

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 - August 26, 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					
3378	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 50,618.00
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
3418	Magdalena Visitor Center Project	Laborer (Occasional)	NEW	8/26/2013	\$ 15.00
3419	Magdalena Visitor Center Project	Laborer (Occasional)	NEW	8/26/2013	\$ 15.00
3420	Magdalena Visitor Center Project	Laborer (Occasional)	NEW	8/26/2013	\$ 15.00
3421	Magdalena Visitor Center Project	Laborer (Occasional)	NEW	8/26/2013	\$ 15.00
General Support Services					
3382	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3347	Community Health Services	Program Supervisor		7/22/2013	\$ 51,883.00
3414	Behavioral Health	Counselor	NEW	8/26/2013	\$ 15.60
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3379	Vocational Rehabilitation	Vocational Rehabilitation Specialist	NEW	8/26/2013	\$ 17.22
Department of Natural Resources					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
Department of Public Safety					
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic		8/19/2013	\$ 19.49

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: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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3418
3419
3420
3421

JOB ANNOUNCEMENT

JOB TITLE: LABORER (Occasional)
SALARY: \$15.00, PER HOUR, NO BENEFITS

OPENING DATE: August 26, 2013 CLOSING DATE: September 6, 2013

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: Occasional (64 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Executive Office/

JOB LOCATION: Magdalena, Sonora

Magdalena Visitor Center Project

POSITION SUMMARY: Responsible for assisting Tohono O'odham Nation members traveling to Magdalena for the annual pilgrimage. Duties and responsibilities include, but are not limited to: keeping grounds clean, monitoring campsites, ensuring safety and wellness for the members of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience as a laborer.

—AND—

- Trilingual O'odham/English/Spanish 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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3414

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JOB ANNOUNCEMENT

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

OPENING DATE: August 26, 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/Behavioral Health

JOB LOCATION: Sells, 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:

- High School Diploma or General Education Diploma and three years' work experience in a behavioral health related field, 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.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for 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.
- Must submit a 39-month driving record with the employment application.
- 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: VOCATIONAL REHABILITATION SPECIALIST

SALARY: \$17.22 PER HOUR, PLUS BENEFITS

OPENING DATE: August 26, 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/Vocational Rehabilitation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides vocational rehabilitation services to members of the Tohono O'odham Nation with disabilities through assessment, eligibility determination, individualized action plans, career counseling and academic guidance.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Social Services, Education, or related field and three years' work experience in case management, vocational rehabilitation, job placement; or an equivalent combination work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for 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.
- Must submit a 39-month driving record with the employment application.
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