

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 - April 14, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Executive Office					
3698	Gaming - Site: Why	Gaming Inspector		3/31/2014	\$ 19.58
General Support Services					
3721	Department of Information & Technology - Site: Sells	Help Desk Specialist		3/10/2014	\$ 13.52
3747	Grants and Contracts	Accounting Manager		3/24/2014	\$ 63,523.00
3751	Human Resources	Benefits Specialist	New	4/14/2014	\$ 18.18
Membership Services					
3709	Enrollment	Enrollment Specialist	New	4/14/2014	\$ 11.66
Department of Health and Human Services					
3671	Behavioral Health - Site: Ak Chin	Peer Specialist		3/17/2014	\$ 11.66
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
Department of Education					
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3574	Early Childhood - Site: Sells	Teacher Aide/Driver	New	4/14/2014	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3742	Early Childhood - Site: Sells	Cook		3/24/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3745	Early Childhood - Site: Sells	Maintenance Technician		3/24/2014	\$ 12.25
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3743	Early Childhood - Site: Vaya Chin	Cook		3/24/2014	\$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3527	Recreation - Site: Menager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	\$ 21.09
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	\$ 15.68
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	\$ 22.71
Department of Planning & Economic Development					
3624	Administration	Grant Writer Supervisor		4/7/2014	\$ 58,988.00
Department of Public Safety					
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

3751

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

JOB ANNOUNCEMENT

JOB TITLE: BENEFITS SPECIALIST
SALARY: \$18.18 PER HOUR, PLUS BENEFITS

OPENING DATE: April 14, 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: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists in the administration of employee benefit plans such as life, health, dental, disability insurance and pension. Provides customer services in all aspects to employee benefits participants; and maintains confidentiality of information.

MINIMUM QUALIFICATIONS:

- Associate's Degree in public/business administration or closely related field and three years' work experience in administering benefit plans, 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.

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: ENROLLMENT SPECIALIST
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: April 14, 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. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, 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 25 words per minute and demonstrate 45% proficiency in grammar, spelling and math.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE/DRIVER
SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: April 14, 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
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assist teachers in the daily early childhood education plans; assist in transportation of children to and from centers and designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in caring or working with infants and toddlers in an educational setting, 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.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Commercial 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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