

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 - May 31, 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>
Executive					
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		5/23/2016	\$ 79,332.00
4805	Treasury	Cashier II		5/9/2016	\$ 15.68
General Support Services					
4847	Accounting	Principal Accountant		5/9/2016	\$ 52,136.00
4864	Accounting	Accounting Specialist	NEW	5/31/2016	\$ 17.74
4741	Facility Management	Maintenance Technician, Senior	NEW	5/31/2016	\$ 15.68
Department of Health and Human Services					
4861	Child Welfare	Group Home Supervisor		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
4843	Healthy O'odham Promotion Program	Health Education Specialist	CL	5/16/2016	\$ 19.58
4832	Health Transportation	Transit Dispatcher	CR	5/16/2016	\$ 15.30
4850	Health Transportation	Transit Dispatcher	CR	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
Department of Education					
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		5/23/2016	\$ 16.48
4778	One Stop	Career and Employment Specialist		5/23/2016	\$ 16.48
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4830	Recreation - Site: San Xavier	Recreation Specialist	Re-Advertised	5/31/2016	\$ 12.87
Department of Membership Services					
4821	Enrollment	Enrollment Specialist	NEW	5/31/2016	\$ 11.66
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57

Department of Public Safety					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36

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PLEASE POST

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.

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Department of Public Safety					
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

<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

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING SPECIALIST
SALARY: \$17.74 PER HOUR, PLUS BENEFITS

OPENING DATE: May 31, 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: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs general accounting duties, which includes the processing and maintenance of general ledger records processes and accounts by processing all invoices payable by the Tohono O'odham Nation to ensure compliance with all nations disbursement policies, procedures, and guidelines.

SCOPE OF WORK: Accounting services for the nation: Accounts Receivable, Payroll, General Ledger, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting, and Accounting Services for the Nations' Programs, Districts, and Government Branches.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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 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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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

4741

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JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN, SENIOR

SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: May 31, 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: GSS/Facility Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, leads staff and is responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment of the Tohono O'odham Nation; performs skilled level repair and maintenance work of several trades.

SCOPE OF WORK: Lead staff and maintain, repair grounds, buildings and equipment in the area of maintenance under Facility Management.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four years work experience in facilities or maintenance in one or more trades, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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 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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4830

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JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST
SALARY: \$12.87 PER HOUR, PLUS BENEFITS

OPENING DATE: May 31, 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 general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or 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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: ENROLLMENT SPECIALIST
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: May 31, 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: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 25 words per minute and demonstrate 45% proficiency in grammar, spelling and math.
- 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 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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