

**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](http://www.tonation-nsn.gov)



## Job Summary - December 21, 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>
<b>Executive</b>					
4698	Gaming - Site: Tucson	Gaming Inspector	<b>CR</b>	11/30/2015	\$ 19.58
4535	Gaming - Site: Tucson	Financial Analyst		12/7/2015	\$ 79,332.00
4712	Gaming - Site: Tucson	Gaming Compliance Auditor	<b>CR</b>	12/14/2015	\$ 52,136.00
4679	Veteran Affairs	Program Coordinator		12/7/2015	\$ 41,747.00
<b>General Support Services</b>					
4686	Department of Information & Technology	PC Technician	<b>CL</b>	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
<b>Department of Health and Human Services</b>					
4566	Management of Health	Program Development Manager		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
4641	Health Transportation Service - Site: San Simon	Transit Driver		12/14/2015	\$ 13.19
4680	Healthy O'odham Promotion Program	Administrative Assistant	<b>CR</b>	12/14/2015	\$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	\$ 87,567.00
4730	Home Health Program	Certified Nurse Assistant	<b>NEW</b>	12/21/2015	\$ 16.47
<b>Department of Education</b>					
4667	Early Childhood - Site: Sells	Teacher		2/9/2015	\$ 19.10
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
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		12/7/2015	\$ 11.10
<b>Department of Natural Resources</b>					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	\$ 21.09
<b>Department of Planning and Economic Development</b>					
4507	Administration	Planner		7/13/2015	\$ 21.61
<b>Department of Water Resources</b>					
4512	Water Resources	Hydrology Technician	<b>CL</b>	8/17/2015	\$ 22.71
<b>Department of Public Safety</b>					
4701	TERO Administration	TERO Director		12/14/2015	\$ 75,509.00
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
<b>Department of Public Safety</b>					
4555	Tribal Employment Rights Office	TERO Compliance Officer (2 Vacancies)		12/14/2015	\$ 22.15
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
<b>General Support Services</b>					
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

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
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  
Houseparent Couple (Tucson)**

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**

**4730**

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**JOB ANNOUNCEMENT**

**JOB TITLE: Certified Nurse Assistant**  
**SALARY: \$16.47 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 21, 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: DHHS/Home Health Program**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, works closely with patients, provides basic care services and important social and emotional support, and vital information on patients conditions to the immediate supervisor.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year of work experience in a nursing field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess a Certified Nursing Assistant Certification by the Arizona Board of Nursing.
- 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.
- 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.
- 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"**