

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 - May 14, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
2270	Executive	Executive Director, Treasury		5/7/2012	\$ 123,130.00
2038	Executive	Legal Assistant	CR	1/17/2012	\$ 41,544.00
2240	Gaming	Director of Gaming		5/7/2012	\$ 87,142.00
2277	Gaming	Gaming Compliance Auditor		5/7/2012	\$ 50,618.00
2209	Gaming	Legal Counsel, Gaming (Part Time)		5/7/2012	\$ 54,414.00
2276	Water Projects Office - Site: Tucson	Administrative Assistant		5/7/2012	\$ 14.49
General Support Services					
2263	Accounting	Controller	Re-Advertised	5/14/2012	\$ 82,943.00
2074	Accounting	Payroll Technician		4/30/2012	\$ 13.45
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2269	Grants and Contracts	Administrative Assistant, Senior	CR	4/30/2012	\$ 16.80
2255	Grants and Contracts	Principal Accountant	NEW	5/14/2012	\$ 50,618.00
Department of Health and Human Services					
2283	Behavioral Health	Administrative Assistant	NEW	5/14/2012	\$ 14.49
2118	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2119	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2285	Behavioral Health	Prevention Specialist	NEW	5/14/2012	\$ 19.97
2282	Behavioral Health	Project Manager	NEW	5/14/2012	\$ 54,510.00
2284	Behavioral Health	Project Manager	NEW	5/14/2012	\$ 54,510.00
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2266	Child Welfare	Transit Driver		4/30/2012	\$ 12.81
2135	Community Health Services	Billing Technician	Re-Advertised	5/14/2012	\$ 15.22
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
2130	Community Health Services	Community Health Representative	Re-Advertised	5/14/2012	\$ 13.79
2144	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
2272	Health Transportation Services - Site: San Xavier	Transit Driver		5/7/2012	\$ 12.81
2233	Healthy O'odham Promotional Program	Health Education Specialist		4/23/2012	\$ 19.01
2237	Management of Health	Program Manager, Senior		5/7/2012	\$ 69,777.00
Department of Education					
2183	Administration	Administrative Assistant		5/7/2012	\$ 14.49
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
2256	Early Childhood	Disabilities Specialist	Re-Advertised	5/14/2012	\$ 17.22
2258	Early Childhood - Site: Sells	Teacher	Re-Advertised	5/14/2012	\$ 18.55
2231	One Stop	Career and Employment Specialist		4/23/2012	\$ 15.99
2278	One Stop	Career and Employment Specialist	NEW	5/14/2012	\$ 15.99
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2016	Recreation - Site: Hickiwan	Recreation Aide		2/6/2012	\$ 10.77
2017	Recreation - Site: Manager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2195	Recreation - Site: Sells	Recreation Aide		4/9/2012	\$ 10.77
2261	Recreation - Site: Sells	Recreation Program Coordinator		4/23/2012	\$ 20.47
2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
2274	Scholarship - Site: Sells	Office Specialist	CR, CL	5/7/2012	\$ 12.49

CR=Clerical Required CL=Career Ladder

Department of Natural Resources						
2145	Administration	Natural Resources Technician		4/2/2012	\$	20.47
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$	19.49
2220	Cultural Affairs - Site: Topawa	Administrative Assistant	CR	2/13/2012	\$	14.49
2186	Cultural Center & Museum	Museum Specialist		5/7/2012	\$	15.22

Department of Public Safety						
2224	Law Enforcement	Registration Compliance Officer		3/5/2012	\$	19.97
2225	Law Enforcement	Registration/Notification Specialist	CR	3/5/2012	\$	16.39
2226	Law Enforcement - Corrections	Program Manager		3/5/2012	\$	60,169.00
2228	Law Enforcement	Program Manager		3/5/2012	\$	60,169.00
2227	Law Enforcement - Corrections	Office Specialist	CR, CL	3/5/2012	\$	12.49
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$	14.49
2253	Law Enforcement	Animal Control Officer		4/16/2012	\$	17.65
2254	Law Enforcement	Animal Control Officer		4/16/2012	\$	17.65
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$	28.22

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

A Foreign Language Service (AFLS)

Position

Tohono O'odham/English Interpreters in the Tucson Area

Please contact Chris Slaughter at (480) 813-4242 for information regarding this contract position.

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: **CONTROLLER**
 SALARY: **\$82,943.00, PLUS BENEFITS**

OPENING DATE: **May 14, 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: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides technical expertise and direction to the management of all accounting and financial data for the Tohono O'odham Nation (Nation). Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Business Administration or closely related field, and six years progressive business work experience in controlling centralized accounting activity for multiple fund programs and/or accounts, and multi-million dollar budgets, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—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.

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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JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL ACCOUNTANT

SALARY: \$50,618.00, PLUS BENEFITS

OPENING DATE: May 14, 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: GSS/Grants and Contracts

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—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.

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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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.49 PER HOUR, PLUS BENEFITS

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

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/Behavioral Health

JOB LOCATION: Sells, 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.
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JOB ANNOUNCEMENT

JOB TITLE: PREVENTION SPECIALIST
SALARY: \$19.97 PER HOUR, PLUS BENEFITS

OPENING DATE: May 14, 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: HHS/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.

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—

- Bilingual O'odham/English preferred.
- Depending on area of assignment, may be required to obtain a Chemical Dependency Counseling Certification or licensure as a Substance Abuse Counselor.
- 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.

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.
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JOB ANNOUNCEMENT

JOB TITLE: **PROJECT MANAGER**
 SALARY: **\$54,510.00, PLUS BENEFITS**

OPENING DATE: **May 14, 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: HHS/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides overall project leadership in terms of day-to-day management and specific project support.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or Project Management, or closely related field and two years work experience in project management in a health or educational field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.

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.
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JOB ANNOUNCEMENT

JOB TITLE: PROJECT MANAGER
SALARY: \$54,510.00, PLUS BENEFITS

OPENING DATE: May 14, 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: HHS/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides overall project leadership in terms of day-to-day management and specific project support.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or Project Management, or closely related field and two years work experience in project management in a health or educational field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.
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ADDITIONAL REQUIREMENTS:

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JOB ANNOUNCEMENT

JOB TITLE: **BILLING TECHNICIAN**
SALARY: **\$15.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 14, 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: **HHS/Community Health Services**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, 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.

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.
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JOB ANNOUNCEMENT

Re-Advertised

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

OPENING DATE: **May 14, 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: **HHS/Community Health Services**

JOB LOCATION: **Sells, 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.

—AND—

- Bilingual O'odham/English preferred.
- 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.

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.
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- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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Please keep copies for your own reference.

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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: **DISABILITIES SPECIALIST**
SALARY: **\$17.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 14, 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: Dept. of Education/ **Early Childhood**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction on the regulations and policies that govern the Division of Early Childhood Development (DECD) Disability Program. Manages internal and external resources and distributes information regarding educational services and assistance. Designs and implements training modules for staff, personnel, and the parents associated with DECD Disability Program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education or Child Developmental or closely related field and three years work experience in education to include student learning and teaching techniques, 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 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.

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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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: TEACHER

SALARY: \$18.55 PER HOUR, PLUS BENEFITS

OPENING DATE: May 14, 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: Dept. of Education/Early Childhood

JOB LOCATION: Sells, 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—

- Bilingual O'odham/English preferred.
- 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.

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

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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: CAREER AND EMPLOYMENT SPECIALIST
SALARY: \$15.99 PER HOUR, PLUS BENEFITS

OPENING DATE: May 14, 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: Dept. of Education/One Stop

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists youth and adults of the Tohono O'odham Nation in accessing services and resources for job training and employment; determines employers' needs and present opportunities available for job placement for clients; provides assistance to clients with all barriers to employment and coordinates efforts with the employers; conducts community resource mapping; and develops opportunities for permanent placement as well as work experience goals.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration, Social Worker, or closely related field and two years work experience in a job counseling/employment 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 be Arizona Workforce Connection Certified within six months of hire.
- Must complete Case Management Training within nine months of hire.
- 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.

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.
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