

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 -- October 24, 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
General Support Services						
2071	Accounting	Payroll Specialist		10/10/2011	OUF	\$ 16.82
2074	Accounting	Payroll Technician		10/10/2011	OUF	\$ 12.51
2077	Accounting	Purchasing Agent	**CL	10/10/2011	OUF	\$ 18.27
2123	Department of Information and Technology	PC Technician	**CL	8/15/2011	OUF	\$ 15.24
2125	Department of Information and Technology	Systems Administrator	NEW	10/24/2011	OUF	\$ 49,147.45
2104	Facility Management	Journeyman Electrician		10/17/2011	OUF	\$ 14.50
2094	Grants and Contracts	Office Support Worker	*CR **CL	10/17/2011	OUF	\$ 10.01
2079/2080	Motor Pool	Automotive Mechanic	(2) positions	6/6/2011	OUF	\$ 14.50
Membership Services						
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						
2026/2027	Adult Protective Services	Group Home Worker	(2) Occassional	4/18/2011	OUF	\$ 10.78
2120	Behavioral Health	Counselor I		8/1/2011	OUF	\$ 13.80
2118	Behavioral Health	Counselor III		4/25/2011	OUF	\$ 39,406.91
2122	Behavioral Health	Office Support Worker	*CR **CL	8/1/2011	OUF	\$ 10.01
2115	Child Welfare	Administrative Assistant	NEW *CR	10/24/2011	OUF	\$ 14.15
2112	Child Welfare	Children's Services Coordinator	NEW	10/24/2011	OUF	\$ 16.01
2113	Child Welfare	Child Welfare Senior Specialist		9/26/2011	OUF	\$ 42,417.85
2116	Child Welfare	Driver		9/19/2011	OUF	\$ 11.61
2111	Child Welfare	Group Home Worker	NEW	10/24/2011	OUF	\$ 10.78
2135	Community Health Service	AHCCCS Billing Technican	NEW	10/24/2011	OUF	\$ 12.82
2129/2130	Community Health Service	Community Health Representative	NEW (2) positions	10/24/2011	OUF	\$ 13.47
2138/2139	Community Health Service	Community Health Specialist LPN	NEW (2) positions	10/24/2011	OUF	\$ 13.80
2140/2141/2142	Community Health Service	Home Health Aide	NEW (3) positions	10/24/2011	OUF	\$ 9.77
2143/2144	Community Health Service	Home Health Nurse	(2) positions	2/22/2011	OUF	\$ 47,371.04
2136	Community Health Service	Health Planner	NEW	10/24/2011	OUF	\$ 45,658.83

*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 Health and Human Services -- Continued						
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
2082	Senior Services	Receptionist		9/19/2011	OUF	\$ 10.01
2091	Senior Services	Senior Services Aide (Part-Time)	NEW	10/24/2011	OUF	\$ 8.22
Department of Education						
2081	Administration	Librarian		10/10/2011	OUF	\$ 42,417.85
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver	NEW	10/24/2011	OUF	\$ 11.61
2102	Early Childhood	Secretary	NEW *CR **CL	10/24/2011	OUF	\$ 11.33
2007	One Stop	Program Specialist		8/29/2011	OUF	\$ 13.47
2008	One Stop	Training Delivery Supervisor		9/26/2011	OUF	\$ 36,609.70
2022	Recreation-Site: Hickiwan	Lifeguard/Water Safety Instructor		10/18/2010	OUF	\$ 10.52
2016	Recreation-Site: Hickiwan	Recreation Aide		9/19/2011	OUF	\$ 8.85
2013	Recreation-Site: Hickiwan	Recreation Facilities Coordinator		9/19/2011	OUF	\$ 35,286.46
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
2024	Recreation-Site: Pisinemo	Facility Management Technician I		6/13/2011	OUF	\$ 10.26
2015	Recreation-Site: Pisinemo	Recreation Facilities Coordinator		9/6/2011	OUF	\$ 35,286.46
2021	Recreation-Site: San Xavier	Principle Lifeguard		5/16/2011	OUF	\$ 11.05
2023	Recreation-Site: Sells	Lifeguard/Water Safety Instructor		8/1/2011	OUF	\$ 10.52
Department of Natural Resources						
2055	Solid Waste Management Program	Diesel/Hydraulic Mechanic III	*CL	10/18/2010	OUF	\$ 19.50
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
2009	Tribal Employment Rights Office	Compliance Officer		9/19/2011	OUF	\$ 40,884.67
2031	Tribal Employment Rights Office	TERO Director		10/17/2011	OUF	\$ 61,295.65
2018	Recreation-Site: Menager's Dam	Lifeguard/Youth Outreach Support		8/22/2011	OUF	\$ 10.52

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.

FOR CLERICAL TESTING

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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OUF=Open Until Filled

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 or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

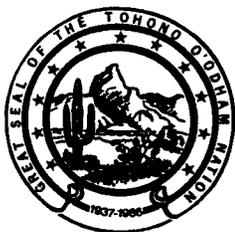
<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY12 SALARY</u>
Police Department	Police Officer	Open Continuous	\$ 43,687.34
Police Department	Ranger	Open Continuous	\$ 30,918.72
Police Department	Public Safety Dispatcher * (CL)	Open Continuous	\$12.82 - \$14.15 p/hr

OTHER EMPLOYER'S RECRUITMENT

<u>Sunnyside Unified School District</u>		
<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Secretary II	Open Until Filled	\$10.54 p/hr

Must submit online application at www.susd12.org. For additional information contact Denia Ruiz: Phone (520) 545-2004

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JOB ANNOUNCEMENT

JOB TITLE: **SYSTEMS ADMINISTRATOR**
SALARY: **\$49,147.45 PLUS BENEFITS**

OPENING DATE: **OCTOBER 24, 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
DEPARTMENT: GSS/Dept. of Info & Tech.

HRS/WK: Exempt
JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures the effective and efficient operation of local area network hardware and software. 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 Computer Science, Information Systems or related field
2. Plus two years related work experience in network administration.

—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.

Please keep copies for your own reference.

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JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT**
SALARY: **\$14.15 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 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: Health and Human Services/**Child Welfare**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative duties and tasks. Leads the work of assigned clerical or secretarial staff. 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. Three 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 (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be able to demonstrate clerical proficiency as follows:

Typing 45 wpm Grammar 55% Spelling 55% Math 55%

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 drivers 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: CHILDREN'S SERVICES COORDINATOR

SALARY: \$16.01 PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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: Health and Human Services/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: As part of a team effort coordinates with the Children's Home Supervisors along with Child Welfare staff access services and resources that includes approved therapeutic recreational activities for children residing in the group home and their families, which best meet their needs. Must 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. Associate's degree in one of the following programs Social Services, Psychology and/or Child Development or related field
2. one year experience in behavioral health, addictions counselor, or closely related field

—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

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: **GROUP HOME WORKER**
SALARY: **\$10.78 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 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: Health and Human Services/**Child Welfare**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides a safe, healthy, positive and productive environment for residents of the group home. 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 and GED
2. One year experience working with children, seniors, or disabled

—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)
- Current Food Handler's card required
- Must become certified in First Aid and CPR
- 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: **AHCCCS BILLING TECHNICIAN**
SALARY: **\$12.82 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 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: Health and Human Services/**Community Health Service**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by processing and submitting transportation services bills for AHCCCS Third Party reimbursement and other insurance plans. 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. One year of work experience with an automated medical billing system and with AHCCCS guidelines or in related field

—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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: **COMMUNITY HEALTH REPRESENTATIVE (2 positions)**
SALARY: **\$13.47 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 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

HRSWK: Non-Exempt

DEPARTMENT: Health and Human Services/**Community Health Service** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information and instruction to individuals and families in health education and disease prevention. 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 and GED
2. Six months experience as a health worker, nurse aide or clinical technician

—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)
- Current Food Handler's card required
- Must be able to certify in First Aid and CPR
- Must be able to certify as a Nurse Aid or Home Health Aide
- 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: **COMMUNITY HEALTH SPECIALIST LPN (2 positions)**
SALARY: **\$13.80 PER HOUR, PLUS BENEFITS**

OPENING DATE: **OCTOBER 24, 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: Health and Human Services/**Community Health Service**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides comprehensive, professional nursing services to medical patients in their home according to established policies, procedures, protocol and patient needs. 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. Must be a Licensed Practical Nurse (LPN)
2. Six months experience providing nursing care in an acute care, home health, or community setting

—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

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: HOME HEALTH AIDE (3 positions)

SALARY: \$9.77 PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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: Health and Human Services/Community Health Service **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: Provides information to, and instructs individuals and families in health education and disease prevention. 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 health worker, nurse aid or clinical technician

—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
- Must be able to certify in First Aid and CPR and as a Nurse Aid, Home Health Aide, or Emergency Medical Technician
- 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.

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.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

Website: www.tonation-nsn.gov

JOB ANNOUNCEMENT

JOB TITLE: **HEALTH PLANNER**
SALARY: **\$45,658.83, PLUS BENEFITS**

OPENING DATE: **October 24, 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/**Community Health Service**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Performs planning work which involves identifying needs, conducting or coordinating research and survey activity, analyzing the information or data obtained and preparing plans containing implementation steps to meet identified needs. 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. Bachelor's Degree in Planning or related field
2. Three years professional planning administration experience in the health care field

—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: SENIOR SERVICES AIDE (PART-TIME)

SALARY: \$8.22 PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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, Part-Time (1080 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Health and Human Services/Senior Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Assists in the preparation and delivery of meals to the seniors of Tohono O'odham. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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—

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
- Must obtain Food Handler's Card, CPR, and First Aid certifications after hire
- Previous food handling experience helpful
- 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: **TEACHER AIDE/DRIVER**
SALARY: **\$11.61 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 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
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Education/Early Childhood

JOB LOCATION: Vaya Chin, AZ

STATEMENT OF JOB: Transports individuals to and from designated activities safely and efficiently. Assists teachers as needed. 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. One year related work experience in caring for infants and toddlers

—OR—

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

—AND—

- Commercial Driver's License required
- Current First Aid and CPR certification
- Current Food Handler's Card required
- Must satisfy health requirements as defined by the federal program standards
- Must be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential
- 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 and be willing to sign a confidentiality statement 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 drivers 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: **SECRETARY**

SALARY: **\$11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 24, 2011**

CLOSING DATE: **Open Until Filled**

NOTE: ***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 Secretary level is met. Clerical testing is required to determine appropriate level.**

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/**Early Childhood**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical 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. One year of clerical 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
- Must be able to demonstrate clerical proficiency as follows:
Typing 35 wpm Math 40% Grammar 40% Spelling 40%

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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