

**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 - February 8, 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>					
4733	Gaming - Site: Tucson	Gaming License Technician	<b>CR, NEW</b>	2/8/2016	\$ 19.58
<b>General Support Services</b>					
4686	Department of Information & Technology	PC Technician	<b>CL</b>	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
<b>Department of Health and Human Services</b>					
4513	Senior Services	Program Manager, Senior		1/11/2016	\$ 71,871.00
4636	Senior Services	Resource/Activities Coordinator		1/25/2016	\$ 16.88
4672	Community Health	Community Health Representative		1/11/2016	\$ 14.20
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
4704	Healthy O'odham Promotion Program	Health Education Specialist	<b>CL</b>	1/25/2016	\$ 19.58
4730	Home Health Program	Certified Nurses Assistant		12/21/2015	\$ 16.47
4739	Senior Services	Program Coordinator		1/19/2016	\$ 20.07
4760	Child Welfare	Group Home Worker	<b>NEW</b>	2/8/2016	\$ 15.68
<b>Department of Education</b>					
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
4765	One Stop	Career and Employment Specialist	<b>NEW</b>	2/8/2016	\$ 16.48
4658	Recreation - Site: Hickiwan	Office Specialist	<b>CL, CR</b>	2/1/2016	\$ 12.87
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4571	Recreation - Site: Sells	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
4766	Recreation - Site: Sells	Custodial/Grounds Worker		2/1/2016	\$ 11.10
4734	Recreation - Site: Sells	Recreation Program Coordinator		2/1/2016	\$ 21.09
4716	Vocational Rehabilitation	Administrative Assistant	<b>CR</b>	2/1/2016	\$ 14.93
<b>Department of Natural Resources</b>					
4560	Range Conservation	Heavy Equipment Mechanic	<b>CL</b>	8/31/2015	\$ 20.08
<b>Department of Planning and Economic Development</b>					
4759	Administration	Planning Supervisor		2/1/2016	\$ 57,549.00
4768	Real Property Management	Accounting Specialist		2/1/2016	\$ 17.74
<b>Department of Public Safety</b>					
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		2/1/2016	\$ 24.45
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36
4763	Law Enforcement	Registration/Notification Specialist	<b>CR, NEW</b>	2/8/2016	\$ 16.88

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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>					
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	<i>Lateral</i>	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**

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT**

**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: Loan Clerk**

**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 NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4733**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING LICENSE TECHNICIAN**  
**SALARY: \$19.58 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 8, 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. **Clerical testing is required.***

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: Executive/Gaming Office**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under general supervision, performs complex technical regulatory work to determine compliance with applicable tribal, state laws and compacts, regulations for the purpose of supporting a tribal gaming license and state certification. Ensures compliance with the Indian Gaming Regulatory Act (IGRA) and National Indian Gaming Commission (NIGC).

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Information Systems or closely related field, and four years' work experience in gaming operations or automated records information systems, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Capable of obtaining Notary Public Certification.
- 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.
- 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 demonstrate 70% 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.

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



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

**4760**

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**JOB ANNOUNCEMENT**

**JOB TITLE: GROUP HOME WORKER**  
**SALARY: \$15.68 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 8, 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/Child Welfare**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must obtain a Food Handler's Card within three months of hire.
- 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 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.
- 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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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**4765**

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**JOB ANNOUNCEMENT**

**JOB TITLE: CAREER AND EMPLOYMENT SPECIALIST**  
**SALARY: \$16.48 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 8, 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/One Stop**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, assists youth and adults of the Tohono O'odham Nation in accessing services and resources for job training and employment; determines employers' needs and present opportunities available for job placement for clients; provides assistance to clients with all barriers to employment and coordinates efforts with the employers; conducts community resource mapping; and develops opportunities for permanent placement as well as work experience goals.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Public Administration, Social Worker, or closely related field and two years work experience in a job counseling/employment field, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must be Arizona Workforce Connection Certified within six months of hire.
- Must complete Case Management Training within nine months of hire.
- 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 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.
- 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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**4763**

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**JOB ANNOUNCEMENT**

**JOB TITLE: REGISTRATION/NOTIFICATION SPECIALIST**  
**SALARY: \$16.88 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 8, 2016**

**CLOSING DATE: February 29, 2016**

*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. **Typing test is required.***

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Public Safety/Law Enforcement**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, performs daily operations of the Registered Sex Offender Unit. Examines, classifies, registers, and tracks convicted sex offenders in compliance with the Tohono O'odham Nation's Sex Offender Registration and Notification Law.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma, and four years' work experience in an administrative or law enforcement field, 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 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.
- 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 25 Words Per Minute.

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