

**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 - May 28, 2013

| <u>HR<br/>210</u>                                      | <u>Department/Program/Division</u>               | <u>Job Title</u>                     | <u>Note</u> | <u>Opening<br/>Date</u> | <u>FY 2013 Salary</u> |
|--|--|--------------------------------------|-------------|-------------------------|-----------------------|
| <b>General Support Services</b>                        |  |                                      |             |                         |                       |
| 3214   | Human Resources                                  | Receptionist                         |             | 5/13/2013               | \$ 10.51              |
| 3289   | Motor Pool                                       | Fleet Mechanic                       |             | 3/4/2013                | \$ 16.80              |
| <b>Department of Planning and Economic Development</b> |  |                                      |             |                         |                       |
| 3300   | Administration                                   | Grant Writer Supervisor              |             | 4/8/2013                | \$ 57,270.00          |
| 3124   | Administration                                   | Planner                              |             | 5/20/2013               | \$ 20.98              |
| 3126   | Administration                                   | Planner                              |             | 5/30/2013               | \$ 20.98              |
| <b>Department of Health and Human Services</b>         |  |                                      |             |                         |                       |
| 3163   | Behavioral Health                                | Behavioral Health Therapist          |             | 5/13/2013               | \$ 51,883.00          |
| 3336   | Behavioral Health                                | Counselor Specialist                 |             | 5/13/2013               | \$ 19.49              |
| 3232   | Community Health Services                        | Community Health Representative      |             | 3/25/2013               | \$ 13.79              |
| 3290   | Health Transportation Services - Site: San Simon | Program Coordinator                  |             | 4/8/2013                | \$ 40,531.00          |
| 3282   | Health Transportation Services - Site: San Simon | Transit Driver                       |             | 4/8/2013                | \$ 12.81              |
| 3318   | Health Transportation Services - Site: Ak Chin   | Transit Driver                       |             | 4/8/2013                | \$ 12.81              |
| 3313   | Health Transportation Services - Site: Sells     | Transit Driver                       |             | 4/29/2013               | \$ 12.81              |
| 3335   | Health Transportation Services - Site: Sells     | Transit Driver                       |             | 4/29/2013               | \$ 12.81              |
| 3292   | Senior Services                                  | Cook Aide                            |             | 4/15/2013               | \$ 8.84               |
| <b>Department of Education</b>                         |  |                                      |             |                         |                       |
| 3295   | Administration                                   | Administrative Assistant             | CR          | 5/13/2013               | \$ 14.49              |
| 3110   | Early Childhood - Site: Santa Rosa               | Teacher Aide/Driver                  |             | 11/26/2012              | \$ 14.49              |
| 3245   | Early Childhood - Site: Sells                    | Teacher Aide                         |             | 4/1/2013                | \$ 11.32              |
| 3311   | Early Childhood - Site: Sells                    | Teacher Aide                         |             | 4/29/2013               | \$ 11.32              |
| 3310   | Early Childhood - Site: Sells                    | Teacher Aide/Driver                  |             | 4/29/2013               | \$ 14.49              |
| 3105   | Early Childhood - Site: Pisinemo                 | Teacher Aide/Driver                  |             | 10/22/2012              | \$ 14.49              |
| 3109   | Early Childhood - Site: Pisinemo                 | Teacher Aide                         |             | 11/13/2012              | \$ 11.32              |
| 3009   | Johnson O'Malley                                 | Program Coordinator (Part-Time)      |             | 5/13/2013               | \$ 19.49              |
| 3080   | Recreation - Site: Hickiwan                      | Office Specialist                    | CR, CL      | 5/6/2013                | \$ 12.49              |
| 3248   | Recreation - Site: Hickiwan                      | Recreation Specialist                |             | 1/28/2013               | \$ 12.49              |
| 3268   | Recreation - Site: Hickiwan                      | Water Safety Specialist (Occasional) |             | 3/4/2013                | \$ 11.32              |
| 3262   | Recreation - Site: Manager's Dam                 | Principal Lifeguard (Occasional)     |             | 3/4/2013                | \$ 12.49              |
| 3177   | Recreation - Site: Pisinemo                      | Recreation Program Coordinator       |             | 12/3/2012               | \$ 20.47              |
| 3264   | Recreation - Site: Pisinemo                      | Principal Lifeguard (Occasional)     |             | 3/4/2013                | \$ 12.49              |
| 3269   | Recreation - Site: Pisinemo                      | Water Safety Specialist (Occasional) |             | 3/4/2013                | \$ 11.32              |
| 3266   | Recreation - Site: Sells                         | Principal Lifeguard (Occasional)     |             | 3/4/2013                | \$ 12.49              |
| 3341   | Recreation - Site: Sells                         | Recreation Program Coordinator       |             | 5/20/2013               | \$ 20.47              |
| 3267   | Recreation - Site: Sells                         | Water Safety Specialist (Occasional) |             | 3/4/2013                | \$ 11.32              |
| <b>Department of Natural Resources</b>                 |  |                                      |             |                         |                       |
| 3296   | Administration                                   | Natural Resources Technician         |             | 3/25/2013               | \$ 20.47              |
| 3326   | Cultural Center & Museum                         | Security Guard                       |             | 4/29/2013               | \$ 12.49              |
| 3332   | Solid Waste Management                           | Receptionist                         |             | 5/13/2013               | \$ 10.51              |
| 3176   | Tribal Herd                                      | Ranch Worker                         |             | 4/22/2013               | \$ 13.79              |
| <b>Department of Public Safety</b>                     |  |                                      |             |                         |                       |
| 3304   | Law Enforcement                                  | Custodial/Grounds Worker             |             | 3/25/2013               | \$ 10.77              |

**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**

**Intermountain Centers for Human Development**

**Position:** In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

**Social Security Administration Office**

**Position:** Janitorial Technician - Sells Hospital  
Janitorial services needed for Mondays and Friday mornings.  
For more information: 1-866-220-9779 ext. 16203

(or)

Social Security Administration  
Attention: Debra  
88 W. 38th Street, Suite 100  
Tucson, Arizona 85713