

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 - July 25, 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
4924	Treasury	Administrative Assistant	NEW, CR	7/25/2016	\$ 14.92
4803	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
General Support Services					
4909	Grants and Contracts	Contract Specialist		7/18/2016	\$ 56,145.00
4910	Facility Management	Custodial/Grounds Worker		7/18/2016	\$ 11.10
Health and Human Services					
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4725	Community Health	Program Supervisor		5/16/2016	\$ 53,440.00
4730	Community Health- Home Health Program	Certified Nurses Assistant		7/5/2016	\$ 16.47
4889	Child Welfare	Case Manager (6 vacancies)		6/27/2016	\$ 48,414.00
4898	Behavioral Health	Counselor Specialist		7/11/2016	\$ 20.07
4899	Behavioral Health	Office Specialist	CL, CR	7/11/2016	\$ 12.87
Department of Education					
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
4905	Early Childhood - Site: Santa Rosa	Cook		7/11/2016	\$ 11.66
4907	Early Childhood - Site: North Komelik	Cook		7/18/2016	\$ 11.66
4919	Early Childhood - Site: Sells	Receptionist	NEW	7/25/2016	\$ 10.83
4668	Early Childhood - Site: Vaya Chin	Center Coordinator	Re-Advertised	7/25/2016	\$ 21.09
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		6/27/2016	\$ 53,440.00
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
Department of Public Safety					
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		7/11/2016	\$ 28.36
4763	Law Enforcement	Registration/Notification Specialist	Re-Advertised, CR	7/25/2016	\$ 16.88
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		7/11/2016	\$ 24.45

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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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Executive					
4911	Gaming - Site: West Valley	Office Specialist	<i>CL, CR</i>	7/18/2016	\$ 16.07
4913	Gaming - Site: West Valley	Gaming Inspector Supervisor	<i>CR</i>	7/18/2016	\$ 83,348.00
4914	Gaming - Site: West Valley	Gaming Inspector Lead	<i>CR</i>	7/18/2016	\$ 25.69
4915	Gaming - Site: West Valley	Gaming License Technician	<i>CR</i>	7/18/2016	\$ 24.45
4917	Gaming - Site: West Valley	Gaming License Investigator	<i>CR</i>	7/18/2016	\$ 26.99
Department of Public Safety					
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator	<i>Re-Advertised</i>	7/25/2016	\$ 28.36
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 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.

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 Valid Arizona driver's license, 9) 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.

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.

Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator

Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: kim.Russell@azahcccs.gov



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST

SALARY: \$10.83 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 2016

CLOSING DATE: August 5, 2016

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/Early Childhood (Special Services)

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: To provide quality service by Center and Home Based options and by complying with all regulations, federal, state, and local in administering the 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.

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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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 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: Executive/Treasury

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: To provide secretarial assistance in the Treasury Office of which the office is responsible for the safekeeping, custody and management of all governmental funds.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words Per Minute and demonstrate 60% 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 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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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: CENTER COORDINATOR
SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 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/Early Childhood

JOB LOCATION: Vaya Chin, AZ

POSITION SUMMARY: Under general supervision, coordinates the administrative and educational program activities for Head Start and Child Care centers under the Division of Early Childhood Development/Head Start Program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education or Child Development Associate (CDA) or closely related field, and four years work experience in classroom teaching, 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—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months after hire.
- Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards.
- 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

Re-Advertised

JOB TITLE: FINANCIAL CRIMES INVESTIGATOR

SALARY: \$28.36 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 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: Law Enforcement

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, performs criminal investigative duties and assignments involving financial crimes occurring on the Tohono O'odham Nation. Investigates and prosecutes individuals engaged in complex financial crimes, public corruption, and elder abuse.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or closely related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Must have five years' experience investigating financial crimes such as, fraud, forgery, embezzlement, or racketeering crimes.

—AND—

- Must possess and maintain an Arizona Peace Officer Standards Training Certification.
- 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

Re-Advertised

JOB TITLE: REGISTRATION/NOTIFICATION SPECIALIST

SALARY: \$16.88 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 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. **Typing test is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs daily operations of the Registered Sex Offender Unit. Examines, classifies, registers, and tracks convicted sex offenders in compliance with the Tohono O'odham Nation's Sex Offender Registration and Notification Law.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and four years' work experience in an administrative or law enforcement field, 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.
- 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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