

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 - November 14, 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
5197	Office of Attorney General	Office Manager		Open Until Filled	\$ 49,460.00
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
General Support Services					
5069	Facility Management	Custodial/Grounds Worker	NEW	Open Until Filled	\$ 11.34
Department of Education					
5188	Scholarship	Office Specialist	CR, CL	11/18/2016	\$ 13.15
5192	Early Childhood - Site: San Xavier	Center Coordinator	NEW	Open Until Filled	\$ 21.54
5111	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian	CDL	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
5137	Early Childhood - Site: Vaya Chin	Cook (1680 hours)		Open Until Filled	\$ 11.91
5024	Recreation - Site: Hickiwan	Recreation Aide		Open Until Filled	\$ 11.34
5178	Recreation - Site: Al Jek	Recreation Specialist		Open Until Filled	\$ 13.15
5056	Recreation - Site: Pisinemo	Maintenance Technician		Open Until Filled	\$ 12.51
5062	Recreation - Site: Hickiwan	Office Specialist	CR, CL	Open Until Filled	\$ 13.15
5131	Tohono O'odham Nation Youth Council	Youth Services Worker		Open Until Filled	\$ 9.30
Health and Human Services					
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
5205	Child Welfare	Administrative Assistant	NEW, CR	Open Until Filled	\$ 15.25
5048	Child Welfare	Case Manager	Re-advertised	Open Until Filled	\$ 49,460.00
5065	Community Health	Registered Nurse		Open Until Filled	\$ 87,277.00
5045	Special Needs	Family Advocate		Open Until Filled	\$ 20.00
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
Membership Services					
5006	Enrollment	Enrollment Specialist	NEW, CR	Open Until Filled	\$ 11.91
Public Safety					
5177	Tribal Employment Rights Office	Administrative Assistant	CR	11/18/2016	\$ 15.25

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
5206	Gaming Office - Site: West Valley	Gaming Inspector	NEW, CR	Open Until Filled	\$ 24.98
5208	Gaming Office - Site: West Valley	Gaming Inspector	NEW, CR	Open Until Filled	\$ 24.98
5209	Gaming Office - Site: West Valley	Gaming Inspector	NEW, CR	Open Until Filled	\$ 24.98

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	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Salt River Pima-Maricopa Indian Community

Job Title: Associate Judge

Closing Date: November 30, 2016,

Salary: \$78,403.00 - \$109,767.00 Annually

Applications may be filed online at: <http://www.srpmic-nsn.gov/employment>

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.

Chukut 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

Closing Date: December 2, 2016

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: ADMINISTRATIVE ASSISTANT

SALARY: \$15.25 PER HOUR, PLUS BENEFITS

OPENING DATE: November 14, 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/Child Welfare

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: The Child Welfare Division is providing child protective services when parents or caretakers are unable to care for their children due to child abuse or neglect, the responsibility then becomes the duty of the Tohono O'odham Nation Child Welfare Division. The Child Welfare Division case plan is to reunite the children with their families. The Division intervenes for the O'odham children taken into custody by the state courts; the Indian Child Welfare Act unit advocates under the Indian Child Welfare Act in State Courts for Tohono O'odham children and families whose cases are under the jurisdiction of any State in conjunction with the Nation's Office of the Attorney General.

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 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
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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER
SALARY: \$49,460.00, PLUS BENEFITS

OPENING DATE: November 14, 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 & 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 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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JOB ANNOUNCEMENT

JOB TITLE: CENTER COORDINATOR
SALARY: \$21.54 PER HOUR, PLUS BENEFITS

OPENING DATE: November 14, 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: San Xavier, 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 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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JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER
SALARY: \$11.34 PER HOUR, PLUS BENEFITS

OPENING DATE: November 14, 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: GSS/Facility Management

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—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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: ENROLLMENT SPECIALIST
SALARY: \$11.91 PER HOUR, PLUS BENEFITS

OPENING DATE: November 14, 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: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, 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 and demonstrate 45% 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 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.
- Bilingual O'odham/English preferred.

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JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR

SALARY: \$24.98 PER HOUR, PLUS BENEFITS

OPENING DATE: November 14, 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: Executive/Gaming

JOB LOCATION: GLENDALE, AZ.

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC) and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

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

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent 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 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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