

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



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – February 22, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
General Support Services				
1204	Human Resources – <i>RE-ADVERTISED</i>	Human Resources Analyst	Open Until Filled	\$39,406.91
1225	Grants and Contracts	General Accounting Manager	Open until Filled	\$59,080.15
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open until Filled	\$12.51 hr
Department of Human Services				
1141	Management of Health- <i>RE-ADVERTISED</i>	Administrative Assistant	Open Until Filled	\$14.15
1242	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1209	Behavioral Health	Counselor II	Open until Filled	\$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1210	Behavioral Health	Secretary	Open until Filled	\$11.33 hr
1156	Behavioral Health	Medical Records Clerk	Open until Filled	\$11.33 hr
1262	Child Welfare - <i>NEW</i>	Child Welfare Specialist Aide	Open until Filled	\$11.61 hr
1240	Child Welfare	Administrative Assistant	Open until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open until Filled	\$12.82 hr
1234/1235	Child Welfare	Group Home Worker (2)	Open until Filled	\$10.78 hr
1266/1267	Community Health- <i>NEW</i>	Home Health Nurse(2)	Open until Filled	\$47,371.04
1021	Community Health - <i>RE-ADVERTISED</i>	Community Health Representative	Open until Filled	\$13.47 hr
1022	Community Health	Community Health Representative	Open until Filled	\$13.47 hr
1245	Community Health	Assistant Manager	Open until Filled	\$52,902.63
1253/1255	Community Health	Disease Intervention Specialist (2)	Open until Filled	\$39,406.91
1246	Health Transportation Service – Site: San Simon	Supervisor, Health Transportation Services	Open until Filled	\$35,286.47
1032	Health Transportation Service – Site: Ak Chin	Supervisor, Health Transportation Services	Open until Filled	\$35,286.47

Department of Human Services

1013	HOPP- Site: Sells	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr

Department of Education

1007	Administration	Librarian	Open until Filled	\$42,417.85
1251	Early Childhood	Accounting Technician	Open until Filled	\$12.51 hr
1254	Early Childhood - Site: Sells	Child Care Assistant	Open until Filled	\$8.22 hr
	Recreation – Site: Hickiwan			
1188		Building and Grounds Worker	Open Until Filled	\$9.53 hr
1125		Facility Management Technician I	Open Until Filled	\$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1112		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52hr
1122		Recreation Aide	Open until Filled	\$8.85 hr
	Recreation – Site: Menagers Dam			
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open until Filled	\$8.85 hr
1218		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	Recreation – Site: Pisinemo			
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1119		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: Sells			
1260 - NEW		Recreation Operations Manager	Open until Filled	\$49,147.45
1250		Recreation Aide	Open until Filled	\$8.85 hr
1248	Scholarship Fund	Secretary	Open until Filled	\$11.33 hr

Planning and Economic Development
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1187	Administration	Building Inspector	Open until Filled	\$19.50 hr
1015	Realty	Realty Specialist	Open until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65,979.02
1097	Real Property Management – Site: San Simon	Secretary	Open Until Filled	\$11.33 hr

Department of Natural Resources

1263	Cultural Center Museum	Security Guard	Open Until Filled	\$11.90 hr
1182/1183	Cultural Affairs	Cultural Affairs Technician (2)	Open until Filled	\$11.61 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr

Department of Public Safety

1265	Tribal Employment Rights Office-NEW Compliance Officer		Open until Filled	\$40,884.67
1259	Corrections-NEW	Corrections Officer	Open until Filled	\$17.24 hr
1091/1093 1094	Fire	Firefighter (3)	Open until Filled	\$41,582.24

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

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p.** If applying 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 filled 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 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 or tribes, (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>	<u>FY11 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

OTHER EMPLOYER'S RECRUITMENT

ARIZONA COUNSELING & TREATMENT SERVICES, L.L.C

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transporter	Open until Filled	\$10-15 hr/DOE

For additional information contact Michael Cole.
Phone (928-376-0220 x 8000, Fax (520) 466-5266 Toll Free Phone: (866)-966-0220 x 8000
13100 S. Sunland Gin Road ♦ PO Box 4872 ♦ Arizona City, AZ 85123

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

At (520) 383-2202 or (520) 882-5057 (Tucson Line).



1204

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: \$39,406.91, PLUS BENEFITS

OPENING DATE: February 22, 2011

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Human Resources Office

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures accurate job descriptions and wage and salary information for all Tohono O'odham Nation positions, and in accordance with established laws, regulations, policies and procedures. Assists in accomplishing the Human Resources Office's strategic objectives by performing administrative functions required to operate and maintain departmental activities and services. Maintains confidentiality of all privileged information. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

Associate's Degree in Human resources or related field plus three years human resources administrative or secretarial experience.

—OR—

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required completing the scope of work (**Equivalency may equal up to five (5) years of education, training and experience which demonstrates KSA's of this position.**)

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check.

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) **current resume, three (3) letters of reference, copy of High School Diploma or transcripts and copy of valid drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. 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."



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

No Advertising

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: February 22, 2011

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/Management of Health

JOB LOCATION: Sells, Arizona

STATEMENT OF JOB: Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and may leads the work of assigned clerical and/or secretarial staff. This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. Three (3) years of experience working in a secretarial and/or administrative experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)

Typing 45 w.p.m. Grammar 55% Spelling 55% Math 55% Records Management 55%

-- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete the scope of work.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must be willing to sign a confidentiality statement upon hire.

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) **current resume, three letters of reference and copy of valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: CHILD WELFARE SPECIALIST AIDE
SALARY: \$11.61 PER HOUR, PLUS BENEFITS

OPENING DATE: February 22, 2011

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: Human Services/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides coverage of receptionist duties and provides safe and efficient transport of individuals to and from designated activities. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM REQUIREMENTS:

High school diploma or GED plus six months work experience as a driver.

--OR--

An equivalent combination of education and experience

--AND--

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background/fingerprint check.

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) **resume, three (3) letters of reference and a copy of driver's license** to the Tohono O'odham Nation's Human Resources Department, , P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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1266/1267



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 ANNOUCEMENT

JOB TITLE: Home Health Nurse
SALARY: \$47,371.04 plus benefits

OPENING DATE: February 22, 2011

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HR/WK: Exempt

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.

DEPARTMENT: Human Services/Community Health

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides comprehensive, professional services to medical patients in their home according to established policies, procedures, protocol and patient needs. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Licensed as a Registered Nurse plus one-year experience providing nursing care in an acute care, home health, or community setting.

--OR--

An equivalent combination of education and experience.

--AND--

- Bilingual - O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Must be willing to sign a confidentiality statement up on hire.

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) **three (3) letters of reference, current resume, and Registered Nurse License Certificate** to TOHONO O'ODHAM NATION, HUMAN RESOURCES, P.O. BOX 837, SELLS, AZ 85634. Call (520) 383-6540 for an application or information. **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 nations or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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

JOB ANNOUNCEMENT

JOB TITLE: Home Health Nurse
SALARY: \$47,371.04 plus benefits

OPENING DATE: February 22, 2011

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HR/WK: Exempt

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.

DEPARTMENT: Human Services/Community Health

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides comprehensive, professional services to medical patients in their home according to established policies, procedures, protocol and patient needs. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Licensed as a Registered Nurse plus one-year experience providing nursing care in an acute care, home health, or community setting.

--OR--

An equivalent combination of education and experience.

--AND--

- Bilingual - O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Must be willing to sign a confidentiality statement up on hire.

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) three (3) letters of reference, current resume, and Registered Nurse License Certificate** to TOHONO O'ODHAM NATION, HUMAN RESOURCES, P.O. BOX 837, SELLS, AZ 85634. Call (520) 383-6540 for an application or information. **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 nations or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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JOB ANNOUNCEMENT

As Advertised

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE

SALARY: \$13.47 PER HOUR, PLUS BENEFITS

OPENING DATE: February 22, 2011

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

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information and instruction to individuals and families in health education and disease prevention. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Six months work experience as a health worker, nurse aid or clinical technician

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be able to certify in First Aid and CPR and as a Nurse Aid or Home Health Aide

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) **current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION OPERATIONS MANAGER
SALARY: \$49,147.45, plus benefits

OPENING DATE: February 22, 2011

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: Education/ **Recreation Centers**

JOB LOCATION: **Sells, Arizona**

STATEMENT OF JOB: 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 facilities and maintain activities and services. Ensures the Youth Recreation Center operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation or related field plus three years progressive experience in recreation administration.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Valid Arizona Driver License (No DUI's or major traffic offenses with the past three (3) years.
- Bilingual O'odham/English preferred
- Must successfully complete a local background/fingerprint investigation check.

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) copy of High School Diploma/G.E.D. Certificate, copy of drivers license, current resume, and three (3) letters of reference** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation. **Please keep copies for your own reference.**

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JOB ANNOUNCEMENT

JOB TITLE: COMPLIANCE OFFICER
SALARY: \$40,884.67, PLUS BENEFITS

OPENING DATE: February 22, 2011

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: DPS/Tribal Employment Rights Office **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: Protects the rights of Indians by eradicating employment discrimination through the enforcement of Ordinance No. 01-85 in employment, training, contracting, and subcontracting. The listed tasks are **ILLUSTRATIVE ONLY**, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources or related field plus three years related work experience;

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. 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."



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: CORRECTIONS OFFICER
SALARY: \$16.01 – \$17.24 PER HOUR, PLUS BENEFITS

OPENING DATE: **February 22, 2011**

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.

NOTE: *This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full Corrections Officer level is met (Correction Officer Certification required to meet full level).

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt (**Rotating shifts**)

DEPARTMENT: Law Enforcement/**Corrections**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Maintains law and order and provides safety and security to inmates in Tohono O'odham Correction Facility. Supervises and controls inmates to prevent disturbances, injuries and escapes. Corrections Officer will also be assigned to the "Direct supervision Facility" this style of the inmate supervision requires assignment within the in-mate housing unit and is a Proactive style of inmate management. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully pass a physical examination
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire.
- Must successfully complete Adult/Juvenile Corrections Officer Training
- Must successfully complete a five week FTO program
- Current First Aid and CPR certification (may be obtained after hire)

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