

**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 - March 21, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
<b>Executive</b>					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4546	Executive Office	Office Specialist	<b>CR, CL</b>	3/14/2016	\$ 12.87
4780	Executive Office	Legal Assistant	<b>CR, CL</b>	2/29/2016	\$ 20.57
<b>General Support Services</b>					
4786	Facility Management	Custodial Supervisor		3/7/2016	\$ 23.28
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
4793	Grants and Contracts	Office Specialist	<b>CR, CL, NEW</b>	3/21/2016	\$ 12.87
<b>Department of Human Resources</b>					
4722	Human Resources	Benefits Specialist		3/14/2016	\$ 18.18
<b>Department of Health and Human Services</b>					
4776	Behavioral Health	Program Manager		2/16/2016	\$ 61,974.00
4795	Child Welfare	Case Manager	<b>NEW</b>	3/21/2016	\$ 48,414.00
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4685	Healthy O'odham Promotion Program	Registered Dietician		1/19/2016	\$ 87,567.00
4788	Health Transportation Services	Office Specialist	<b>CR, CL</b>	3/7/2016	\$ 12.87
4796	Health Transportation Services	Transit Driver	<b>NEW</b>	3/21/2016	\$ 13.20
4789	Division of Senior Services	Case Manager		3/7/2016	\$ 48,414.00
<b>Department of Education</b>					
4779	Early Childhood - Site: Sells	Child Care Specialist		2/29/2016	\$ 9.57
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4735	Early Childhood - Site: San Lucy	Teacher Aide		1/4/2016	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide		1/19/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		2/1/2016	\$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4774	Recreation - Site: Sells	Recreation Specialist		2/29/2016	\$ 12.87
4799	Recreation - Site: San Xavier	Recreation Aide	<b>NEW</b>	3/21/2016	\$ 11.10
<b>Department of Natural Resources</b>					
4560	Range Conservation	Heavy Equipment Mechanic	<b>CL</b>	8/31/2015	\$ 20.08
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
<b>Department of Planning and Economic Development</b>					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
<b>Department of Public Safety</b>					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36

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## DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
<b>Department of Public Safety</b>					
4783	Law Enforcement - Site: West Valley	Administrative Assistant, Senior	<b>CR</b>	3/7/2016	\$ 17.31
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<b>Lateral</b>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
<b>General Support Services</b>					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00

**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 positions, except Receptionist.

### 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 contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

### IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

### APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following on or before the closing date: (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, and clerical results, if required, 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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

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**Intermountain Centers for Human Development**

**Positions - Site: Sells**

**Counselor II/Therapist**

**Recovery Coach**

**Houseparent Couple (Tucson)**

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

**Pima County Recorders' Office**

**7010 - Clerk Senior Unclassified**

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

**Community Development Financial Institution of the Tohono O'odham Nation**

**P O Box 3130**

**Sells AZ 85634**

**(520) 383-0790**

**Job Title: VITA/Training Development Coordinator**

**Closing Date: Open Until Filled**

**Pay: \$40,000.00/DOE**

**Job Title: Finance/Compliance Manager**

**Closing Date: Open Until Filled**

**Pay: DOE**

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

**Sells District**

**P O Box 910**

**Sells AZ 85634**

**(520) 383-2281**

**Job Title: District Treasurer**

**Closing Date: Open Until Filled**

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

**Chukut Kuk District**

**P O Box 278**

**Sells AZ 85634**

**Phone (520) 383-2080 Fax: (520) 383-5788**

**E-Mail: ckoffice@chukut-kuk.org**

**Job Title: Financial Analyst**

**Open Until Filled/For Immediate Hire**

**Job Title: Youth Coordinator/Monitor**

**Open Until Filled/For Immediate Hire**

**Tohono O'odham Ki:Ki Association**

**Job Title: VASH Case Manager**

**Closing Date: Open Until Filled**

**Pay: DOE**

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202



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

**4793**

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**JOB ANNOUNCEMENT**

**JOB TITLE: OFFICE SPECIALIST**  
**SALARY: \$11.10 - \$12.87\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 21, 2016**

**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. \*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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: GSS/Grants and Contracts**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

**SCOPE OF WORK:** Provides secretarial support to the staff while maintaining a professional and safe work environment.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—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.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**JOB ANNOUNCEMENT**

**JOB TITLE: CASE MANAGER**  
**SALARY: \$48,414.00, PLUS BENEFITS**

**OPENING DATE: March 21, 2016**

**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 & Human Services/Child Welfare**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

**SCOPE OF WORK:** Provides continuous communication with clients and Management while maintaining strict confidentiality. Making independent judgments while focusing on keeping the clients safety a priority.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting 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—

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



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**JOB ANNOUNCEMENT**

**JOB TITLE: TRANSIT DRIVER**  
**SALARY: \$13.20 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 21, 2016**

**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/Health Transportation**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, provides safe transportation of program clients to and from designated activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

**—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.
- 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: RECREATION AIDE**  
**SALARY: \$11.10 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 21, 2016**

**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/Recreation**

**JOB LOCATION: San Xavier, AZ**

**POSITION SUMMARY:** Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, 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.
- 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 citations 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.
- 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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