

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 - June 27, 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
4540	Gaming Office - Site: Why	Gaming Inspector	CR	6/6/2016	\$ 19.58
4851	Gaming Office - Site: Tucson	Information Technology Manager		5/23/2016	\$ 79,332.00
Department of Health and Human Services					
4876	Family Assistance	Eligibility Specialist		6/13/2016	\$ 17.31
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
4836	Management of Health	Receptionist	NEW	6/27/2016	\$ 10.83
4886	Child Welfare	Program Manager, Senior	NEW	6/27/2016	\$ 71,871.00
4895	Child Welfare	Case Manager, Aide	NEW	6/27/2016	\$ 12.87
4896	Child Welfare	Case Manager, Aide	NEW	6/27/2016	\$ 12.87
4889	Child Welfare	Case Manager (6 vacancies)	NEW	6/27/2016	\$ 48,414.00
Department of Education					
4667	Early Childhood - Site: Sells	Teacher		4/25/2016	\$ 19.10
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
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4830	Recreation - Site: San Xavier	Recreation Specialist		5/31/2016	\$ 12.87
4746	Recreation - Site: Sells	Custodial/Grounds Worker	NEW	6/24/2016	\$ 11.10
Department of Membership Services					
4871	Enrollment	Data Entry Specialist	CR	6/6/2016	\$ 12.87
4821	Enrollment	Enrollment Specialist	CR	5/31/2016	\$ 11.66
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor	NEW	6/27/2016	\$ 53,440.00
4834	Solid Waste Management	Solid Waste Laborer	NEW	6/27/2016	\$ 14.20
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
Department of Public Safety					
4872	Fire	Office Specialist	CR, CL	6/6/2016	\$ 12.87
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.

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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(s).

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 and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and 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) resume, 6) high school diploma, transcript of college courses, 7) three current letters of reference, 8) copy of Arizona driver's license, 9) 39-month motor vehicle record, and 10) 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: WELL MAINTENANCE SUPERVISOR

SALARY: \$53,440.00 PLUS BENEFITS

OPENING DATE: June 27, 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: Natural Resources/Well Maintenance

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, supervises the maintenance and repair of water wells throughout the Tohono O'odham Nation to assure adequate potable water for the Tohono O'odham Nation's needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Water Technology or closely related field and four years of work experience in well maintenance or equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—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.

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

JOB ANNOUNCEMENT

JOB TITLE: SOLID WASTE LABORER
SALARY: \$14.20, PER HOUR, PLUS BENEFITS

OPENING DATE: June 27, 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: Natural Resources/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and sorting refuse, cleaning up dumpsites and other areas according to established departmental codes, regulations, policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience as a laborer.

—AND—

- 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 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 need, 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: RECEPTIONIST

SALARY: \$10.83 PER HOUR, PLUS BENEFITS

OPENING DATE: June 27, 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 and Human Services/
Management of Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision provide customer service answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, and delivers facsimiles.

SCOPE OF WORK: To provide receptionist duties with superior customer service for all internal and external customers. As point of contact for MOH administrative support receptionist will direct customers to services within the Health and Human Services programs.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—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 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.

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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER, SENIOR

SALARY: \$71,871.00, PLUS BENEFITS

OPENING DATE: June 27, 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: Health and Human Services/Child Welfare

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

SCOPE OF WORK: To provide supervision, planning, and organization under the Child Welfare Division.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or an equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—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.
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JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: June 27, 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: Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—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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JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER (6 Positions)

SALARY: \$48,414.00, PLUS BENEFITS

OPENING DATE: June 27, 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: Health and Human Services/Child Welfare

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

SCOPE OF WORK: Provides continuous communication with clients and Management while maintaining strict confidentiality. Making independent judgments while focusing on keeping the clients safety a priority.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- 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 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.
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JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER, AIDE
SALARY: \$12.87 PER HOUR, PLUS BENEFITS

OPENING DATE: June 27, 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 and Human Services/Child Welfare

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, performs clerical work assisting staff in managing cases.

SCOPE OF WORK: To provide child protection and family preservation services, to promote safe and stable families under the Child Welfare Division of the Tohono O'odham Nation Health & Human Services.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in an office or clerical field, 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 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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