

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



PLEASE POST

Job Summary - January 04, 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>
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
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
4737	Early Childhood - Site: San Lucy	Teacher	New	1/4/2016	\$ 19.10
4735	Early Childhood - Site: San Lucy	Teacher Aide	New	1/4/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook	New	1/4/2016	\$ 11.66
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
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
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.

<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>
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)	<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

<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: Secretary

Closing Date: January 13, 2016 @ 5:00 p.m.

Pay: \$8.00/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.

**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.

**Job Title: Laborer
Closing Date: January 8, 2016**

Applications may be picked up at the Sells District Office, Monday - Friday, 8:00 am. - 5:00 p.m. Any questions or concerns please the Sells District Office.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4737

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

JOB ANNOUNCEMENT

JOB TITLE: **TEACHER**
SALARY: **\$19.10 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 04, 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**
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**

JOB LOCATION: **San Lucy, AZ**

POSITION SUMMARY: Under limited supervision, provide early childhood education to enrolled children in activities designed to promote social, physical, and intellectual growth and development. Maintain a safe and healthy learning environment.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Early Child Education or Development and three years classroom teaching experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Certified as a Child Development Associate (CDA).
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- 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: TEACHER AIDE
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: January 04, 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
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: San Lucy, AZ

POSITION SUMMARY: Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in a classroom teaching environment.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six (6) months of hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: January 04, 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

(This position is budgeted for 1680 hours)

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: San Lucy, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months food service industry work experience; 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.
- Food Handler's card must be obtained within the three (3) months of 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.

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