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 - April 21, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Executive Office					
3698	Gaming - Site: Why	Gaming Inspector		3/31/2014	$ 19.58
General Support Services					
3747	Grants and Contracts	Accounting Manager		3/24/2014	$ 63,523.00
3751	Human Resources	Benefits Specialist		4/14/2014	$ 18.18
Membership Services					
3709	Enrollment	Enrollment Specialist		4/14/2014	$ 11.66
Department of Health and Human Services					
3581	Child Welfare	Program Coordinator		12/13/2013	$ 20.07
3695	Community Health	Nutrition Specialist	CL	1/21/2014	$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	$ 71,871.00
3759	Healthy O'odham Promotion Program	Health Education Specialist	***New, CL***	4/21/2014	$ 19.59
3760	Healthy O'odham Promotion Program	Health Education Specialist	***New, CL***	4/21/2014	$ 19.59
3628	Management of Health	Program Coordinator		11/12/2013	$ 20.07
Department of Education					
3764	Recreation - Site: Al Jek	Principle Lifeguard (Occasional)	***New***	4/21/2014	$ 12.87
3769	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	***New***	4/21/2014	$ 11.66
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	***New***	4/21/2014	$ 11.66
3527	Recreation - Site: Menager's Dam	Recreation Specialist		1/21/2014	$ 12.87
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	$ 14.92
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)	***New***	4/21/2014	$ 12.87
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	***New***	4/21/2014	$ 11.66
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	$ 19.10
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)	***New***	4/21/2014	$ 12.87
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)	***New***	4/21/2014	$ 11.66
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/14/2014	$ 14.92
3742	Early Childhood - Site: Sells	Cook		3/24/2014	$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	$ 19.10
3745	Early Childhood - Site: Sells	Maintenance Technician		3/24/2014	$ 12.25
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	$ 21.09
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)	***New***	4/21/2014	$ 12.87
3765	Recreation - Site: Sells	Water Safety Specialist (Occasional)	***New***	4/21/2014	$ 11.66
3743	Early Childhood - Site: Vaya Chin	Cook		3/24/2014	$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	$ 14.92
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	$ 15.68
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	$ 10.56
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	$ 22.71
Department of Planning & Economic Development					
3624	Administration	Grant Writer Supervisor		4/7/2014	$ 58,988.00
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	$ 112,094.00

CR=Clerical Required CL=Career Ladder

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

DEPARTMENT	POSITION (S)	CLOSING DATE
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

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

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JOB ANNOUNCEMENT

JOB TITLE: **HEALTH EDUCATION SPECIALIST**
SALARY: **$16.88 - $19.58* PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 21, 2014** 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 Health Education Specialist level is met.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**HOPP** JOB LOCATION: **Tohono O'odham Nation**, AZ

POSITION SUMMARY: Under general supervision, promotes healthy lifestyles by providing fitness, exercise, and nutrition education and programs to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness, provides counseling and follow-up on eligible clients.

SCOPE OF WORK: To provide primary and secondary management and prevention of diabetes on the Tohono O'odham Nation

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education or closely related field, and three years work experience in a health related field, 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 obtain a Basic Trainer, Physical Fitness and Nutrition Certification within one year of hire.
- Food Handler's Card must be obtained within six months of hire.
- Must be a certified HIPPA or obtain a HIPPA Certification within one year of hire.
- 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"

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JOB ANNOUNCEMENT

JOB TITLE: **PRINCIPLE LIFEGUARD (Occasional)**
SALARY: **$12.87 PER HOUR, *NO BENEFITS***

OPENING DATE: **April 21, 2014** 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: Occasional (**800 hours**) HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Recreation** JOB LOCATION: **Al Jek, Sells, San Xavier, Pisinemo,** Arizona

POSITION SUMMARY: Under general supervision, performs water safety services for swimming pool patrons, teaches swimming classes, and performs pool maintenance and other facility maintenance activities in adjoining areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years work experience as a lifeguard and swimming instructor in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Must complete an approved water safety instructor program within six months of hire.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: **WATER SAFETY SPECIALIST (Occasional)**
SALARY: **$11.66 PER HOUR, *NO BENEFITS***

OPENING DATE: **April 21, 2014** 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: Occasional (**800 hours**) HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Recreation** JOB LOCATION: **Sells, San Xavier, Pisinemo, Hickiwan, Al Jek, Arizona**

POSITION SUMMARY: Under close supervision performs water safety services for swimming pool patrons and performs pool maintenance and other facility maintenance activities in adjoining areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a lifeguard in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- 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.

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