

**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](http://www.tonation-nsn.gov)



## Job Summary - February 13, 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	CR	1/17/2012	\$ 41,544.00
2173	Gaming	Financial Analyst		1/9/2012	\$ 77,021.00
2209	Gaming	Legal Counsel, Gaming (Part-Time)		1/17/2012	\$ 54,414.00
<b>General Support Services</b>					
2067	Accounting	Accounting Clerk		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
<b>Justice</b>					
2202	Office of the Prosecutor	Office Specialist	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		1/17/2012	\$ 15.60
2118	Behavioral Health	Counselor Specialist		1/23/2012	\$ 19.49
2119	Behavioral Health	Counselor Specialist		1/17/2012	\$ 19.49
2115	Child Welfare	Administrative Assistant	CR	1/4/2012	\$ 30,137.00
2203	Child Welfare	Case Manager		1/23/2012	\$ 47,004.00
2111	Child Welfare	Group Home Worker		1/4/2012	\$ 15.22
2177	Child Welfare	Program Manager, Senior		1/9/2012	\$ 69,777.00
2129	Community Health Services - Site: San Lucy	Community Health Representative	<b>Re-Advertised</b>	2/13/2012	\$ 13.79
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
2098	Health Transportation Service	Billing Technician		2/6/2012	\$ 15.22
2230	Health Transportation Service - Site: San Simon	Transit Driver	<b>NEW</b>	2/13/2012	\$ 12.81
2034	Special Needs	Maternal and Child Health Advocate		1/9/2012	\$ 19.01
<b>Department of Education</b>					
2081	Administration	Librarian		1/4/2012	\$ 44,739.00
2210	Administration	Education Liaison		2/6/2012	\$ 42,583.00
2110	Early Childhood	Child Care Specialist		1/4/2012	\$ 9.29
2188	Early Childhood - Site: San Xavier	Child Care Specialist		1/23/2012	\$ 9.29
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
2207	Early Childhood	Program Manager, Senior		1/23/2012	\$ 69,777.00
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		1/4/2012	\$ 14.49
2006	One Stop	Office Specialist	CR , CL	1/30/2012	\$ 12.49
2013	Recreation-Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2016	Recreation-Site: Hickiwan	Recreation Aide		2/6/2012	\$ 10.77
2022	Recreation-Site: Hickiwan	Water Safety Specialist		1/4/2012	\$ 11.32
2017	Recreation-Site: Manager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2020	Recreation-Site: Pisinemo	Principal Lifeguard		1/4/2012	\$ 12.49

**Department of Education**

2194	Recreation-Site: Pisinemo	Water Safety Specialist		1/17/2012	\$	11.32
2021	Recreation-Site: San Xavier	Principal Lifeguard		1/4/2012	\$	12.49
2199	Recreation-Site: Sells	Principal Lifeguard		1/17/2012	\$	12.49
2195	Recreation-Site: Sells	Recreation Aide		1/17/2012	\$	10.77

**Department of Natural Resources**

2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$	19.49
2220	Cultural Affairs	Administrative Assistant	<b>NEW</b> CR	2/13/2012	\$	30,137.00
2214	Cultural Museum - Site: Topawa	Office Specialist	CR , CL	2/6/2012	\$	12.49

**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**

<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
Police Department	Corrections Officer (CL)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT****Salt River Pima-Maricopa Indian Community**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Prosecutor	Open Until Filled	\$106,539 - \$157,148
Licensed Associate Judge	Open Until Filled	\$96,610 - \$140,084

For more information, please visit [www.srpmic-nsn.gov/employment](http://www.srpmic-nsn.gov/employment) or call (480) 362-7925

**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: COMMUNITY HEALTH REPRESENTATIVE**  
**SALARY: \$13.79 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 13, 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/**Community Health**    **JOB LOCATION:** San Lucy, AZ

**POSITION SUMMARY:** Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

**MINIMUM QUALIFICATIONS:**

High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aid or clinical technician, 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 one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician 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.
- 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 Authorization to Release Information document.
- 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.
- 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.
- 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: TRANSIT DRIVER**  
**SALARY: \$12.81 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 13, 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:** **San Simon, 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—

- 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 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.   | • Current resume   |
| • A signed and completed Background/MVR Investigations document.   | • Three (3) letters of reference   |
| • If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card. | • Copy of degree and/or transcripts  |
| • A signed and completed Authorization to Release Information document.  | • 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: **ADMINISTRATIVE ASSISTANT**

SALARY: **\$30,137.00, PLUS BENEFITS**

OPENING DATE: **February 13, 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: Natural Resources/Cultural Affairs

JOB LOCATION: Topawa, AZ

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

**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—

- 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 60% 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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