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 - November 13, 2012

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2012 Salary
Executive Office					
3157	Gaming	Administrative Assistant	CR	11/5/2012	$ 14.49
3064	Hewel Ni'ok	Production Technician, KOHN CL I	CL	10/15/2012	$ 14.14
3063	Hewel Ni'ok	Programming Assistant, KOHN CL II	CL	10/22/2012	$ 15.60
3179	Miss Tohono O'odham Nation	Administrative Assistant	CR - ***NEW***	11/13/2012	$ 14.49
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	$ 75,143.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	$ 66,415.00
3071	Facility Management	Custodial/Grounds Worker		10/15/2012	$ 10.77
3073	Facility Management	Electrician		1/4/2012	$ 17.65
Department of Planning and Economic Development					
3123	Realty Office	Realty Officer	***NEW***	11/13/2012	$ 60,169.00
3128	Real Property - Site: San Simon	Custodial/Grounds Worker	***NEW***	11/13/2012	$ 10.77
Membership Services					
3026	Elections	Election Specialist (Occasional)	CR	10/15/2012	$ 11.32
3027	Elections	Election Specialist (Occasional)	CR	10/15/2012	$ 11.32
3025	Enrollment	Enrollment Specialist	CR	10/15/2012	$ 11.32
Department of Health and Human Services					
3164	Behavioral Health - Site: Ak Chin	Counselor	***NEW***	11/13/2012	$ 15.60
3166	Behavioral Health - Site: San Xavier	Office Specialist	CR, CL - ***NEW***	11/13/2012	$ 12.49
3165	Behavioral Health	Transit Driver	***NEW***	11/13/2012	$ 12.81
3098	Child Welfare	Group Home Worker		10/15/2012	$ 15.22
3006	Community Health Services	Program Coordinator		9/10/2012	$ 19.49
3132	Health Transportation Services - Site: San Simon	Transit Dispatcher		10/29/2012	$ 14.85
3138	Health Transportation Services - Site: Ak Chin	Transit Driver		10/29/2012	$ 12.81
3090	Management of Health	Victim/Witness Specialist		10/15/2012	$ 21.51
Department of Education					
3103	Early Childhood - Site: Santa Rosa	Teacher Aide		10/22/2012	$ 11.32
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver	***NEW***	11/13/2012	$ 14.49
3114	Early Childhood - Site: Sells	Maintenance Technician	***NEW***	11/13/2012	$ 11.89
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide	***NEW***	11/13/2012	$ 11.32
3113	Early Childhood - Site: Pisinemo	Teacher Aide	***NEW***	11/13/2012	$ 11.32
3041	Higher Education	Education Assistance Specialist		10/15/2012	$ 15.22
3155	One Stop	Program Coordinator		11/5/2012	$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	$ 12.49
3081	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	$ 10.77
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	$ 12.49
3079	Recreation - Site: Pisinemo	Office Specialist	CR,CL	8/20/2012	$ 12.49
3093	Recreation - Site: Sells	Recreation Aide		11/5/2012	$ 10.77
3119	Scholarship	Education Assistance Specialist		10/29/2012	$ 15.22
3083	Vocational Rehabilitation	Vocational Rehabilitation Specialist		10/15/2012	$ 17.22
Department of Natural Resources					
3102	Cultural Center & Museum	Maintenance Technician		10/15/2012	$ 11.89
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	$ 15.22

CR=Clerical Required CL=Career Ladder

Department of Public Safety					
3014	Law Enforcement - Corrections	Assistant Corrections Administrator		8/13/2012	$ 66,415.00
3015	Law Enforcement - Corrections	Corrections Administrator		8/13/2012	$ 85,017.00
3016	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	$ 16.80
3017	Law Enforcement	Accounting Specialist		6/4/2012	$ 17.22

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, 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

DEPARTMENT	POSITION (S)	CLOSING DATE
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

Salt River Indian Community, Scottsdale, AZ

Position: Associate Judge

Salary: $68,655.00 - $96,120.00 Annually **Opening Date:** 11/01/12 **Closing Date:** 11/30/12 11:59 PM

Apply online: 'http://www.srpmic-nsn.gov/employment'

CR=Clerical Required CL=Career Ladder

OTHER EMPLOYER'S RECRUITMENT

San Xavier Allottees Association, Inc.

Position: Receptionist II (Part Time)

Salary: $10,432.50 - $15,649.00 Annually **Opening Date:** 11/13/13 **Closing Date:** 12/05/12 5:00 PM

Position: Community Liaison (Part Time)

Salary: $26,709.00 - $40,064.00 Annually **Opening Date:** 11/13/13 **Closing Date:** 12/05/12 5:00 PM

Please contact SXAA Office at (520) 807-2121 for more information regarding these positions.

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: **ADMINISTRATIVE ASSISTANT**
SALARY: **$14.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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: Executive/**Miss Tohono O'odham Nation** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: To oversee and make travel arrangements for Miss Tohono O'odham Nation and the attendants for appearances, coordinate and organize the annual Miss Tohono O'odham Nation Pageant.

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.

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

3123

JOB ANNOUNCEMENT

JOB TITLE: **REALTY OFFICER**
SALARY: **$60,169.00, PLUS BENEFITS**

OPENING DATE: **November 13, 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: Planning/**Realty Office** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under limited supervision, manages all real property matters related to tribal and allotted lands held in trust for the Tohono O'odham Nation. Provides staff with direction on all transactions of the real property management programs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Realty or closely related field and three years' work experience in real estate, or an equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.
- Two years 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.

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

3128

JOB ANNOUNCEMENT

JOB TITLE: **CUSTODIAL/GROUNDS WORKER**
SALARY: **$10.77 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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: Planning/**Real Property** JOB LOCATION: **San Simon**, 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.

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

3164

JOB ANNOUNCEMENT

JOB TITLE: **COUNSELOR**
SALARY: **$15.60 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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: **Ak Chin**, AZ

POSITION SUMMARY: Under close supervision, provides basic services to individuals 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 one year work experience in the field of alcohol and substance abuse prevention, or 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.

"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: **OFFICE SPECIALIST**
SALARY: **$10.77 - $12.49* PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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. ***This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health** JOB LOCATION: **San Xavier**, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: FY2013 Division of Behavioral Health I.H.S. Base Budget

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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

JOB ANNOUNCEMENT

JOB TITLE: **TRANSIT DRIVER**
SALARY: **$12.81 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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 close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—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.

"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: **TEACHER AIDE/DRIVER**
SALARY: **$14.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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**
(This position is budgeted for 1680 hours)
HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**
JOB LOCATION: **Santa Rosa**, AZ

POSITION SUMMARY: Under general supervision, assist teachers in the daily early childhood education plans; assist in transportation of children to and from centers and designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in caring or working with infants and toddlers in an educational setting, 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.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- 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.
- 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
HUMAN RESOURCES OFFICE
P.O. BOX 837; SELLS, ARIZONA 85634 ·PHONE: (520) 383-6540 · FAX: (520) 383-4676

3114

JOB ANNOUNCEMENT

JOB TITLE: **MAINTENANCE TECHNICIAN**
SALARY: **$11.89 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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 maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To provide comprehensive services to children 3-5 years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, 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"

TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE
P.O. BOX 837; SELLS, ARIZONA 85634 ·PHONE: (520) 383-6540 · FAX: (520) 383-4676

3109
3113

JOB ANNOUNCEMENT

JOB TITLE: **TEACHER AIDE (2 Positions)**
SALARY: **$11.32 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 13, 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
(This position is budgeted for 1680 hours)

DEPARTMENT: Dept. of Education/**Early Childhood** JOB LOCATION: **Pisinemo**, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- 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"