

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 - November 10, 2014

| HR 210 | Department/Program/Division | Job Title | Note | Opening Date | FY 2015 Salary |
|------------------------------------------------|------------------------------------------------------|---------------------------------|---------------|--------------|----------------|
| General Support Services | | | | | |
| 4092 | Motor Pool | Fleet Mechanic | | 11/3/2014 | \$ 17.31 |
| 4036 | Department of Information and Technology | PC Technician | CL | 10/20/2014 | \$ 19.10 |
| Department of Health and Human Services | | | | | |
| 4105 | Adult Protective Services | Case Manager | | 11/3/2014 | \$ 23.28 |
| 4018 | Senior Services | Cook Aide | | 10/6/2014 | \$ 9.11 |
| 4087 | Family Assistance/Food Distribution Program | Commodity Delivery Worker | | 10/20/2014 | \$ 12.87 |
| Department of Education | | | | | |
| 4069 | One Stop | Career & Employment Specialist | | 11/3/2014 | \$ 16.47 |
| 4070 | One Stop | Career & Employment Specialist | | 11/3/2014 | \$ 16.47 |
| 4071 | One Stop | Career & Employment Specialist | | 11/3/2014 | \$ 16.47 |
| 4013 | Recreation - Site: Hickiwan | Recreation Program Coordinator | | 10/20/2014 | \$ 21.09 |
| 4014 | Recreation - Site: Al Jek | Recreation Specialist | | 9/29/2014 | \$ 12.87 |
| 4101 | Early Childhood/Child Care Services Site: Santa Rosa | Child Care Specialist | Re-Advertised | 11/10/2014 | \$ 9.57 |
| 4082 | Early Childhood/Special Services Program | Health Education Specialist | New CL | 11/10/2014 | \$ 19.58 |
| 4110 | Early Childhood - Site: Sells | Receptionist | New | 11/10/2014 | \$ 10.83 |
| Department of Water Resources | | | | | |
| 4006 | Water Resources | Chief Hydrologist | CL | 1/21/2014 | \$ 70,118.00 |
| Planning and Economic Development | | | | | |
| 4073 | Credit and Finance | Economic Development Specialist | | 10/20/2014 | \$ 20.07 |

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

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

4101

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: CHILD CARE SPECIALIST
SALARY: \$9.57 PER HOUR, PLUS BENEFITS

OPENING DATE: November 10, 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: Dept. of Education/Child Care Services/
Early Childhood**

JOB LOCATION: Santa Rosa, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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.
- 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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"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: **HEALTH EDUCATION SPECIALIST**
SALARY: **\$16.88 - \$19.58*** PER HOUR, PLUS BENEFITS

OPENING DATE: **November 10, 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. ***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 Health Education Specialist level is met.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Early Childhood**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, promotes healthy lifestyles by providing fitness, exercise, and nutrition education and programs to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness, provides counseling and follow-up on eligible clients.

SCOPE OF WORK: To provide comprehensive Headstart services to all children enrolled in the program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education or closely related field, and three years work experience in a 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 obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must obtain a Basic Trainer, Physical Fitness and Nutrition Certification within one year of hire.
- Food Handler's Card must be obtained within six months of hire.
- Must be a certified HIPPA or obtain a HIPPA Certification within one year of 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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH **4110**
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **RECEPTIONIST**
SALARY: **\$10.83 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 10, 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/**Early Childhood**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To provide child care assistance to children birth through 12 years of age on the Tohono O'odham Nation and surrounding service areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—AND—

- 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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