

**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 - June 17, 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<br/>Salary</u> |
|--|--|--------------------------------------|----------------------|-------------------------|---------------------------|
| <b>General Support Services</b>                        |  |                                      |                      |                         |                           |
| 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                  |
| 3097   | Child Welfare                                    | Group Home Worker                    |                      | 6/3/2013                | \$ 15.22                  |
| 3219   | Child Welfare                                    | Group Home Worker                    |                      | 6/3/2013                | \$ 15.22                  |
| 3003   | Community Health Services                        | Billing Technician                   | <i>Re-Advertised</i> | 6/17/2013               | \$ 15.22                  |
| 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                  |
| 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                  |
| 3041   | Higher Education                                 | Education Assistance Specialist      | <i>Re-Advertised</i> | 6/3/2013                | \$ 15.22                  |
| 3009   | Johnson O'Malley                                 | Program Coordinator (Part-Time)      |                      | 5/13/2013               | \$ 19.49                  |
| 3268   | Recreation - Site: Hickiwan                      | Water Safety Specialist (Occasional) |                      | 3/4/2013                | \$ 11.32                  |
| 3262   | Recreation - Site: Menager's Dam                 | Principal Lifeguard (Occasional)     |                      | 3/4/2013                | \$ 12.49                  |
| 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                  |
| 3142   | Recreation - Site: Sells                         | Recreation Specialist (S)            | <i>NEW</i>           | 6/17/2013               | \$ 12.49                  |
| 3267   | Recreation - Site: Sells                         | Water Safety Specialist (Occasional) |                      | 3/4/2013                | \$ 11.32                  |
| <b>Department of Natural Resources</b>                 |  |                                      |                      |                         |                           |
| 3355   | Cultural Center/Museum                           | Museum Trainee                       | <i>PT/Temp,NEW</i>   | 6/17/2013               | \$ 10.25                  |
| 3356   | Cultural Center/Museum                           | Museum Trainee                       | <i>PT/Temp,NEW</i>   | 6/17/2013               | \$ 10.25                  |
| 3176   | Tribal Herd                                      | Ranch Worker                         |                      | 4/22/2013               | \$ 13.79                  |
| <b>Department of Public Safety</b>                     |  |                                      |                      |                         |                           |
| 3173   | Corrections                                      | Administrative Assistant, Senior     | CR, CL               | 6/10/2013               | \$ 16.80                  |
| 3168   | Corrections                                      | Corrections Support Specialist       |                      | 6/10/2013               | \$ 14.85                  |
| 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



**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: RECREATION SPECIALIST**  
**SALARY: \$12.49 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 17, 2013**

**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/Recreation**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, 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.
- 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.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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

**3355**  
**3356**

**JOB ANNOUNCEMENT**

**JOB TITLE: Museum Trainee (Part-Time)**  
**SALARY: \$10.25 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 17, 2013**

**CLOSING DATE: June 28, 2013**

*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/Part-Time

**(This position is budgeted for 1040 hours)**

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Cultural Center/Museum

JOB LOCATION: **Topawa, AZ**

**POSITION SUMMARY:** Under close supervision, will gain skills and knowledge on how to handle large archaeological collections and work in the Cultural Center and Museum (Himdag Ki:); will learn areas of cultural resources management, collections management, general museum operations, and will work with elders, community members, museum professionals, and Himdag Ki: mission, goals and objectives.

Successful completion of the program will give the trainee formal and informal on-the-job knowledge and skills that will be valued in museums, cultural centers, and related organizations.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and a strong interest in the field of museum collections, or closely related field; or an equivalent combination of training, education, and work experience which demonstrates the ability to complete the scope of work.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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.

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**

**3003**

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

**Re-Advertised**

**JOB ANNOUNCEMENT**

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

OPENING DATE: **June 17, 2013**

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: **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.

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"**