

TOHONO O'ODHAM NATION

PLEASE POST

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 - April 1, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
3215	Gaming	Chief Gaming Inspector	<i>Closing 4/8/13</i>	3/25/2013	\$ 75,143.00
3217	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
3287	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
3284	Gaming	Gaming License Technician	CR	3/11/2013	\$ 19.01
3061	Hewel Ni'ok	On-Air Announcer/Board Operator	<i>Closing 4/1/13</i>	3/18/2013	\$ 13.13
3062	Hewel Ni'ok	On-Air Announcer/Board Operator	<i>Closing 4/1/13</i>	3/18/2013	\$ 13.13
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,142.00
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Justice					
3131	Office of the Prosecutor	Assistant Chief Prosecutor		3/25/2013	\$ 87,142.00
Department of Health and Human Services					
3220	Adult Protective Services	Family Preservation Specialist		3/18/2013	\$ 19.49
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3164	Behavioral Health	Counselor		3/18/2013	\$ 15.60
3234	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3235	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3236	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3274	Child Welfare	Human Services Investigator		2/19/2013	\$ 24.94
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3309	Health Transportation Services - Site: San Simon	Transit Driver		3/25/2013	\$ 12.81
3226	Senior Services	Cook		2/25/2013	\$ 11.32
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide	<i>Re-Advertised</i>	4/1/2013	\$ 8.84
3245	Early Childhood - Site: Sells	Teacher Aide	<i>NEW</i>	4/1/2013	\$ 11.32
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3286	Recreation - Site: Pisinemo	Maintenance Technician		2/25/2013	\$ 11.89
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
3270	Recreation - Site: San Xavier	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		3/25/2013	\$ 20.47
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05
Department of Public Safety					
3299	Environmental Protection Office	Environmental Protection Office Supervisor		3/18/2013	\$ 55,873.00
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00

CR=Clerical Required CL=Career Ladder

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3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

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

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
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

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually **Opening Date:** 02/25/13 **Closing Date:** Open Until Filled

Please contact SXAA Office at (520) 807-2121 for more information regarding this position.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: COOK AIDE
SALARY: \$8.84 PER HOUR, PLUS BENEFITS

OPENING DATE: April 1, 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: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

SCOPE OF WORK: To provide comprehensive services to children 3-5 years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food-handling experience.

—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 months of hire.
- Bilingual O'odham/English preferred.
- 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.

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
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3245

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JOB ANNOUNCEMENT

JOB TITLE: TEACHER AIDE
SALARY: \$11.32 PER HOUR, PLUS BENEFITS

OPENING DATE: April 1, 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
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Sells, 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 months after 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.
- Bilingual O'odham/English preferred.
- 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.
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