

**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 23, 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
4549	Hewel Ni'ok - Site: Covered Wells	On-Air Announcer/Board Operator		5/16/2016	\$ 13.52
4803	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		4/25/2016	\$ 13.52
4804	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		4/25/2016	\$ 13.52
4851	Gaming Office - Site: Tucson	Information Technology Manager	<b>NEW</b>	5/23/2016	\$ 79,332.00
4805	Treasury	Cashier II		5/9/2016	\$ 15.68
<b>General Support Services</b>					
4847	Accounting	Principal Accountant		5/9/2016	\$ 52,136.00
<b>Department of Health and Human Services</b>					
4861	Child Welfare	Group Home Supervisor	<b>NEW</b>	5/23/2016	\$ 41,747.00
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4725	Community Health	Program Supervisor		5/16/2016	\$ 53,440.00
4833	Management of Health	Office Specialist	<b>CR, CL</b>	4/18/2016	\$ 12.87
4843	Healthy O'odham Promotion Program	Health Education Specialist		5/16/2016	\$ 19.58
4842	Healthy O'odham Promotion Program	Receptionist		5/9/2016	\$ 10.83
4832	Health Transportation	Transit Dispatcher	<b>CR</b>	5/16/2016	\$ 15.30
4850	Health Transportation	Transit Dispatcher	<b>CR</b>	5/16/2016	\$ 15.30
4852	Senior Services	Transit Driver		5/16/2016	\$ 13.19
4853	Special Needs	Program Supervisor		5/16/2016	\$ 53,440.00
<b>Department of Education</b>					
4667	Early Childhood - Site: Sells	Teacher		4/25/2016	\$ 19.10
4839	Early Childhood - Site: Sells	Teacher Aide		5/9/2016	\$ 11.66
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4838	Early Childhood - Site: San Xavier	Teacher Aide		5/9/2016	\$ 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
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4771	One-Stop	Career and Employment Specialist	<b>NEW</b>	5/23/2016	\$ 16.48
4778	One-Stop	Career and Employment Specialist	<b>NEW</b>	5/23/2016	\$ 16.48
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
4808	Scholarship Fund	Education Assistance Administrator		4/18/2016	\$ 56,145.00
<b>Department of Natural Resources</b>					
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>					
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45

**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**

### **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: 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**

**(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**

### **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

### **DaVita Dialysis Clinic**

**Job Title: Patient Care Technician**

**Pay: DOE**

**For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at [davita.com](http://davita.com).**



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

**4851**

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**JOB ANNOUNCEMENT**

**JOB TITLE: INFORMATION TECHNOLOGY MANAGER**

**SALARY: \$79,332 PER ANNUM PLUS BENEFITS**

**OPENING DATE: May 23, 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: Executive/Gaming**

**JOB LOCATION: Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, plans, directs, and coordinates the development, implementation, deployment, and operation of information systems and technology solutions.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Computer Science or Information Technology or closely related field, and four years work experience information technology project management, network/systems administration, and information security, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

**—AND—**

- Must be certified by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background and finger print 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.

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: **GROUP HOME SUPERVISOR**

SALARY: **\$41,747.00, PLUS BENEFITS**

OPENING DATE: **May 23, 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: **HHS/Child Welfare**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under limited supervision, promotes a safe, healthy, positive and productive environment for residents of the group home by supervising and coordinating the activities of the Group Home Workers. Respects the rights of residents in the Group Home.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Social Work, Counseling or closely related field, and four years work experience in group home setting with children, adolescents, or adults; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- 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 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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**4771**  
**4778**

**JOB ANNOUNCEMENT**

**JOB TITLE: CAREER AND EMPLOYMENT SPECIALIST (2 POSITIONS)**

**SALARY: \$16.48 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 23, 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.
- 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.
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