

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 - June 02, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
General Support Services					
3794	Human Resources	Administrative Assistant	<i>New, CR</i>	6/2/2014	\$ 14.93
3623	Gaming Office	Gaming Inspection Project Assistant		5/19/2014	\$ 21.61
Membership Services					
3709	Enrollment	Enrollment Specialist	<i>CR</i>	4/14/2014	\$ 11.66
Justice Programs					
3787	Office of Attorney General	Legal Secretary	<i>New, CL, CR</i>	6/2/2014	\$ 17.74
3784	Advocate Program	Legal Secretary	<i>CL, CR</i>	5/27/2014	\$ 17.74
Department of Health and Human Services					
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	\$ 13.19
3785	Health Transportation - Site: San Xavier	Transit Driver		5/27/2014	\$ 13.19
3777	Health Transportation - Site: Ak Chin	Transit Driver		5/5/2014	\$ 13.19
3783	Health Transportation - Site: Sells	Transit Dispatcher		5/27/2014	\$ 15.30
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	\$ 15.30
3778	Senior Services	Cook		5/5/2014	\$ 11.66
3727	Senior Services/ALTCS	Case Manager		5/19/2014	\$ 48,141.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3570	Behavioral Health	Behavioral Health Therapist	<i>CL</i>	5/12/2014	\$ 53,440.00
3758	Adult Protection Services	Family Preservation Specialist		5/19/2014	\$ 20.08
3658	Management of Health	Receptionist		5/19/2014	\$ 10.83
3782	Management of Health	Program Development Manager	<i>New</i>	6/2/2014	\$ 71,871.00
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3786	Education - Tohono O'odham Nation Youth Council	Youth Services Worker	<i>New</i>	6/2/2014	\$ 9.11
3771	Tohono O'odham Nation Youth Council	Youth Council Manager		5/12/2014	\$ 50,865.00
3684	Child Care Services/Early Childhood - Santa Rosa	Child Care Specialist		5/19/2014	\$ 9.57
Department of Natural Resources					
3534	Administration	Natural Resources Technician		5/5/2014	\$ 21.09
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$ 53,440.00
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	<i>CL</i>	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	<i>CL</i>	3/17/2014	\$ 22.71
Department of Planning & Economic Development					
3624	Administration	Grant Writer Supervisor		4/7/2014	\$ 58,988.00
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

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.

CR=Clerical Required CL=Career Ladder

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

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3794

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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.93 PER HOUR, PLUS BENEFITS

OPENING DATE: June 02, 2014

CLOSING DATE: June 13, 2014

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. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Human Resources Office evaluates the human resource needs of the Executive Branch in accordance with EXECUTIVE ORDER No 99-01, ESTABLISHING PERSONNEL POLICIES FOR THE EXECUTIVE BRANCH OF THE TOHONO O'ODHAM NATION.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- Must type 40 words per minute and demonstrate 60% proficiency in grammar, spelling and math.

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

3786

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

JOB ANNOUNCEMENT

JOB TITLE: YOUTH SERVICES WORKER

SALARY: \$9.11 PER HOUR, PLUS BENEFITS

OPENING DATE: June 02, 2014

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/Tohono O'odham Nation Youth Council JOB LOCATION: Sells, AZ

POSITION SUMMARY:

Under close supervision, plans and organizes youth related activities and events that are entertaining, and culturally and educationally valuable; responsible for the safety and well-being of each youth participant.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in organizing youth-related activities, 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.
- Upon recommendation for hire a criminal background and fingerprint 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.
- 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: PROGRAM DEVELOPMENT MANAGER

SALARY: \$71,871.00 PLUS BENEFITS

OPENING DATE: June 2, 2014

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: Health & Human Services/Management of Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the department's strategic goals and objectives by assisting in program development and evaluation, proposal writing, grant writing, building capacity of personnel, management of special projects, partnership development and strategic planning, including identifying priority needs.

SCOPE OF WORK: To assist Management of Health's prevention and treatment program.

MINIMUM QUALIFICATIONS:

- Master's Degree in Public Administration or related field, and four years work experience in management of services programs, Federal and foundation grant management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must submit a 39-month driving record with the employment application.
- 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.

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