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 - July 22, 2013

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Justice					
3211	Advocate	Advocate	CL, ***New***	7/22/2013	$ 40,531.00
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	$ 57,270.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	$ 51,883.00
3347	Community Health Services	Program Supervisor	***New***	7/22/2013	$ 51,883.00
Department of Education					
3360	Early Childhood - Site: Sells	Child Care Specialist		7/1/2013	$ 9.29
3368	Early Childhood - Site: San Xavier	Child Care Specialist	***New***	7/22/2013	$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	$ 14.49
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	$ 69,777.00
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician	***New***	7/22/2013	$ 20.47
Department of Public Safety					
3362	Law Enforcement	Assistant Police Chief		7/15/2013	$ 85,017.00
3352	TERO	TERO Compliance Officer		7/8/2013	$ 21.51

CR=Clerical Required CL=Career Ladder

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.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (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 resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record 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	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Social Security Administration Office

Position: Janitorial Technician - Sells Hospital
Janitorial services needed for Mondays and Friday mornings.
For more information: 1-866-220-9779 ext. 16203
(or)
Social Security Administation
Attention: Debra
88 W. 38th Street, Suite 100
Tucson, Arizona 85713

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3211

JOB ANNOUNCEMENT

JOB TITLE: **ADVOCATE**
SALARY: **$15.22 - $19.49* PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 22, 2013** 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. ***This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Advocate level is met.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: **Exempt**

DEPARTMENT: Justice/**Advocate** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under limited supervision, provides legal representation of tribal or non-tribal members in civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Paralegal Studies or closely related field and four years work experience in the field of law, 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 certification to practice in Tohono O'odham Nation Justice Courts or have the ability to obtain within 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).
- Must meet the Tohono O'odham nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM SUPERVISOR**
SALARY: **$51,883.00, PLUS BENEFITS**

OPENING DATE: **July 22, 2013** CLOSING DATE: **August 2, 2013**

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/**Community Health Services** **JOB LOCATION: Sells,** AZ

POSITION SUMMARY: Under limited supervision, supervises and coordinates the operations of a division or program in accordance with established goals and objectives. Develops and sets procedures within established policies to ensure quality service delivery.

SCOPE OF WORK: To develop and implement a comprehensive cancer prevention and control plan.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Management or closely related field; and two years work experience in the supervision or 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 of supervisory experience.

—AND—

- 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 DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
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3368

JOB ANNOUNCEMENT

JOB TITLE: **CHILD CARE SPECIALIST**
SALARY: **$9.29 PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 22, 2013** 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/**Early Childhood** JOB LOCATION: **San Xavier**, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards.
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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 last three years).
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3296

JOB ANNOUNCEMENT

JOB TITLE: **NATURAL RESOURCES TECHNICIAN**
SALARY: **$20.47 PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 22, 2013** 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: Natural Resources/**Administration** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, works with the assessment, collection and analysis of data related to the Tohono O'odham Nation's natural resources.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Ecology, Natural Resources Management or closely related field and one year work experience in biosciences relative to the Sonoran Desert, or in a natural resources field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month MVR with the employment application.
- Based on the department's needs, incumbent may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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