PLEASE POST

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

Job Summary -January 23, 2012

HR 210	Department/Program	Position	Note	Opening Date	FY 2012 Salary
Executive Office					
2038	Executive	Legal Assistant	CR	1/17/2012	$ 41,544.00
2173	Gaming	Financial Analyst		1/9/2012	$ 77,021.00
2209	Gaming	Legal Counsel, Gaming (Part-Time)		1/17/2012	$ 54,414.00
General Support Services					
2067	Accounting	Accounting Clerk		1/17/2012	$ 15.22
2126	Department of Information & Technology	Network Technician	CL	1/9/2012	$ 21.51
2125	Department of Information & Technology	Systems Administrator		1/9/2012	$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	$ 17.65
2105	Facility Management	Office Specialist	CR, CL	1/4/2012	$ 12.49
2211	Human Resources	Human Resources Analyst		1/17/2012	$ 45,857.00
Justice					
2202	Office of the Prosecutor	Office Specialist	CR , CL	1/17/2012	$ 12.49
Membership Services					
2003	Elections	Election Specialist	CR	1/4/2012	$ 11.32
2004	Hia-Ced O'odham	Hia-Ced O'odham Project Coordinator		1/4/2012	$ 15.22
Department of Health and Human Services					
2120	Behavioral Health	Counselor		1/17/2012	$ 15.60
2118	Behavioral Health	Counselor Specialist	***NEW***	1/23/2012	$ 19.49
2119	Behavioral Health	Counselor Specialist		1/17/2012	$ 19.49
2115	Child Welfare	Administrative Assistant	CR	1/4/2012	$ 30,137.00
2203	Child Welfare	Case Manager	***NEW***	1/23/2012	$ 47,004.00
2111	Child Welfare	Group Home Worker		1/4/2012	$ 15.22
2177	Child Welfare	Program Manager, Senior		1/9/2012	$ 69,777.00
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
2136	Community Health Services	Health Planner		1/4/2012	$ 49,383.00
2143	Community Health Services	Registered Nurse		1/9/2012	$ 82,943.00
2144	Community Health Services	Registered Nurse		1/9/2012	$ 82,943.00
2154	Healthy O'odham Promotional Program	Program Manager, Senior		1/9/2012	$ 69,777.00
2196	Health Transportation Service-Site: San Xavier	Program Coordinator		1/17/2012	$ 19.49
2197	Health Transportation Service	Transit Driver		1/17/2012	$ 12.81
2036	Management of Health	Program Development Manager		1/17/2012	$ 69,777.00
2034	Special Needs	Maternal and Child Health Advocate		1/9/2012	$ 19.01
Department of Education					
2183	Administration	Administrative Assistant	CR	1/4/2012	$ 30,137.00
2081	Administration	Librarian		1/4/2012	$ 44,739.00
2110	Early Childhood	Child Care Specialist		1/4/2012	$ 9.29
2188	Early Childhood - Site: San Xavier	Child Care Specialist	***NEW***	1/23/2012	$ 9.29
2189	Early Childhood	Child Care Trainer/Monitor	***NEW***	1/23/2012	$ 28,685.00
2207	Early Childhood	Program Manager, Senior	***NEW***	1/23/2012	$ 69,777.00
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		1/4/2012	$ 14.49
2013	Recreation-Site: Hickiwan	Recreation Program Coordinator		1/17/2012	$ 20.47
2022	Recreation-Site: Hickiwan	Water Safety Specialist		1/4/2012	$ 11.32
2017	Recreation-Site: Menager's Dam	Recreation Aide		1/4/2012	$ 10.77

CR=Clerical Required CL=Career Ladder

Department of Education					
2178	Recreation-Site: Pisinemo	Office Specialist	CR , CL	1/9/2012	$ 12.49
2020	Recreation-Site: Pisinemo	Principal Lifeguard		1/4/2012	$ 12.49
2194	Recreation-Site: Pisinemo	Water Safety Specialist		1/17/2012	$ 11.32
2021	Recreation-Site: San Xavier	Principal Lifeguard		1/4/2012	$ 12.49
2204	Recreation-Site: San Xavier	Recreation Program Coordinator		1/17/2012	$ 20.47
2153	Recreation-Site: San Xavier	Recreation Specialist		1/4/2012	$ 12.49
2199	Recreation-Site: Sells	Principal Lifeguard		1/17/2012	$ 12.49
2195	Recreation-Site: Sells	Recreation Aide		1/17/2012	$ 10.77
2181	Scholarship - Site Sells	Education Assistance Specialist		1/4/2012	$ 15.22
2182	Scholarship - Site Tucson	Education Assistance Specialist		1/4/2012	$ 15.22
Department of Natural Resources					
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	$ 19.49
Department of Public Safety					
2010	Tribal Employment Rights Office	Administrative Assistant	CR	1/4/2012	$ 30,137.00

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, 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

DEPARTMENT	POSITION (S)	CLOSING DATE
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

Salt River Pima-Maricopa Indian Community

Position	Closing Date	Salary
Prosecutor	Open Until Filled	$106,539 - $157,148
Licensed Associate Judge	Open Until Filled	$96,610 - $140,084

For more information, please visit **www.srpmic-nsn.gov/employment or call (480) 362-7925**

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

CR=Clerical Required CL=Career Ladder

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JOB ANNOUNCEMENT

JOB TITLE: **COUNSELOR SPECIALIST**
SALARY: **$19.49, PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 23, 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: Health & Human Services/**Behavioral Health** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides counseling services to individuals and groups with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Counseling or closely related field and two years work experience in the field of alcohol and substance abuse prevention, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—**AND**—

- Licensed by the State of Arizona Board of Behavioral Health Examiners.
- 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.

ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- 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.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- 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

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.

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JOB ANNOUNCEMENT

JOB TITLE: **CASE MANAGER**
SALARY: **$47,004.00, PLUS BENEFITS**

OPENING DATE: **January 23, 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: Health and Human Services/**Child Welfare** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting 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**—

- 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.
- 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: **CHILD CARE SPECIALIST**
SALARY: **$9.29 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 23, 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: Education/**Early Childhood**

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, or 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 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 current Food Handler's card.
- 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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: **CHILD CARE TRAINER/MONITOR**
SALARY: **$28,685.00, PLUS BENEFITS**

OPENING DATE: **January 23, 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: Education/**Early Childhood**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, trains and monitors child care providers to ensure compliance with Child Care and Development Block Grant's minimum health and safety standards.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education and one year work experience in working with children and families in a child development environment such as a nursery, day care or a child care provider 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 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 current Food Handler's card.
- 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.
- 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.
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JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM MANAGER, SENIOR**
SALARY: **$69,777.00, PLUS BENEFITS**

OPENING DATE: **January 23, 2012** CLOSING DATE: **Open Until Filled**

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STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Education/**Early Childhood**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.
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