF WORK: Increase outreach behavioral health services throughout the Tohono O'odham Nation. Primary goal is to increase the probability of continuing recovery by reducing the relapse risk and to improve the continuum of care. Increase the usage of Essential Learning. The Tohono O'odham Nation's Fetal Alcohol Spectrum Disorder will educate, network and assist potential clients, community members and agencies about prevention of drinking alcohol and using drugs during pregnancy. To improve follow-up to recovering clients that have completed residential treatment services.

MINIMUM QUALIFICATIONS:

- Associates degree in Social Work or closely related field and three years' work experience in outreach, prevention, recovery/support field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Depending on area of assignment, may be required to obtain a Chemical Dependency Counseling Certification or licensure as a Substance Abuse Counselor.
- 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.

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
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3716

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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clericals Required.

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

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: Oversees administration of Services programs as well as USDA Food Distribution programs and all Tribal programs allocations.

MINIMUM QUALIFICATIONS:

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

—AND—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: RECREATION PROGRAM COORDINATOR
SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Sells, 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.
- 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 submit a 39-month driving record with the employment application,
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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