

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 - October 24, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Closing Date</u>	<u>FY17 Salary</u>
JUSTICE					
5026	Office of Attorney General	Assistant Attorney General (CLIV Health)		Open Until Filled	\$ 143,013.00
5027	Office of Attorney General	Records Information Systems Technician	CR	Open Until Filled	\$ 19.52
Executive					
5127	Gaming Office - Site: Tucson	Gaming Inspector	CR	Open Until Filled	\$ 20.00
5128	Gaming Office - Site: Tucson	Gaming Inspector	CR	Open Until Filled	\$ 20.00
5129	Gaming Office - Site: Tucson	Financial Analyst		Open Until Filled	\$ 81,045.00
5130	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	CR	Open Until Filled	\$ 22.08
Department of Education					
5111	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		Open Until Filled	\$ 15.25
5108	Early Childhood - Site: Pisinemo	Teacher Aide (1680 hours)		Open Until Filled	\$ 11.91
5109	Early Childhood - Site: Sells	Teacher Aide (1680 hours)		Open Until Filled	\$ 11.91
5110	Early Childhood - Site: Santa Rosa	Teacher Aide (1680 hours)		Open Until Filled	\$ 11.91
5056	Recreation - Site: Pisinemo	Maintenance Technician		Open Until Filled	\$ 12.51
5062	Recreation - Site: Hickiwan	Office Specialist	CR	Open Until Filled	\$ 13.15
5131	Tohono O'odham Nation Youth Council	Youth Services Worker		Open Until Filled	\$ 9.30
Health and Human Services					
5112	Health Transportation - Site: Sells	Billing Technician		Open Until Filled	\$ 16.02
5114	Health Transportation - Site: San Simon	Program Coordinator		Open Until Filled	\$ 42,649.00
5121	Health Transportation - Site: Sawkud Kuk	Program Coordinator		Open Until Filled	\$ 42,649.00
5159	Child Welfare	Group Home Worker		Open Until Filled	\$ 16.02
5055	Child Welfare	Case Manager, Aide		Open Until Filled	\$ 13.15
5065	Community Health	Registered Nurse		Open Until Filled	\$ 87,277.00
5045	Special Needs	Family Advocate		Open Until Filled	\$ 20.00
Planning and Economic Development					
5072	Real Property Management /San Simon	Custodial/Grounds Worker		Open Until Filled	\$ 11.34
Natural Resources					
5077	Well Maintenance	Well Maintenance Technician	CDL	Open Until Filled	\$ 16.02
5155	Well Maintenance	Well Maintenance Supervisor		Open Until Filled	\$ 54,594.00
5140	Solid Waste Management	Receptionist		Open Until Filled	\$ 11.06

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					
5084	Law Enforcement - Site: West Valley	Police Officer	Lateral	Open Until Filled	\$ 24.98
5003	Gaming Office - Site: West Valley	Gaming Compliance Auditor	CR	Open Until Filled	\$ 66,518.00

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) May require a copy of Valid driver's license, 8) 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	<u>Public Safety Dispatcher (CL) (CR)</u>	Open Continuous
Police Department	<u>Police Officer (Recruit & Lateral)</u>	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.

Chukuk Kuk District

Job Title: Financial Analyst
Closing Date: November 18,2016
For more information call Chukut Kuk District at (520) 383-2080

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 Challenger 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.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Loan Clerk (TEMPORARY)
Closing Date: October 31, 2016, 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 Trading Post

Job Title: Gu Achi Trading Post Manager

Closing Date: Open Until Filled, Pay: \$20.00/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

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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: October 24, 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/Health Transportation **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.

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



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: FAMILY ADVOCATE
SALARY: \$20.00 PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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: HHS/Special Needs

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, promotes the department's goals of providing advocacy services to Tohono O'odham families and individuals with multiple special health care needs.

MINIMUM QUALIFICATIONS:

- Associates Degree in Education or closely related field and four years of work experience in the fields of learning disabilities, special needs, special education, 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.
- 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.
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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.91 - \$13.15* PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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: Education/Recreation

JOB LOCATION: Hickiwan, 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 provide secretarial assistance to the Program Manager, office manager, and administrative assistants while exercising superior customer service for internal and external customers.

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

JOB ANNOUNCEMENT

JOB TITLE: YOUTH SERVICES WORKER
SALARY: \$9.30 PER HOUR, PLUS BENEFITS

OPENING DATE: October 24, 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/Tohono O'odham Nation Youth Council **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under close supervision, plans and organizes youth related activities and events that are entertaining, and culturally and educationally valuable; responsible for the safety and well being of each youth participant.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in organizing youth-related 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.
- 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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