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 23, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4546	Executive Office	Office Specialist	***CR, CL***	10/26/2015	$ 12.87
4550	Hewel Ni'ok	Programming Coordinator, Hewel Ni'ok	***NEW***	11/23/2015	$ 21.61
General Support Services					
4670	Human Resources	Human Resources Analyst		11/2/2015	$ 47,233.00
4686	Department of Information & Technology	PC Technician	***CL***	11/16/2015	$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	$ 68,408.00
Department of Health and Human Services					
4621	Behavioral Health	Treatment Coordinator		6/1/2015	$ 49,624.00
4635	Behavioral Health	Counselor, Senior	***CL***	10/19/2015	$ 22.15
4580	Behavioral Health	Billing Technician	***Re-Advertised***	11/23/2015	$ 15.68
4683	Family Assistance	Administrative Assistant	***CR***	11/9/2015	$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	$ 87,567.00
4648	Special Needs	Maternal & Child Health Advocate		11/9/2015	$ 19.58
4649	Special Needs	Maternal & Child Health Advocate		11/9/2015	$ 19.58
Department of Education					
4659	Early Childhood - Site: San Xavier	Child Care Specialist		8/31/2015	$ 9.57
4661	Early Childhood - Site: Sells	Program Manager, Senior		11/2/2015	$ 71,871.00
4667	Early Childhood - Site: Sells	Teacher		2/9/2015	$ 19.10
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/13/2015	$ 21.09
4666	Early Childhood - Site: Vaya Chin	Cook		6/29/2015	$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	$ 14.92
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		11/2/2015	$ 14.92
4665	Early Childhood - Site: San Xavier	Bus Driver/Custodian		11/2/2015	$ 14.92
4673	Recreation	Director of Recreation		11/2/2015	$ 71,871.00
Department of Natural Resources					
4501	Administration	Natural Resources Technician		7/27/2015	$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	***CL***	10/6/2015	$ 18.18
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	$ 21.09
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	$ 21.61
Department of Water Resources					
4511	Water Resources	Field Supervisor		6/22/2015	$ 54,776.00
4512	Water Resources	Hydrology Technician	***CL***	8/17/2015	$ 22.71

CR=Clerical Required CL=Career Ladder

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

PLEASE POST

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.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Department of Public Safety					
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	***Lateral***	6/22/2015	$ 24.45
General Support Services					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	$ 68,408.00

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.

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 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 & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & 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) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record, and 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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	**Police Officer (Recruit & Lateral)**	**Open Continuous**
Police Department	**Public Safety Dispatcher (CL) (CR)**	**Open Continuous**
Fire Department	**Firefighter (CL)**	**Open Continuous**

CR=Clerical Required CL=Career Ladder

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Counselor II/Therapist

Recovery Coach

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: Accounting Assistant
Closing Date: Open Until Filled
Pay: $12.00/DOE

VITA/Training Development Coordinator
Closing Date: Open Until Filled
Pay: $40,000.00/DOE

Job Title: HUD Section 184 Loan Officer
Closing Date: Open Until Filled
Pay: Starting Salary $40,000.00/DOE

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

ResCare HomeCare Tucson
4750 N Oracle Rd. #114
Tucson AZ 85705
Contact Sarah Gomez, Branch Manager
Office: (520) 323-4393

(FT) Customer Service Supervisor - Tucson

Must be able to speak, or at a minimum understand the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation.

TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE
P.O. BOX 837; SELLS, ARIZONA 85634 ·PHONE: (520) 383-6540 · FAX: (520) 383-4676

4550

JOB ANNOUNCEMENT

JOB TITLE: **PROGRAMMING COORDINATOR, HEWEL NI'OK**
SALARY: **$21.61 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 23, 2015** CLOSING DATE: **December 8, 2015**

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/**Hewel Ni'ok** JOB LOCATION: **Covered Wells,** AZ

POSITION SUMMARY: Under general supervision, provides coordination for assigned aspects of Hewel Ni'ok's Programming; participates in long-range strategic planning; assists in the development and production of local programming; also responsible for keeping Hewel Ni'ok in compliance with Federal Communications Commission (FCC) programming regulations and the standards set by the Hewel Ni'ok General Manager.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Radio or a closely related field, and three years' of radio production, on-air announcing, assisting in broadcast programming, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

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

4580

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **BILLING TECHNICIAN**
SALARY: **$15.68 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 23, 2015** 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/**Behavioral Health** 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—

- 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.

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"