

**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 - May 18, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>General Support Services</b>					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
<b>Department of Health and Human Services</b>					
4245	Behavioral Health	Transit Driver		5/11/2015	\$ 13.19
4246	Child Welfare	Group Home Worker		5/11/2015	\$ 15.68
4252	Community Health	Nutrition Specialist	CL, NEW	5/18/2015	\$ 18.64
<b>Department of Education</b>					
4223	One Stop	Case Manager		4/27/2015	\$ 48,414.00
4250	Recreation - Site: Sells	Maintenance Technician	NEW	5/18/2015	\$ 12.25
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL, Re-Advertised	5/18/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)	CL, Re-Advertised	5/18/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)	CL, Re-Advertised	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL, Re-Advertised	5/18/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)	CL, Re-Advertised	5/18/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)	CL, Re-Advertised	5/18/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)	CL, Re-Advertised	5/18/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL, Re-Advertised	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL, Re-Advertised	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL, Re-Advertised	5/18/2015	\$ 11.66
4183	Early Childhood/Head Start Site: San Xavier	Center Coordinator		4/27/2015	\$ 21.09
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
<b>Department of Natural Resources</b>					
4234	Animal Control	Animal Control Officer		4/20/2015	\$ 18.18
4251	Cultural Center & Museum	Security Guard	NEW	5/18/2015	\$ 12.87
4222	Well Maintenance	Well Maintenance Supervisor		3/30/2015	\$ 53,440.00
<b>Department of Planning and Economic Development</b>					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
<b>Department of Public Safety</b>					
4253	Law Enforcement	Cook, Senior	NEW	5/18/2015	\$ 14.20

**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 EXCEPT ORIENTATION FRIDAY'S.**

If applying 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**

Sells District – Tohono O'odham Nation

**Position: Business Manager**

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

Intermountain Centers for Human Development

**Position: Behavioral Health Case Manager**

**Position: Counselor II/Therapist - Site: Sells**

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



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

4252

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

## JOB ANNOUNCEMENT

JOB TITLE: **NUTRITION SPECIALIST**  
SALARY: **\$18.64 PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 18, 2015**

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 Nutrition Specialist level is met.*

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

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Community Health**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general supervision, educates, plans, and coordinates activities on nutrition and awareness to prevent disease and obesity. Provides counseling and follow-up with eligible clients.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education, Nutrition or closely related field and two years' work experience in a nutrition counseling or a health educator 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 a current Food Handler's card.
- Must possess certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Must possess Community Nutrition Worker Certification.
- Must possess Breastfeeding Counselor Certification.
- 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.

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**

**4250**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: MAINTENANCE TECHNICIAN  
SALARY: \$12.25 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 18, 2015**

**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:** Education/Recreation

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

**SCOPE OF WORK:** To provide a safe environment to service our community and youth.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, 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.

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4200  
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**Re-Advertised**

**JOB ANNOUNCEMENT**

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

**OPENING DATE: May 18, 2015**

**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 Principle Lifeguard level is met.*

**STATUS: Occasional (800 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Recreation**

**JOB LOCATION: Hickiwan, Sells, San Xavier,  
Pisinemo, Al-Jek, 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 obtain lifeguarding certification within thirty days of hire.
- Must have a current CPR/FA and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications within thirty days of hire.
- 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.

\*If applicant is 16 or 17 years of age, a "Parental Consent and Hold Harmless Agreement" is to be completed by the applicant's parent or guardian. (Forms will be available at the front office).

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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4205  
4206  
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**Re-Advertised**

**JOB ANNOUNCEMENT**

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

OPENING DATE: **May 18, 2015**

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 Water Safety Specialist level is met.*

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 obtain lifeguarding certification within thirty days of hire.
- Must have a current CPR/FA and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications within thirty days of hire.
- 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.

\*If applicant is 16 or 17 years of age, a "Parental Consent and Hold Harmless Agreement" is to be completed by the applicant's parent or guardian. (Forms will be available at the front office).

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**4251**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: SECURITY GUARD**  
**SALARY: \$12.87 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 18, 2015**

**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: Natural Resources/Cultural Center & Museum**

**JOB LOCATION: Topawa, AZ**

**POSITION SUMMARY:** Under general supervision, provides security and surveillance services for area of assignment which may include Himdag Ki: Hek hu, Hemu, Im B I-Ha'ap, the Tohono O'odham Nation Cultural Center & Museum, or the Tohono O'odham Nation's (Nation) group homes according to policies and procedures.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in related field.

**—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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**4253**

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**JOB ANNOUNCEMENT**

**JOB TITLE: COOK, SENIOR**  
**SALARY: \$14.20 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 18, 2015**

**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 Public Safety/Law Enforcement**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, supervises and oversees the kitchen and trains staff; plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

**SCOPE OF WORK:** To oversee the day to day operations of the kitchen staff, prepare nutritious meal plans, maintain a safe kitchen, and adhere to policy and procedure.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three years' work experience in food preparation.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after 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.
- 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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