

PLEASE POST

TOHONO O'ODHAM NATION



HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov

Job Summary -- November 28, 2011

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY 2012 Salary</u>
Executive Office						
2038	Executive	Legal Assistant	*CR	9/12/2011	OUF	\$ 36,609.70
2039	Executive	Administrative Assistant	*CR	10/10/2011	OUF	\$ 14.15
2173	Gaming	Financial Analyst		11/7/2011	OUF	\$ 71,020.23
General Support Services						
2126	Department of Information and Technology	Network Technican	**CL	11/14/2011	OUF	\$ 19.99
2125	Department of Information and Technology	Systems Administrator		10/24/2011	OUF	\$ 49,147.45
2105	Facility Management	Office Support Worker	*CR **CL	11/21/2011	OUF	\$ 10.01
2104	Facility Management	Journeyman Electrician		10/17/2011	OUF	\$ 14.50
Membership Services						
2003	Elections	Election Clerk	*CR	11/14/2011	OUF	\$ 10.01
2004	Hia-Ced O'odham	Project Coordinator		7/25/2011	OUF	\$ 13.47
2005	Hia-Ced O'odham	Administrative Secretary	*CR	9/19/2011	OUF	\$ 12.51
Department of Health and Human Services						
2120	Behavioral Health	Counselor I		8/1/2011	OUF	\$ 13.80
2118	Behavioral Health	Counselor III		4/25/2011	OUF	\$ 39,406.91
2115	Child Welfare	Administrative Assistant	*CR	10/24/2011	OUF	\$ 14.15
2177	Child Welfare	Child Welfare Clinical Manager		11/21/2011	OUF	\$ 63,594.24
2112	Child Welfare	Children's Services Coordinator		10/24/2011	OUF	\$ 16.01
2116	Child Welfare	Driver		9/19/2011	OUF	\$ 11.61
2111	Child Welfare	Group Home Worker		10/24/2011	OUF	\$ 10.78
2129	Community Health Services	Community Health Representative		10/24/2011	OUF	\$ 13.47
2138/2139	Community Health Services	Community Health Specialist LPN	(2) positions	10/24/2011	OUF	\$ 13.80
2140/2141/2142	Community Health Services	Home Health Aide	(3) positions	10/24/2011	OUF	\$ 9.77
2143/2144	Community Health Services	Home Health Nurse	(2) positions	2/22/2011	OUF	\$ 47,371.04
2136	Community Health Services	Health Planner		10/24/2011	OUF	\$ 45,658.83
2098	Health Transportation Service	AHCCCS Billing Technican		10/17/2011	OUF	\$ 12.82
2037	Management of Health/SPF TIG	Administrative Assistant	*CR	10/3/2011	OUF	\$ 14.15
2151	Senior Services	Community Home Worker		9/12/2011	OUF	\$ 9.07
2091	Senior Services	Senior Services Aide (Part-Time)		10/24/2011	OUF	\$ 8.22
2034	Special Needs	Maternal and Child Health Advocate		11/21/2011	OUF	\$ 32,781.73

*CR=Clerical Required **CL=Career Ladder

OUF=Open Until Filled

HR 210	Department/Program	Position	Note	Opening Date	Closing Date	FY 2012 Salary
Department of Education						
2183	Administration	Administrative Secretary	*CR	11/21/2011	OUF	\$ 12.51
2081	Administration	Librarian		10/10/2011	OUF	\$ 42,417.85
2110	Early Childhood	Child Care Assistant		11/14/2011	OUF	\$ 8.22
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		10/24/2011	OUF	\$ 11.61
2103	Early Childhood	Health Specialist		11/7/2011	OUF	\$ 16.01
2022	Recreation-Site: Hickiwan	Lifeguard/Water Safety Instructor		10/18/2010	OUF	\$ 10.52
2017	Recreation-Site: Menager's Dam	Recreation Aide		10/25/2010	OUF	\$ 8.85
2020	Recreation-Site: Pisinemo	Principle Lifeguard		10/25/2010	OUF	\$ 11.05
2153	Recreation-Site: San Xavier	Lifeguard/Youth Outreach Support		10/31/2011	OUF	\$ 10.52
2021	Recreation-Site: San Xavier	Principle Lifeguard		5/16/2011	OUF	\$ 11.05
2181	Scholarship	Education Assistance Specialist		11/21/2011	OUF	\$ 14.15
2182	Scholarship - Site: Tucson	Education Assistance Specialist		11/21/2011	OUF	\$ 14.15
Department of Natural Resources						
2055	Solid Waste Management Program	Diesel/Hydraulic Mechanic III	**CL	10/18/2010	OUF	\$ 19.50
2184	Solid Waste Management Program	Solid Waste Laborer		11/21/2011	OUF	\$ 11.05
Department of Public Safety						
2049	Law Enforcement	Administrative Assistant	*CR	7/18/2011	OUF	\$ 14.15
2010	Tribal Employment Rights Office	Administrative Assistant	*CR	9/12/2011	OUF	\$ 14.15
2031	Tribal Employment Rights Office	TERO Director		10/17/2011	OUF	\$ 61,295.65

ATTENTION ALL APPLICANTS!!!

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 clerical positions, except Receptionist/Switchboard Operator.

TESTING: Appointments are necessary. Please call 383-6540 to schedule an appointment.

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. If applying for any clerical positions please contact Human Resources @ (520) 383-6540 to schedule an appointment. **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY12 SALARY</u>
Police Department	Police Officer	Open Continuous	\$ 43,687.34
Police Department	Ranger	Open Continuous	\$ 30,918.72
Police Department	Public Safety Dispatcher * (CL)	Open Continuous	\$12.82 - \$14.15 p/hr

OTHER EMPLOYER'S RECRUITMENT

Chukut Kuk District Office

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Receptionist	Open Until Filled	\$10.75 p/hr

Applications can be picked up at the Chukut Kuk District Office. For additional information contact Terry Angelo at (520) 383-2080

Tohono O'odham Ki:Ki Association

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Journeyman Electrician	Open Until Filled	\$20.05 p/hr
Finance Manager	December 9, 2011	\$80,000 p/yr
Maintenance Tech (Electrical)	December 9, 2011	\$18.05 p/hr
Property & Supply Tech (Mechanical)	December 9, 2011	\$15.01 p/hr

For more information or to obtain a complete job listing, please contact Damascus Francisco
Phone: 520-383-2202 or Toll Free: 866-248-5059 • Email: dfrancisco@tokahousing.org

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