

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 - October 21, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3619	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 52,136.00
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
General Support Services					
3510	Facility Management	Office Specialist	CR, CL	10/14/2013	\$ 12.87
3519	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
Membership Services					
3600	Enrollment	Enrollment Specialist	CR	9/23/2013	\$ 11.66
Justice					
3513	Office of Attorney General	Legal Secretary	CR, CL	9/30/2013	\$ 17.74
Department of Health and Human Services					
3582	Child Welfare	Human Services Investigator		10/7/2013	\$ 25.69
3583	Child Welfare	Group Home Worker		9/23/2013	\$ 15.68
3579	Community Health - Site: San Xavier	Community Health Representative	NEW	10/21/2013	\$ 14.20
3586	Community Health	Licensed Practical Nurse	NEW	10/21/2013	\$ 23.86
3516	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
3517	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
3518	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
Department of Education					
3576	Early Childhood - Site: San Xavier	Teacher Aide/Driver		10/14/2013	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		10/14/2013	\$ 19.10
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.49
3527	Recreation - Site: Menager's Dam	Recreation Specialist		9/9/2013	\$ 12.49
Department of Natural Resources					
3534	Administration	Natural Resources Technician		7/22/2013	\$ 21.09
3502	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 18.18
3604	Well Maintenance	Well Maintenance Technician	NEW	10/21/2013	\$ 15.68
Department of Planning and Economic Development					
3625	Administration	Building Inspector	NEW	10/21/2013	\$ 21.61
3631	Real Property Management	Custodial/Grounds Worker	NEW	10/21/2013	\$ 11.10
Department of Public Safety					
3598	Corrections	Administrative Assistant, Senior	CR	10/14/2013	\$ 17.31
3597	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 68,408.00
3551	Corrections	Corrections Support Specialist	CL	9/16/2013	\$ 15.30
3538	Corrections	Maintenance Technician		9/9/2013	\$ 12.25
3592	Environmental Protection Office	Environmental Specialist	CL	9/16/2013	\$ 24.45
3535	Fire	Heavy Equipment Mechanic	CL	8/19/2013	\$ 20.07
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00

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

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3579

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

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE
SALARY: \$14.20 PER HOUR, PLUS BENEFITS

OPENING DATE: October 21, 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: **San Xavier, 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—

- 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.
- 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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: LICENSED PRACTICAL NURSE
SALARY: \$23.86 PER HOUR, PLUS BENEFITS

OPENING DATE: October 21, 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, provides medical care and treatment to clients/patients according to policies, procedures, protocol and client needs.

MINIMUM QUALIFICATIONS:

- Licensed by the Arizona State Board of Nursing as a Practical Nurse and two years' nursing experience working with communicable diseases or related medical care and treatment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must be licensed to practice nursing in the State of Arizona and certified by the State Board of Nursing as a Licensed Practical Nurse.
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three 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.

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JOB ANNOUNCEMENT

JOB TITLE: WELL MAINTENANCE TECHNICIAN
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: October 21, 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: Natural Resources/**Well Maintenance**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, perform mechanical repairs and maintenance of water wells and other water delivery and pumping services under the Natural Resources Department.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in water well repair and maintenance, or an equivalent combination of education and 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 Commercial Driver's License—Class B, (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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JOB ANNOUNCEMENT

JOB TITLE: BUILDING INSPECTOR
SALARY: \$21.61 PER HOUR, PLUS BENEFITS

OPENING DATE: October 21, 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: Planning/Administrative

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs inspections of buildings and workmanship of contractors and ensures quality and compliance with the International Code Council (ICC) and other related codes, ordinances and regulations adopted by the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and, and three years' work experience in construction trade with extensive customer contact in construction industry or building inspections field; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a current International Code Council Building or Residential Inspector certification.
- Bilingual O'odham/English required.
- 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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JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER
SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: October 21, 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: Planning/Real Property Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—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.

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