

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 - July 27, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2015 Salary</u>
Executive					
4284	Hewel Ni'ok - Site: Covered Wells	Programming Coordinator, KOHN		7/15/2015	\$ 21.61
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
Department of Health and Human Services					
4225	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4147	Healthy O'odham Promotion Program	Health Education Specialist (2)	CL	7/13/2015	\$ 19.58
4056	Health Transportation Services - Site: San Lucy	Transit Driver (Occasional)		7/20/2015	\$ 13.19
Department of Education					
4141	Early Childhood - Site: Vaya Chin	Cook (Part-time)		6/29/2015	\$ 11.66
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4298	Early Childhood/Head Start Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
Membership Services					
4281	Enrollment	Enrollment Specialist	CR	7/20/2015	\$ 11.66
Department of Natural Resources					
4268	Well Maintenance	Well Maintenance Technician		6/15/2015	\$ 15.68
4093	Natural Resources - Administration	Natural Resources Technician	New	7/27/2015	\$ 21.09
Department of Planning and Economic Development					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
4156	Realty	Realty Specialist		7/6/2015	\$ 20.57
4296	PED/Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4285	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
Department of Public Safety					
4083	Law Enforcement	Program Manager		7/20/2015	\$ 61,974.00

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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					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>lateral</i>	6/22/2015	\$ 24.45
Executive					
4300	Gaming Office	Gaming Inspection Project Assistant	<i>CR</i>	7/10/2015	\$ 26.99
4301	Gaming Office	Gaming License Coordinator	<i>CR</i>	7/10/2015	\$ 31.30
4302	Gaming Office	Gaming Inspector Supervisor (2)	<i>CR</i>	7/10/2015	\$ 83,348.00
4304	Gaming Office	Gaming Inspector Lead (2)	<i>CR</i>	7/10/2015	\$ 25.69
4306	Gaming Office	Gaming Inspector (15)	<i>CR</i>	7/10/2015	\$ 24.45
4321	Gaming Office	Regulatory Investigator	<i>CR</i>	7/10/2015	\$ 32.89
4322	Gaming Office	Gaming Compliance Auditor	<i>CR</i>	7/10/2015	\$ 65,111.00
4325	Gaming Office	Director of Gaming		7/13/2015	\$ 109,360.00

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 clerical 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.

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 (Recruit & Lateral)	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Behavioral Health Case Manager

Counselor II/Therapist

Recovery Coach

Enrollment Coordinator

Intake Clinician

Crisis Clinician

In-Home Support Specialist

High Acuity Placement Coordinator

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

San Xavier Allottees Association Inc.

325 East Vamori Street, Tucson AZ 85756

Office: 520-807-2121, 520-807-2222, Fax: 520-807-2626, Toll free: 1-855-807-2121

Positions - Site: San Xavier

Opening July 13, 2015 - Closing August 7, 2015

Community Liaison

Part-Time Accounting Clerk

Applications can be picked up at the SXAA Office or call to have an application mailed to you

Sells District Office

Position Site: Sells

Opening July 20, 2015 - Closing July 31, 2015

Position - Laborer

Applications may be picked up at the Sells District Office, Monday - Friday 8:00 a.m. - 5:00 p.m.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4093

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

JOB ANNOUNCEMENT

JOB TITLE: NATURAL RESOURCES TECHNICIAN
SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: July 27, 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: Natural Resources/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, works with the assessment, collection and analysis of data related to the Tohono O'odham Nation's natural resources.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Ecology, Natural Resources Management or closely related field and one year work experience in biosciences relative to the Sonoran Desert, or in a natural resources field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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, incumbent 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

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JOB ANNOUNCEMENT

JOB TITLE: **FIREFIGHTER**

SALARY: **CL I - \$16.47 - \$15.09 - 24 HOUR SHIFT RATE, PLUS BENEFITS**

OPENING DATE: **July 27, 2015**

CLOSING DATE: **Open Continuously**

*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 advance up the ladder until full Firefighter level is met.*

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

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Public Safety/Fire

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, protects life and property of the Tohono O'odham Nation and its residents through Firefighting, Hazardous Material Handling, Emergency Medical Services (EMS) and other rescue activities often performed under conditions that require strenuous physical exertion. Major elements of work are supervised drills and training in Firefighting, Hazardous Materials Handling and EMS skills. Firefighters are assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.

—AND—

- Must be certified as a Firefighter II (NFPA 1001 Standards)/EMT-B or higher.
- Must have a valid Healthcare Provider or equivalent Cardio Pulmonary Resuscitation (CPR) certification.
- Must pass a medical examination.
- External Applicant: Must pass a physical agility test, medical examination, and a written examination with a score of 70% or higher, based on the IFSTA Essentials of Firefighting 4th Edition Study Guide.
- 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.
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