

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 - August 22, 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	CR	7/25/2016	\$ 14.92
4805	Treasury	Cashier II		8/15/2016	\$ 15.68
4540	Gaming Office - Site: Why	Gaming Inspector	CR	6/6/2016	\$ 19.58
General Support Services					
4934	Accounting	Office Specialist	CL, CR	8/8/2016	\$ 12.87
Health and Human Services					
4939	Health Transportation - Site: San Simon	Program Coordinator		8/15/2016	\$ 41,747.00
4865	Health Transportation - Site: San Lucy	Transit Driver (2 vacancies)		8/15/2016	\$ 13.19
4898	Behavioral Health	Counselor Specialist		7/11/2016	\$ 20.07
4899	Behavioral Health	Office Specialist	CL, CR	7/11/2016	\$ 12.87
4955	Management of Health	Administrative Assistant	NEW, CR	8/22/2016	\$ 14.92
4949	Senior Services	Cook Aide (Part Time)	NEW	8/22/2016	\$ 9.11
Department of Education					
4906	One Stop	Office Specialist	CL, CR	8/8/2016	\$ 12.87
4778	One Stop	Career and Employment Specialist		8/15/2016	\$ 16.47
4863	Recreation - Site: San Xavier	Recreation Specialist		8/15/2016	\$ 12.87
4882	Scholarship - Site: Tucson	Education Assistance Specialist		8/15/2016	\$ 15.68
4838	Early Childhood - Site: San Xavier	Teacher Aide		5/9/2016	\$ 11.66
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4940	Early Childhood - Site: Santa Rosa	Teacher		8/15/2016	\$ 19.10
4907	Early Childhood - Site: North Komelik	Cook		7/18/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		8/1/2016	\$ 11.66
4933	Early Childhood - Site: Sells	Maintenance Technician		8/8/2016	\$ 12.25
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		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					
4942	Real Property Management	Custodial/Grounds Worker		8/15/2016	\$ 11.10
4930	Administration	Project Specialist		8/1/2016	\$ 22.15
Department of Membership Services					
4811	Enrollment	Office Specialist	NEW, CL, CR	8/22/2016	\$ 12.87
4925	Election	Election Specialist	CR	8/8/2016	\$ 11.66
Department of Public Safety					
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		7/11/2016	\$ 28.36
4763	Law Enforcement	Registration/Notification Specialist	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					
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		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

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

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

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled, Pay: DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Gu Achi District

Job Title: Accounts Payable Clerk

Closing Date: Friday, August 26, 2016

Contact: (520) 361-2404 or 361-2540

PAY: \$12.84 (full time with benefits)

Sells District

Job Title: District Treasurer

Closing Date: Open Until Filled

Contact: (520) 383-2281

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
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: August 22, 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: Health & Human Services/Management of Health

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: Oversees administration of services programs as well as USDA Food Distribution programs and all Tribal programs allocations.

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.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE - (Part Time)
SALARY: \$9.11 PER HOUR, PLUS BENEFITS

OPENING DATE: August 22, 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, Part Time (1040 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assist in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food handling experience.

—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 (6) 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4811

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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: August 22, 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. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To maintain and update Membership Roll of the Tohono O'odham Nation and to provide program services to all entities of the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 50% proficiency in grammar, spelling and math.
- 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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