

**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 - March 28, 2016

<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>					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4546	Executive Office	Office Specialist	<b>CR, CL</b>	3/14/2016	\$ 12.87
4780	Executive Office	Legal Assistant	<b>CR, CL</b>	2/29/2016	\$ 20.57
4803	Hewel Ni'ok	On-Air Announcer/Board Operator	<b>NEW</b>	3/28/2016	\$ 13.52
4804	Hewel Ni'ok	On-Air Announcer/Board Operator	<b>NEW</b>	3/28/2016	\$ 13.52
<b>General Support Services</b>					
4786	Facility Management	Custodial Supervisor		3/7/2016	\$ 23.28
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
4793	Grants and Contracts	Office Specialist	<b>CR, CL</b>	3/21/2016	\$ 12.87
<b>Department of Human Resources</b>					
4722	Human Resources	Benefits Specialist		3/14/2016	\$ 18.18
<b>Justice</b>					
4806	Office of the Attorney General	Assistant Attorney General CL IV	<b>NEW</b>	3/28/2016	\$ 69,995.00
<b>Department of Health and Human Services</b>					
4776	Behavioral Health	Program Manager		2/16/2016	\$ 61,974.00
4795	Child Welfare	Case Manager		3/21/2016	\$ 48,414.00
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4685	Healthy O'odham Promotion Program	Registered Dietician		1/19/2016	\$ 87,567.00
4788	Health Transportation Services	Office Specialist	<b>CR, CL</b>	3/7/2016	\$ 12.87
4796	Health Transportation Services	Transit Driver		3/21/2016	\$ 13.20
4628	Health Transportation Services - Site: Ak Chin	Transit Driver	<b>NEW</b>	3/28/2016	\$ 13.20
4797	Health Transportation Services - Site: Sells	Transit Driver	<b>NEW</b>	3/28/2016	\$ 13.20
4789	Division of Senior Services	Case Manager		3/7/2016	\$ 48,414.00
4807	Behavioral Health	Director of Clinical Services	<b>NEW</b>	3/28/2016	\$ 87,567.00
<b>Department of Education</b>					
4779	Early Childhood - Site: Sells	Child Care Specialist		2/29/2016	\$ 9.57
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4735	Early Childhood - Site: San Lucy	Teacher Aide		1/4/2016	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide		1/19/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		2/1/2016	\$ 11.66
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	<b>CL</b>	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	<b>CL</b>	2/1/2016	\$ 11.66
4774	Recreation - Site: Sells	Recreation Specialist		2/29/2016	\$ 12.87
4799	Recreation - Site: San Xavier	Recreation Aide		3/21/2016	\$ 11.10
<b>Department of Natural Resources</b>					
4560	Range Conservation	Heavy Equipment Mechanic	<b>CL</b>	8/31/2015	\$ 20.08
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68

<b>Department of Planning and Economic Development</b>					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
<b>Department of Public Safety</b>					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36

# 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)



**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
<b>Department of Public Safety</b>					
4783	Law Enforcement - Site: West Valley	Administrative Assistant, Senior	<b>CR</b>	3/7/2016	\$ 17.31
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<b>Lateral</b>	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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (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: VITA/Training Development Coordinator**

**Closing Date: Open Until Filled  
Pay: \$40,000.00/DOE**

**Job Title: Finance/Compliance Manager**

**Closing Date: Open Until Filled  
Pay: DOE**

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

**Sells District**

**P O Box 910  
Sells AZ 85634  
(520) 383-2281**

**Job Title: District Treasurer**

**Closing Date: Open Until Filled**

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

**Chukut Kuk District**

**P O Box 278  
Sells AZ 85634  
Phone (520) 383-2080 Fax: (520) 383-5788  
E-Mail: ckoffice@chukut-kuk.org**

**Job Title: Financial Analyst  
Open Until Filled/For Immediate Hire**

**Job Title: Youth Coordinator/Monitor  
Open Until Filled/For Immediate Hire**

**Tohono O'odham Ki:Ki Association**

**Job Title: VASH Case Manager  
Closing Date: Open Until Filled  
Pay: DOE**

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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

**4803**

**4804**

**JOB ANNOUNCEMENT**

**JOB TITLE: ON-AIR ANNOUNCER/BOARD OPERATOR (2 POSITIONS)**

**SALARY: \$13.52 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 28, 2016**

**CLOSING DATE: April 8, 2016**

*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: San Xavier, AZ**

**POSITION SUMMARY:** Under close supervision, provides a "voice" for KOHN's general programming. Responsible for keeping in compliance with Federal Communications Commission (FCC) programming regulations and standards.

**MINIMUM QUALIFICATIONS:**

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

**—AND—**

- Must submit a 30 minute CD demo.
- Must have a pleasant and well-controlled voice and excellent pronunciation.
- 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.

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"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4806**

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

---

**JOB ANNOUNCEMENT**

**JOB TITLE: Assistant Attorney General (CL IV)**

**SALARY: \$69,995 PER ANNUM, PLUS BENEFITS**

**OPENING DATE: March 28, 2016**

**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: Justice/Office of the Attorney General (Health)**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general direction, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation (Nation) on health related issues. Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. This is a senior level attorney position handling an independent workload.

**MINIMUM QUALIFICATIONS:**

- Juris Doctor and eight years progressively responsible experience in the legal profession, including experience in health law.

**—AND—**

- Member of the Arizona State Bar.
- 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.

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"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4628**

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

---

**JOB ANNOUNCEMENT**

**JOB TITLE: TRANSIT DRIVER**  
**SALARY: \$13.20 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 28, 2016**

**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/Health Transportation**

**JOB LOCATION: Ak Chin, AZ**

**POSITION SUMMARY:** Under close supervision, provides safe transportation of program clients to and from designated activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

**—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 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.

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"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4797**

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

---

**JOB ANNOUNCEMENT**

**JOB TITLE: TRANSIT DRIVER**  
**SALARY: \$13.20 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 28, 2016**

**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/Health Transportation**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, provides safe transportation of program clients to and from designated activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

**—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 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.

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"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4807**

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

---

**JOB ANNOUNCEMENT**

**JOB TITLE: Director of Clinical Services**  
**SALARY: \$87,567 PER ANNUM, PLUS BENEFITS**

**OPENING DATE: March 28, 2016**

**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/Behavioral Health**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general direction, accomplishes the clinical strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services of the Tohono O'odham Nation's Health and Human Services Department, program or division.

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Behavioral Health or closely related field and five years' work experience providing clinical services to Native Americans, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

**—AND—**

- Must possess an Arizona Board of Behavioral Health License in Professional Counseling (LPC) or License Clinical Social Worker (LCSW).
- 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 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.

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"**