

**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](http://www.tonation-nsn.gov)



## Job Summary - December 30, 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>
<b>Executive Office</b>					
3623	Gaming	Gaming Inspection Project Assistant	CR	11/25/2013	\$ 21.61
<b>General Support Services</b>					
3683	Accounting	Principal Accountant		12/23/2013	\$ 52,136.00
3511	Facility Management	Administrative Assistant, Senior	CR	12/9/2013	\$ 17.31
3662	Grants and Contracts	Principal Accountant		11/25/2013	\$ 52,136.00
<b>Justice</b>					
3644	Office of Attorney General	Assistant Attorney General (CL III)		11/4/2013	\$ 120,713.00
<b>Membership Services</b>					
3632	Elections	Administrative Assistant	CR	12/2/2013	\$ 14.92
<b>Department of Health and Human Services</b>					
3570	Behavioral Health	Behavioral Health Therapist		12/23/2013	\$ 53,440.00
3672	Behavioral Health - Site: Ak Chin	Counselor Aide		12/13/2013	\$ 11.66
3671	Behavioral Health - Site: Ak Chin	Peer Specialist		12/13/2013	\$ 11.66
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3586	Community Health	Licensed Practical Nurse		10/21/2013	\$ 23.86
3659	Division of Special Needs	Maternal and Child Health Advocate		11/18/2013	\$ 19.58
3518	Healthy O'odham Promotion Program	Health Education Specialist	CL	12/16/2013	\$ 19.58
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
<b>Department of Education</b>					
3688	Administration	Administrative Assistant	CR, New	12/30/2013	\$ 14.92
3684	Early Childhood - Site: Santa Rosa	Child Care Specialist	New	12/30/2013	\$ 9.57
3572	Early Childhood - Site: Santa Rosa	Teacher		10/14/2013	\$ 19.10
3576	Early Childhood - Site: San Xavier	Teacher Aide/Driver		10/14/2013	\$ 14.92
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
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver	New	12/30/2013	\$ 14.92
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.87
3527	Recreation - Site: Manager's Dam	Recreation Specialist		9/9/2013	\$ 12.87
<b>Department of Planning and Economic Development</b>					
3625	Administration	Building Inspector		11/12/2013	\$ 21.61
<b>Department of Public Safety</b>					
3597	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 68,408.00
3669	Environmental Protection Office	Office Specialist	CR, CL	12/16/2013	\$ 12.87
3656	Law Enforcement	Administrative Assistant, Senior	CR	11/18/2013	\$ 17.31
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

### 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**

**Intermountain Centers for Human Development**

**Position:** Behavioral Health Case Manager - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)

**Sells District – Tohono O'odham Nation**

**Position:** Business Manager  
Please contact the Sells District office at 520-383-2281 to apply.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**3684**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: CHILD CARE SPECIALIST**  
**SALARY: \$9.57 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 30, 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: Dept. of Education/Early Childhood**

**JOB LOCATION: Santa Rosa, 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 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.
- 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.
- 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**

**3687**

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**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER AIDE/DRIVER**  
**SALARY: \$14.92 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 30, 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**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: Vaya Chin, 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 Commercial 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: ADMINISTRATIVE ASSISTANT**  
**SALARY: \$14.92 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 30, 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. Clericals Required.*

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

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Education/Administration

**JOB LOCATION:** Sells, AZ

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

**SCOPE OF WORK:** Education Administration is the administrative oversight for the Tohono O'odham Nation Education Department. The department is under the Tohono O'odham Nation Executive Branch.

**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.

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