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 -- November 21, 2011

| HR 210 | Department/Program | Position | Note | Opening Date | Closing Date | FY 2012 Salary |
|---|---|---|---|---|---|---|
| **Executive Office** | | | | | | |
| 2038 | Executive | Legal Assistant | *CR | 9/12/2011 | OUF | $ 36,609.70 |
| 2039 | Executive | Administrative Assistant | *CR | 10/10/2011 | OUF | $ 14.15 |
| 2173 | Gaming | Financial Analyst | | 11/7/2011 | OUF | $ 71,020.23 |
| **General Support Services** | | | | | | |
| 2126 | Department of Information and Technology | Network Technican | **CL | 11/14/2011 | OUF | $ 19.99 |
| 2125 | Department of Information and Technology | Systems Administrator | | 10/24/2011 | OUF | $ 49,147.45 |
| 2105 | Facility Management | Office Support Worker | *CR **CL | 11/21/2011 | OUF | $ 10.01 |
| 2104 | Facility Management | Journeyman Electrician | | 10/17/2011 | OUF | $ 14.50 |
| **Membership Services** | | | | | | |
| 2003 | Elections | Election Clerk | *CR | 11/14/2011 | OUF | $ 10.01 |
| 2004 | Hia-Ced O'odham | Project Coordinator | | 7/25/2011 | OUF | $ 13.47 |
| 2005 | Hia-Ced O'odham | Administrative Secretary | *CR | 9/19/2011 | OUF | $ 12.51 |
| **Department of Health and Human Services** | | | | | | |
| 2120 | Behavioral Health | Counselor I | | 8/1/2011 | OUF | $ 13.80 |
| 2118 | Behavioral Health | Counselor III | | 4/25/2011 | OUF | $ 39,406.91 |
| 2115 | Child Welfare | Administrative Assistant | *CR | 10/24/2011 | OUF | $ 14.15 |
| 2177 | Child Welfare | Clinical Manager | **NEW** | 11/21/2011 | OUF | $ 63,594.24 |
| 2112 | Child Welfare | Children's Services Coordinator | | 10/24/2011 | OUF | $ 16.01 |
| 2116 | Child Welfare | Driver | | 9/19/2011 | OUF | $ 11.61 |
| 2111 | Child Welfare | Group Home Worker | | 10/24/2011 | OUF | $ 10.78 |
| 2129 | Community Health Services | Community Health Representative | | 10/24/2011 | OUF | $ 13.47 |
| 2138/2139 | Community Health Services | Community Health Specialist LPN | (2) positions | 10/24/2011 | OUF | $ 13.80 |
| 2140/2141/2142 | Community Health Services | Home Health Aide | (3) positions | 10/24/2011 | OUF | $ 9.77 |
| 2143/2144 | Community Health Services | Home Health Nurse | (2) positions | 2/22/2011 | OUF | $ 47,371.04 |
| 2136 | Community Health Services | Health Planner | | 10/24/2011 | OUF | $ 45,658.83 |
| 2098 | Health Transportation Service | AHCCCS Billing Technican | | 10/17/2011 | OUF | $ 12.82 |
| 2037 | Management of Health/SPF TIG | Administrative Assistant | *CR | 10/3/2011 | OUF | $ 14.15 |
| 2151 | Senior Services | Community Home Worker | | 9/12/2011 | OUF | $ 9.07 |
| 2091 | Senior Services | Senior Services Aide (Part-Time) | | 10/24/2011 | OUF | $ 8.22 |
| 2034 | Special Needs | Maternal and Child Health Advocate | **Re-Advertised** | 11/21/2011 | OUF | $ 32,781.73 |

*CR=Clerical Required **CL=Career Ladder
OUF=Open Until Filled

| HR 210 | Department/Program | Position | Note | Opening Date | Closing Date | FY 2012 Salary |
|---|---|---|---|---|---|---|
| **Department of Education** | | | | | | |
| 2183 | Administration | Administrative Secretary | *CR **NEW** | 11/21/2011 | OUF | $ 12.51 |
| 2081 | Administration | Librarian | | 10/10/2011 | OUF | $ 42,417.85 |
| 2110 | Early Childhood | Child Care Assistant | | 11/14/2011 | OUF | $ 8.22 |
| 2101 | Early Childhood - Site: Vaya Chin | Teacher Aide/Driver | | 10/24/2011 | OUF | $ 11.61 |
| 2103 | Early Childhood | Health Specialist | | 11/7/2011 | OUF | $ 16.01 |
| 2022 | Recreation-Site: Hickiwan | Lifeguard/Water Safety Instructor | | 10/18/2010 | OUF | $ 10.52 |
| 2017 | Recreation-Site: Menager's Dam | Recreation Aide | | 10/25/2010 | OUF | $ 8.85 |
| 2020 | Recreation-Site: Pisinemo | Principle Lifeguard | | 10/25/2010 | OUF | $ 11.05 |
| 2153 | Recreation-Site: San Xavier | Lifeguard/Youth Outreach Support | | 10/31/2011 | OUF | $ 10.52 |
| 2021 | Recreation-Site: San Xavier | Principle Lifeguard | | 5/16/2011 | OUF | $ 11.05 |
| 2181 | Scholarship | Education Assistance Specialist | **NEW** | 11/21/2011 | OUF | $ 14.15 |
| 2182 | Scholarship - Site: Tucson | Education Assistance Specialist | **NEW** | 11/21/2011 | OUF | $ 14.15 |
| **Department of Natural Resources** | | | | | | |
| 2055 | Solid Waste Management Program | Diesel/Hydraulic Mechanic III | **CL | 10/18/2010 | OUF | $ 19.50 |
| 2184 | Solid Waste Management Program | Solid Waste Laborer | **NEW** | 11/21/2011 | OUF | $ 11.05 |
| **Department of Public Safety** | | | | | | |
| 2049 | Law Enforcement | Administrative Assistant | *CR | 7/18/2011 | OUF | $ 14.15 |
| 2010 | Tribal Employment Rights Office | Administrative Assistant | *CR | 9/12/2011 | OUF | $ 14.15 |
| 2031 | Tribal Employment Rights Office | TERO Director | | 10/17/2011 | OUF | $ 61,295.65 |

## 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/Switchboard Operator.**
**TESTING: Appointments are necessary. Please call 383-6540 to schedule an appointment.**

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. If applying for any clerical positions please contact Human Resources @ (520) 383-6540 to **schedule an appointment**. **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

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## 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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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**

## OPEN CONTINUOUS RECRUITMENT

| DEPARTMENT | POSITION (S) | CLOSING DATE | FY12 SALARY |
|---|---|---|---|
| Police Department | Police Officer | Open Continuous | $ 43,687.34 |
| Police Department | Ranger | Open Continuous | $ 30,918.72 |
| Police Department | Public Safety Dispatcher * (CL) | Open Continuous | $12.82 - $14.15 p/hr |

## OTHER EMPLOYER'S RECRUITMENT

**Chukut Kuk District Office**

| Position | Closing Date | Salary |
|---|---|---|
| Receptionist | Open Until Filled | $10.75 p/hr |

Applications can be picked up at the Chukut Kuk District Office. For additional information contact Terry Angelo at (520) 383-2080

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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH

## HUMAN RESOURCES OFFICE

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Website: www.tonation-nsn.gov


## JOB ANNOUNCEMENT

JOB TITLE: **CLINICAL MANAGER**

SALARY: **$63,594.24 PLUS BENEFITS**

OPENING DATE: **November 21, 2011** 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

STATEMENT OF JOB: Accomplishes the programs strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services. Ensures the program operates efficiently and effectively in accordance with funding requirements, established policies, procedures, and federal regulations. Manages the Clinical and administrative operations in the delivery of services in accordance with contract guidelines, clinical practice and procedure, and policy and procedures of the Nation. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Behavioral Health, Counseling or related field
2. Five years experience in behavioral health, addictions counselor, or closely related field including two years in a supervisory capacity

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire
- Must obtain Substance Abuse, First Aid, and CPR certifications upon hire

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. 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.

**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**

# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH

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Re-Advertised

## JOB ANNOUNCEMENT

JOB TITLE: **MATERNAL AND CHILD HEALTH ADVOCATE**

SALARY: **$32,781.73, PLUS BENEFITS**

OPENING DATE: **November 21, 2011** 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/**Special Needs** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Advocate for families of young children, attends meetings, provides relevant information about early childhood development and health, stressing the need to preserve the Tohono O'odham Language and oral tradition to community and business leaders, philanthropic organizations, faith-based organizations, tribal departments, and tribal government leaders. Maintain confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Four years work experience in Child Development

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a criminal background investigation and fingerprint check

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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## JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE SECRETARY**

SALARY: **$ 12.51 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 21, 2011** 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/Administration JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and administrative duties. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Two years administrative or secretarial experience

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a background investigation and fingerprint check
- Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
  Typing 40 wpm Spelling 50% Grammar 50% Math 50%

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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2181/
2182

# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH

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## JOB ANNOUNCEMENT

JOB TITLE: **EDUCATION ASSISTANCE SPECIALIST (2 positions)**
SALARY: **$14.15 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 21, 2011** 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/**Scholarship** JOB LOCATION: **2181: Sells, AZ**
**2182: Tucson, AZ**

STATEMENT OF JOB: Provides financial aid counseling and information to eligible students who are pursuing secondary or post secondary degrees, licenses or certificates. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Associate's Degree in Education, Guidance Counseling or closely related field
2. Two years experience in teaching or counseling

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a background investigation and fingerprint check

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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## JOB ANNOUNCEMENT

JOB TITLE: **SOLID WASTE LABORER**

SALARY: **$ 11.05 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 21, 2011** 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: NRD/Solid Waste Management JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and sorting refuse, cleaning up dumpsites and other areas according to established departmental codes, regulations, policies and procedures. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Six months work experience as a laborer

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a background investigation and fingerprint check

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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