

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



PLEASE POST

REVISED APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – JUNE 13, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1275	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
1298	Gaming	Financial Analyst	Open Until Filled	\$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
General Support Services				
1318	Accounting	Accounting Clerk	Open Until Filled	\$10.26 hr
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	\$14.50 hr
Membership Services				
1185	Enrollment	Enrollment Clerk	Open Until Filled	\$10.01 hr
Department of Human Services				
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	\$10.78 hr
1322-NEW	Adult Protective Services	Receptionist	Open Until Filled	\$10.01 hr
1082	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1325-NEW	Child Welfare	Family Preservation Specialist	Open Until Filled	\$32,781.73
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1326-NEW	Community Health	Nutrition Specialist	Open Until Filled	\$16.00 hr
1323 - NEW	Health Transportation Service – Site: San Lucy Health Transportation Driver		Open Until Filled	\$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1276	Management of Health	Receptionist	Open Until Filled	\$10.01 hr
1215	Management of Health	Victim Advocate	Open Until Filled	\$34,011.04
1149/1150	Special Needs	Maternal and Child Health Advocate	Open Until Filled	\$32,781.73

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Education				
1251	Early Childhood	Accounting Technician	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	\$10.52 hr
	Recreation – Site: Hickiwan			
1125		Facility Management Technician I	Open Until Filled	\$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1112		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52hr
1310		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	Recreation – Site: Menagers Dam			
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open until Filled	\$8.85 hr
1218		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	Recreation – Site: Pisinemo			
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
1167-RE-ADVERTISED		Facility Management Technician I	Open until Filled	\$10.26 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: Sells			
1250		Recreation Aide	Open until Filled	\$8.85 hr
1321-NEW		Youth Recreation Program Coordinator	Open until Filled	\$35,286.46

Planning and Economic Development

1315	Administration	Grant Writer Supervisor	Open Until Filled	\$50,990.48
	Real Property Management -Site: San Simon			
1278		Building and Grounds Worker	Open Until Filled	\$9.53 hr

Department of Natural Resources

1182	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
1308	Administration	Natural Resources Technician	Open Until Filled	\$19.50 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr

Department of Public Safety

1269	Corrections	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1274	Environmental Protection Office	Solid Waste Compliance Inspector III	Open Until Filled	\$39,406.91
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr
1313	Office Emergency Management	Regional Planning Coordinator	Open Until Filled	\$23.76 hr

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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

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 for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. 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>	<u>FY11 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

OTHER EMPLOYER'S RECRUITMENT**INTER-MOUNTAIN CENTERS FOR HUMAN DEVELOPMENT**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Van Driver	Open Until Filled	\$10.00 hr.

For additional information contact Berlinda Pablo.

Phone (520) 383-1790, Fax (520) 383-1795

Tohono Plaza BIA Route 19, Suite 407 ♦ Sells, AZ 85634

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE



**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: RECEPTIONIST
SALARY: \$10.01 per hour, plus benefits

OPENING DATE: JUNE 13, 2011

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/Adult Protective Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This classification operates telephone PBX or multi-line telephone system by answering incoming calls and directs callers to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. Certificate
2. Six (6) months related experience and/or training.

-- OR --

Equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background investigation.

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) **three (3) Letters of Reference, copy of CDA, First Aide, CPR cards, MVR-39 months, copy of Diploma and/or transcripts and copy of current valid Arizona Commercial Driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

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

JOB ANNOUNCEMENT

JOB TITLE: FAMILY PRESERVATION SPECIALIST
SALARY: \$32,781.73, PLUS BENEFITS

OPENING DATE: JUNE 13, 2011

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: HHS/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides instruction to parents in individual and group settings in regards to parenting skills, child development, behavior management, and other related areas. Maintains confidentiality of all privileged information. The listed tasks are **ILLUSTRATIVE ONLY**, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Associate's Degree in social work or closely related field
2. Plus two (2) years experience in providing counseling to children and families

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) **current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

**JOB TITLE: Nutrition Specialist
SALARY: *\$12.82 - \$14.86 HOUR, PLUS BENEFITS**

OPENING DATE: JUNE 13, 2011

CLOSING DATE: Open until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DHHS/Community Health-WIC

JOB LOCATION: Sells, AZ

***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.**

STATEMENT OF JOB: Promotes good health by planning and coordinating activities on nutrition education and awareness. Provides counseling and follow-up on eligible clients. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associate's Degree in Health Education, Nutrition or related field, plus three (3) years work experience.

—OR—

An equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License with no DUI's or major traffic offenses with the past three (3) years.
- Must successfully complete and pass a background investigation and fingerprint check.

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) three (3) letters of reference and copy of a valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation. **Please keep copies for your own reference.**

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JOB ANNOUNCEMENT

JOB TITLE: HEALTH TRANSPORTATION DRIVER

SALARY: \$11.90 PER HOUR, PLUS BENEFITS

OPENING DATE: JUNE 13, 2011

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/Health Transportation

JOB LOCATION: San Lucy, AZ

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED, and
2. Two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire.
- Must be CPR Certified or complete basic CPR/First-Aid training within six (6) months of employment.

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) **current resume, three reference letters, MVR-39 months, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: FACILITIES MANAGEMENT TECHNICIAN I

SALARY: \$10.26 per hour, plus benefits

OPENING DATE: JUNE 13, 2011

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: Education/ **Recreation**

JOB LOCATION: **Pisinemo, AZ**

STATEMENT OF JOB: Under direct supervision, responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment of the Tohono O'odham Nation. The listed tasks are **ILLUSTRATIVE ONLY** and are not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate.
2. Six (6) months facilities and maintenance experience.

--OR--

An equivalent combination of education and experience.

-- AND --

- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background investigation.

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) **current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: YOUTH RECREATION PROGRAM COORDINATOR

SALARY: \$ 35,286.46, plus benefits

OPENING DATE: JUNE 13, 2011

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: Education/Recreation Centers

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes the recreation youth program objectives by planning, organizing and implementing programs for youth through the recreation centers of the Tohono O'odham Nation. Ensures that program services are provided effectively and efficiently. Coordinates activities with the Recreation Facilities Coordinators at the centers. The listed asks are **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Associate's Degree in Education, Recreation, or related field
2. Two years experience in working with youth or recreational projects and activities.
3. Two years supervisory experience.

-- OR--

Equivalent combination of education and experience.

-- AND --

- Current First Aid and CPR certificates are required. Certifications may be obtained after hire.
- Valid Arizona Driver's License with no DUI's or major traffic offenses within the past three years.
- Bilingual O'odham/English preferred
- Must successfully complete a local background/fingerprint investigation check.

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) **current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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