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 28, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4698	Gaming - Site: Tucson	Gaming Inspector	***CR***	11/30/2015	$ 19.58
4535	Gaming - Site: Tucson	Financial Analyst		12/7/2015	$ 79,332.00
4712	Gaming - Site: Tucson	Gaming Compliance Auditor	***CR***	12/14/2015	$ 52,136.00
4679	Veteran Affairs	Program Coordinator		12/7/2015	$ 41,747.00
4695	Veteran Affairs	Office Specialist	***CR***	12/21/2015	$ 12.87
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		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	***CR***	12/14/2015	$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	$ 87,567.00
4730	Home Health Program	Certified Nurses Assistant		12/21/2015	$ 16.47
Department of Education					
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
Department of Natural Resources					
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
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	$ 21.61
Department of Water Resources					
4512	Water Resources	Hydrology Technician	***CL***	8/17/2015	$ 22.71
Department of Public Safety					
4701	TERO Administration	TERO Director		12/14/2015	$ 75,509.00
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	$ 28.36

CR=Clerical Required CL=Career Ladder

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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					
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)	***Lateral***	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**

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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.