

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 - December 7, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Executive					
4698	Gaming - Site: Tucson	Gaming Inspector	CR	11/30/2015	\$ 19.58
4535	Gaming - Site: Tucson	Financial Analyst	New	12/7/2015	\$ 79,332.00
4679	Veteran Affairs	Program Coordinator	New	12/7/2015	\$ 41,747.00
General Support Services					
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					
4566	Management of Health	Program Development Manager	New	11/7/2015	\$ 71,871.00
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4580	Behavioral Health	Billing Technician		11/23/2015	\$ 15.68
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	\$ 87,567.00
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
4702	Recreation - Site: Sells	Recreation Aide	NEW	12/7/2015	\$ 11.10
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
Department of Public Safety					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 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.

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)	<i>Lateral</i>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
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

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

JOB ANNOUNCEMENT

JOB TITLE: FINANCIAL ANALYST
SALARY: \$79,332.00 PLUS BENEFITS

OPENING DATE: December 7, 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: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects assets of the Tohono O'odham Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, Business Administration or Business Management, or closely related discipline, and two years financial experience in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports. Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- Four years supervisory experience.

—AND—

- Must be licensed by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before 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
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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM COORDINATOR

SALARY: \$41,747.00 PLUS BENEFITS

OPENING DATE: December 7, 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: Exempt

DEPARTMENT: Executive/**Veteran Affairs**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: To provide services to our O'odham Veterans and their Families, Dependents, and others; providing information and access to benefits and other services available from the Department of Veterans Affairs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, 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—

- Upon recommendation for hire a criminal background and fingerprint 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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"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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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM DEVELOPMENT MANAGER

SALARY: \$71,871.00 PLUS BENEFITS

OPENING DATE: December 7, 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: Exempt

DEPARTMENT: Health & Human Services/**Management of Health** **JOB LOCATION:** **Sells, AZ**

POSITION SUMMARY: Under limited supervision, accomplishes the department's strategic goals and objectives by assisting in program development and evaluation, proposal writing, grant writing, building capacity of personnel, management of special projects, partnership development and strategic planning, including identifying priority needs.

SCOPE OF WORK: To assist Management of Health's prevention and treatment program.

MINIMUM QUALIFICATIONS:

- Master's Degree in Public Administration or related field, and four years work experience in management of services programs, Federal and foundation grant management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years 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 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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JOB ANNOUNCEMENT

JOB TITLE: **RECREATION AIDE**
SALARY: **\$11.10 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 7, 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: Dept. of Education/**Recreation**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational 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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