

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 - October 19, 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>
Executive					
4535	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
4532	Gaming - Site: Tucson	Gaming Inspection Project Assistant	CR	9/8/2015	\$ 21.61
4540	Gaming - Site: Why	Gaming Inspector	CR	9/14/2015	\$ 19.58
General Support Services					
4518	Accounting	Senior Accountant		10/6/2015	\$ 54,776.00
Justice Programs					
4545	Advocate	Office Specialist	CR, CL	10/6/2015	\$ 12.87
Membership Services					
4506	Enrollment	Enrollment Specialist	CR	10/6/2015	\$ 11.66
Department of Health and Human Services					
4567	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4568	Community Health -WIC	Nutrition Specialist	CL, NEW	10/19/2015	\$ 18.64
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4635	Behavioral Health	Counselor, Senior	CL, NEW	10/19/2015	\$ 22.15
4636	Senior Services	Resource/Activities Coordinator		9/14/2015	\$ 35,120.00
Department of Education					
4582	Johnson O'Malley	Program Coordinator		10/12/2015	\$ 41,747.00
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
4502	Solid Waste Management	Equipment Operator Driver II	CL	10/6/2015	\$ 18.18
4548	Solid Waste Management	Office Manager		10/12/2015	\$ 48,414.00
4504	Livestock	Livestock Brand Inspector		10/6/2015	\$ 15.68
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	CL	8/17/2015	\$ 22.71
Department of Public Safety					
4633	Law Enforcement	Police Records Clerk	CR, CL, NEW	10/19/2015	\$ 14.21
4634	Law Enforcement	Records Clerk, Senior	CR, NEW	10/19/2015	\$ 18.18

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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.

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Department of Public Safety					
4607	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>lateral</i>	6/22/2015	\$ 24.45
4616	Law Enforcement - Site: West Valley	Police Lieutenant		9/28/2015	\$ 75,509.00

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

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders's 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: HUD Section 184 Loan Officer

Closing Date: Open Till Filled

Pay: Starting Salary \$40,000.00/DOE

Job Title: Finance/Compliance Manager

Closing Date: October 28, 2015

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: **NUTRITION SPECIALIST**

SALARY: **\$14.56 - \$18.64*** PER HOUR, PLUS BENEFITS

OPENING DATE: **October 19, 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. *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 Nutrition Specialist level is met.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Community Health**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, educates, plans, and coordinates activities on nutrition and awareness to prevent disease and obesity. Provides counseling and follow-up with eligible clients.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education, Nutrition or closely related field and two years' work experience in a nutrition counseling or a health educator 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 current Food Handler's card.
- Must possess certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Must possess Community Nutrition Worker Certification.
- Must possess Breastfeeding Counselor Certification.
- 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.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4635

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

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR, SENIOR
SALARY: \$22.15 PER HOUR, PLUS BENEFITS

OPENING DATE: October 19, 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: HHS/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, counsels' clients and individuals in group sessions to assist in overcoming dependencies, adjusting to life, and making changes; assists clients with personal, family, educational, and career decisions and problems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Counseling or closely related field and two years' work experience in a behavioral health related 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 certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- 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: **POLICE RECORDS CLERK**
SALARY: **\$11.10 - \$14.20*** PER HOUR, PLUS BENEFITS

OPENING DATE: **October 19, 2015** CLOSING DATE: **October 30, 2015**

*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 Police Records Clerk level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Law Enforcement

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, enhances law enforcement's effectiveness by maintaining an accurate filing and retrieval system of all police documentation. Maintains confidentiality of all information and distributes information as requested to authorized personnel, departments or agencies. **Clerical testing is required.**

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management or closely related field and one year work experience in a records management field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 30 Words per minute and demonstrate 50% proficiency in grammar, spelling and math.
- 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) 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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JOB ANNOUNCEMENT

JOB TITLE: RECORDS CLERK, SENIOR
SALARY: \$18.18 PER HOUR, PLUS BENEFITS

OPENING DATE: October 19, 2015 **CLOSING DATE: October 30, 2015**

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: DPS/Law Enforcement

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under limited supervision, performs work of moderate difficulty, maintains records by receiving, reviewing, filing or retrieving documents. Assists with specialized projects related to the filing systems and researches manual and automated systems to gather or verify data.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management or closely related field and three year's work experience in a records management; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 35 Words per minute and demonstrate 70% proficiency in grammar, spelling and math.
- 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) 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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