

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 24, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
General Support Services					
4119	Accounting	Controller		11/17/2014	\$ 85,432.00
4121	Accounting	Budget Technician	CL	11/17/2014	\$ 13.86
4122	Accounting	Payroll Technician		11/17/2014	\$ 13.86
4092	Motor Pool	Fleet Mechanic		11/3/2014	\$ 17.31
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4108	Office of the Prosecutor	Attorney Prosecutor	CL	11/17/2014	\$ 70,118.00
Department of Health and Human Services					
4105	Adult Protective Services	Case Manager		11/3/2014	\$ 23.28
4053	Community Health	Licensed Practical Nurse	NEW	11/24/2014	\$ 23.86
4127	Behavioral Health	Administrative Assistant	CL, CR NEW	11/24/2014	\$ 14.92
Department of Education					
4069	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4070	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4071	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4013	Recreation - Site: Hickiwan	Recreation Program Coordinator		10/20/2014	\$ 21.09
4101	Early Childhood/Child Care Services Site: Santa Rosa	Child Care Specialist		11/10/2014	\$ 9.57
4082	Early Childhood/Special Services Program	Health Education Specialist	CL	11/10/2014	\$ 19.58
4110	Early Childhood - Site: Sells	Receptionist		11/10/2014	\$ 10.83
4077	Early Childhood - Site: Santa Rosa	Cook	Re-Advertised	9/2/2014	\$ 11.66
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
Department of Public Safety					
4002	Environmental Protection Office	Environmental Protection Manager	NEW	11/24/2014	\$ 73,667.00
4007	TERO	TERO Director	NEW	11/24/2014	\$ 75,509.00

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.

(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 – Tohono O’odham Nation

Position: Business Manager

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

Chukut Kuk District - Tohono O'odham Nation

Position: Financial Analyst

Please contact the Chukut Kuk District office at 520-383-2080 to apply.



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: LICENSED PRACTICAL NURSE

SALARY: \$23.86 PER HOUR, PLUS BENEFITS

OPENING DATE: November 24, 2014

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.
- 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.
- 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"



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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: November 24, 2014

CLOSING DATE: December 5, 2014

*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 required. GRANT FUNDED.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Behavioral Health**

JOB LOCATION: **Sells, AZ**

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

SCOPE OF WORK: The purpose is to decrease the incidence of suicide and to increase the suicide crisis response capacity of the Tohono O'odham Nation.

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—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- 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.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: ENVIRONMENTAL PROTECTION MANAGER
SALARY: \$73,667.00, PLUS BENEFITS

OPENING DATE: November 24, 2014

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: DPS/Environmental Protection Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services designed to protect the land, natural resources and eco-system conditions of the Tohono O'odham Nation. Ensures the division operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Environmental Science or closely related field and four years' work experience managing or overseeing a regulatory environmental quality or program or project, 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
- A supervisory training certificate or three (3) credit hour course.

—AND—

- 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.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: TERO DIRECTOR
SALARY: \$75,509.00, PLUS BENEFITS

OPENING DATE: November 24, 2014

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: DPS/TERO

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, the TERO Director accomplishes strategic objectives to eradicate employment discrimination by planning, organizing, and directing all TERO functions required to operate and maintain division activities and services to protect the rights of Indians.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources or closely related field and five years' work experience in human resources, Indian Preference, EEOC issues or contract/grant management field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position..
- Two years supervisory experience.

—AND—

- 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.
- 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.

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