

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 - September 26, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Closing Date</u>	<u>FY16/ FY17 Salary</u>
JUSTICE					
5027	Office of Attorney General	Records Information Systems Technician	NEW, CR	Open Until Filled	\$ 19.52
Executive					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		Open Until Filled	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		Open Until Filled	\$ 35,058.40
5001	Gaming Office - Site: Tucson	Gaming License Investigator	CR	Open Until Filled	\$ 22.08
4535	Gaming Office - Site: Tucson	Financial Analyst		Open Until Filled	\$ 79,332.00
4844	Gaming Office - Site: Tucson	Internal Auditor		Open Until Filled	\$ 68,408.00
4958	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	CR	Open Until Filled	\$ 21.61
General Support Services					
5011	Accounting	Accounting Manager		10/3/2016	\$ 64,895.00
5012	Accounting	Budget Manager		10/3/2016	\$ 71,632.00
5010	Human Resources	Human Resources Licensing Analyst	NEW	10/11/2016	\$ 41,609.00
5046	Human Resources	Receptionist	NEW	Open Until Filled	\$ 11.06
4720	Human Resources	Administrative Assistant	CR	9/29/2016	\$ 14.92
Health and Human Services					
4939	Health Transportation - Site: San Simon	Program Coordinator		Open Until Filled	\$ 41,747.00
4955	Management of Health	Administrative Assistant	CR	Open Until Filled	\$ 14.92
4833	Management of Health	Office Specialist	CL, CR	10/3/2016	\$ 12.87
4960	Healthy O'odham Promotion Program	Health Education Specialist	NEW, CL	Open Until Filled	\$ 19.58
4842	Healthy O'odham Promotion Program	Receptionist	NEW	Open Until Filled	\$ 10.83
5028	Child Welfare	Billing Technician	NEW	10/11/2016	\$ 16.02
4949	Senior Services	Cook Aide (Part Time)		Open Until Filled	\$ 9.11
Department of Education					
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		Open Until Filled	\$ 14.92
4666	Early Childhood - Site: Vaya Chin	Cook		Open Until Filled	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide (1680 hours)		Open Until Filled	\$ 11.66
4869	Early Childhood - Site: Sells	Teacher Aide (1680 hours)		Open Until Filled	\$ 11.66
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		Open Until Filled	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		Open Until Filled	\$ 53,440.00
Department of Planning and Economic Development					
4930	Administration	Project Specialist		Open Until Filled	\$ 22.15
Department of Membership Services					
4811	Enrollment	Office Specialist	CL, CR	Open Until Filled	\$ 12.87
Department of Public Safety					
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		Open Until Filled	\$ 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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Executive					
5003	Gaming Office - Site: West Valley	Gaming Compliance Auditor	CR	Open Until Filled	\$ 66,518.00
Department of Public Safety					
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		Open Until Filled	\$ 28.36
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	Lateral	Open Until Filled	\$ 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.

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

NEW - Gu Achi Trading Post

Job Title: Gu Achi Trading Post Manager

Closing Date: Open Until Filled

Pay: \$20/hour, NO BENEFITS

For more information call Gu Achi Trading Post at (520) 361-2613

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

5027

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

JOB ANNOUNCEMENT

JOB TITLE: RECORDS INFORMATION SYSTEMS TECHNICIAN
SALARY: \$19.52 PER HOUR, PLUS BENEFITS

OPENING DATE: September 26, 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: JUSTICE/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs complex technical tasks relating to records management, filing, imaging and/or scanning of the Tohono O'odham Nation's records. Responsible for organizing, coordinating, maintaining, reviewing, processing, scanning, indexing, forwarding and, retrieving records. Assist in the development and maintenance of the Tohono O'odham Nation's Electronic/Manual Records Management system. This position requires extensive public contact

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management and two years' work experience in records management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 20 WPM.
- Must demonstrate 70% 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.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

5028

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

JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$16.02 PER HOUR, PLUS BENEFITS

OPENING DATE: September 26, 2016

CLOSING DATE: October 11, 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: Health & Human Services/**Child Welfare**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, 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.

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
HUMAN RESOURCES OFFICE

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

4960

JOB ANNOUNCEMENT

JOB TITLE: HEALTH EDUCATION SPECIALIST
SALARY: \$16.88 - \$19.58 PER HOUR, PLUS BENEFITS

OPENING DATE: September 26, 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 Health Education Specialist level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/H. O. P. P.

JOB LOCATION: Tohono O'odham Nation Wide

POSITION SUMMARY: Under general supervision, promotes healthy lifestyles by providing fitness, exercise, and nutrition education and programs to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness, provides counseling and follow-up on eligible clients.

SCOPE OF WORK: To provide primary and secondary management and prevention of diabetes on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education or closely related field, and three years work experience in a health related field, 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 obtain a Basic Trainer, Physical Fitness and Nutrition Certification within one year of hire.
- Food Handler's Card must be obtained within six months of hire.
- Must be a certified HIPPA or obtain a HIPPA Certification within one year 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.

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 **5010**
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: HUMAN RESOURCES LICENSING ANALYST

SALARY: \$41,609.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: September 26, 2016

CLOSING DATE: October 11, 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: Exempt

DEPARTMENT: General Support Services/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of moderate difficulty in coordinating and conducting fingerprinting, background checks and employee assessments for employees and applicants being considered for appointment to a position designated as a sensitive position.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources Management, Criminal Justice or related field, and four years of work experience in human resource management or background and investigation processing 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 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH **4842**

HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$10.83 PER HOUR, PLUS BENEFITS

OPENING DATE: September 26, 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 & Human Services/H.O.P.P.

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 primary and secondary management and prevention of diabetes on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

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

—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.
- Must submit a 39-month driving record with the employment application.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH **5046**
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$11.06 PER HOUR, PLUS BENEFITS

OPENING DATE: September 26, 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: General Support Services/Human Resources

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: The Human Resources Office evaluates the human resource needs of the Executive Branch in accordance with EXECUTIVE ORDER No 99-01, ESTABLISHING PERSONNEL POLICIES FOR THE EXECUTIVE BRANCH OF THE TOHONO O'ODHAM NATION.

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 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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