## HEALTH CENTERS

**Job Summary - May 30, 2017**

**LOCATION: NATION WIDE**

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY 2017 Salary (DOE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Health Centers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2187</td>
<td>Division of Clinical Services/Medical Staff</td>
<td>Medical Officer (General Practice)</td>
<td>3/27/2017</td>
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<tr>
<td>2189</td>
<td>Division of Clinical Services/Medical Staff</td>
<td>Medical Officer Ophthalmology</td>
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<tr>
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<tr>
<td>2190</td>
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<tr>
<td>2191</td>
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<td>Sells Health Center - Sells, AZ</td>
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<tr>
<td>2154</td>
<td>Division of Nursing Services/Public Health</td>
<td>Director of Public Health Nursing</td>
<td>2/13/2017</td>
<td>Open Until Filled</td>
<td>$83,071 - $103,745</td>
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<tr>
<td>2147</td>
<td>Division of Clinical Services/Medical Staff</td>
<td>Medical Officer (Emergency)</td>
<td>12/27/2016</td>
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<tr>
<td>2097</td>
<td>Optometry Services</td>
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<td>12/19/2016</td>
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<tr>
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<td>2193</td>
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<td>Medical Services Dispatcher</td>
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<td>2105</td>
<td>EMS</td>
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<td>2184</td>
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<td>2083</td>
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<td>2095</td>
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<td>2017</td>
<td>Laboratory</td>
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<td>2012</td>
<td>Medical Imaging/Professional Services</td>
<td>Medical Instrument Technician</td>
<td>9/26/2016</td>
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<tr>
<td>2195</td>
<td>Pathology &amp; Medical Laboratory</td>
<td>Medical Technologist</td>
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<td>2176</td>
<td>Physical Therapy Department</td>
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<td>Patient Accounts</td>
<td>Supervisory Medical Support Assistant</td>
<td>3/27/2017</td>
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<td>2080</td>
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<td>Health Technician (Education)</td>
<td>3/20/2017</td>
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<td>2178</td>
<td>Health Information Management Svcs.</td>
<td>Supervisory Medical Records Admin. Spec.</td>
<td>5/1/2017</td>
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<td>5331</td>
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<td>Budget Analyst</td>
<td>5/1/2017</td>
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<td>2197</td>
<td>TONHC/Accounting</td>
<td>General Supply Specialist</td>
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<td>Open Until Filled</td>
<td>$23.78</td>
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</tbody>
</table>

**CR=Clerical Required, CL=Career Ladder**

**Equal Employment Opportunity and Indian Preference Employer**
Clerical test results must be submitted with your application packet to be considered "complete."

**OPENING IN ANY LANGUAGE ARE OPEN UNTIL FILLED.**

**Current Employees:** You 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(s).

**Clerical Testing (CR):** Clerical testing is reserved for Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays). If applying for a position that requires clerical testing, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**Career Ladder (CL):** Positions that include career ladder opportunities are identified as "CL" after the job title. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the career ladder until full level is met.

**HOW TO APPLY:** Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and 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) resume, 6) high school diploma, transcript of college courses, 7) may require copy of a valid driver's license. 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.

**Immunization Requirement:** Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.
JOB ANNOUNCEMENT

JOB TITLE: General Supply Specialist
SALARY: $23.78 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: May 30, 2017  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: TONHC/Accounting  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assist and support the operations of the TON Hospital and Health Centers in accordance with Tohono O'odham Nation policies and procedures.

SCOPE OF WORK: This position is located in the Tohono O'odham Nation Sells Hospital and may organizationally duty stationed at any of the TON Health Centers. Work is performed under the general administrative supervision of the Property Management Officer. The work is normally reviewed upon completion, to ensure accuracy, timeliness and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Four (4) years of work experience in a warehouse, inventory or administrative 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 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, incumbents 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"
JOB ANNOUNCEMENT

JOB TITLE: MEDICAL INSTRUMENT TECHNICIAN

SALARY: $23.78 - $29.70 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: September 26, 2016  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: TON HC/Medical Imaging/Professional Services  JOB LOCATION: Sells, AZ

Position Summary: This position provides diagnostic imaging examinations utilizing frequency sound waves emitted by sophisticated ultrasound equipment. The work involves the performance of a variety of complex diagnosis and treatment.

Scope of Work: This position is located within the Tohono O'odham Nation Health Care Medical Imaging. The work performed has a direct and substantial impact on the care and wellbeing of the patient. The incumbent receives administrative supervision from the Supervisory Radiology Technologists; however, as a technical authority on ultrasound, incumbent independently plans and carries out most activities and examinations as required.

MINIMUM QUALIFICATIONS:

- Licensure or Certification is not required for this occupation; however, meeting the requirements for eligibility to be registered by American Registry of Radiologic Technologists in Ultrasound or by the American Registry of Diagnostic Medical Sonographers (ARDMS) through formal education and clinical experience is required.
- Basic Cardiac Life Support (BCLS) for Healthcare.
- One year of experience as an Ultrasound Technologist.

—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 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, 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: MEDICAL LABORATORY TECHNICIAN
SALARY: $23.78 - $29.70 PER HOUR, D.O.E, PLUS BENEFITS

OPENING DATE: April 10, 2017 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: TON HC/Laboratory Department JOB LOCATION: Sells, AZ

Position Summary: Work performed includes patient venipuncture, limited examination of specimens, cell morphologies, and specimen plating, all of which are for the purpose of patient diagnosis and treatment. Work also includes maintaining test records and laboratory stock inventory.

Scope of Work: This position is located in the Medical Laboratory Services division of the Tohono O'odham Nation Sells Hospital in Sells, AZ. The Medical Laboratory Technician (MLT) works under the direct supervision of the Medical Laboratory Technologist, and services provided by the Medical Laboratory Technician facilitates and confirms the diagnosis of the physician and medical staff and facilitates the continuity of patient care and positive patient outcomes. These services include routine, non-routine, and specialized highly complex testing.

MINIMUM QUALIFICATIONS:

- Associate’s Degree or certificate in clinical laboratory science.
- At least earned one year of college or 92 hours in college majoring in any science subjects.

AND

- Recognized certifications are offered by several professional organizations, including the National Credentialing Agency for Laboratory Personnel and the American Medical Technologists.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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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“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Medical Assistant (4 positions)  
SALARY: $15.63 - 19.52 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: May 1, 2017   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: TON HC/ Emergency Room  
JOB LOCATION: Sells, AZ

POSITION SUMMARY: The purpose of this position is to provide direct healthcare services to patients across age continuum from birth to elderly in a multi-specialty family practice environment. The incumbent will perform basic patient care services and technical tasks.

SCOPE OF WORK: The incumbent receives administrative direction from the Supervisory Clinical Nurse, or the Lead Nurse of the area to which assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), or by any accrediting agency recognized by the United States Department of Education. Please provide a copy of your official transcripts and diploma, OR,
- A current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from the American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Please provide a copy of your certification with your application, OR,
- Completion of a medical services training program of the Armed Forces of the United States. Please provide a copy of an official record that verifies the training received. AND
- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license, (no DUI’s 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.
- 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.

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"
JOB ANNOUNCEMENT

JOB TITLE: Supervisory Medical Support Assistant (OA)

SALARY: $44,808 – $55,959 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: March 27, 2017

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: TON HC/Revenue Enhancement Branch

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provides technical and administrative first line supervision for 5 to 6 full-time medical support assistants, who provide patient registration services 24 hours a day, seven (7) days a week, and 365 days per year.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Sells Hospital in, Sells, Arizona, Patient Registration Section under the direction of the Business Office Manager. Work is performed under the general supervision of the Business Office Manager who provides instructions on new or changed procedures.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma.
• Three years’ experience in related experience in medical records management.
• One year of supervisory experience.

--AND--

• Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
• Must possess and maintain a valid driver’s license, (no DUls 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.
• 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Health Technician (Education)

SALARY: $15.63 - $19.52 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: March 20, 2017

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: TON HC/ Diabetes Prevention Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provides health education in schools serving Tohono O'odham youth and serves as a lifestyle coach for the Diabetes Prevention Program.

SCOPE OF WORK: This position is located in the Tohono O'odham Nation Sells Hospital, Diabetes Prevention Program. Provides health education with emphasis in diabetes prevention and management to improve the well-being of patients and population served. The Director of the Diabetes Prevention Program serves as the supervisor for this position.

MINIMUM QUALIFICATIONS:

- Associate’s Degree in Health Education or closely related health field and three years’ 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.
- Obtain certificate of completion for Diabetes Prevention Program Lifestyle Coach Training within six months of hire.
- Obtain Diabetes Paraprofessional Level 1 certification from the American Association of Diabetes Educators 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.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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: Practical Nurse

SALARY: $17.68 – $22.08 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 2016

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: TON HC/Inpatient Department

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provides direct patient care services on the Inpatient Unit, including a variety of tasks which require specialized and non-standard procedural knowledge.

SCOPE OF WORK: This position is in the Inpatient Unit setting and may be organizationally located and duty stationed at any one of the Tohono O’odham Nation Sells Hospital and related facilities located in Sells, Arizona. Direct clinical assignments are received from the Supervisory Nurse Specialist or Charge Nurse.

MINIMUM QUALIFICATIONS:

- Successful completion of an accredited program in practical nursing or successful completion of a 2 year degree program in an accredited community college, or college or university in practical nursing.
- Applicant must possess a current license/registration as a licensed practical nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One (1) year experience in medical inpatient unit is preferred.

--AND--

- Must have current certification in healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
- Intravenous therapy certification is preferred.
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test with the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), with three months of hire.
- Upon recommendation of hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license (no DUIs or major traffic citations with 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.

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.

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JOB ANNOUNCEMENT

JOB TITLE: Clinical Nurse - Emergency Department
SALARY: $29.70 - $37.09 PER HOUR, DOE PLUS BENEFITS
Recruitment Allowance; Uniform Allowance; Night/Sunday Differential

OPENING DATE: January 3, 2017  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: TON HC/Emergency Room Program
JOB LOCATION: Sells, AZ

POSITION SUMMARY: The Emergency Room Clinical Nurse position is located in the Emergency Room under the direction of the Division of Nursing Service Branch of the Tohono O’odham Nation Health Care Sells Hospital and provides care to patients presenting for emergency services.

SCOPE OF WORK: Under general supervision, provides appropriate Emergency care to patients presenting to the Emergency Room involved in injury, and/or illness. Discharges patients from the Emergency Room in an orderly and safe manner. Communicates appropriately with the patient and with all parties and agencies involved in the patient’s care as needed. Under general supervision of the Supervisory Nurse Specialist of the Emergency Department.

MINIMUM QUALIFICATIONS:
• Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
• Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
• One year in emergency room or critical care nursing is required.
• Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
• Current certification in Advanced Cardiac Life Support (ACLS) is required upon hire.
• Pediatric Advance Life Support (PALS) and Trauma Nursing Core Course (TNCC) certification is preferred upon hire, if not certified, must obtain certification within 6 months of hire.
• Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
• Must possess and maintain a valid 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, 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Practical Nurse

SALARY: $17.68 – $22.08 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: October 31, 2016

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: TON HC/Inpatient Department

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provides direct patient care services on the Inpatient Unit, including a variety of tasks which require specialized and non-standard procedural knowledge.

SCOPE OF WORK: This position is in the Inpatient Unit setting and may be organizationally located and duty stationed at any one of the Tohono O'odham Nation Sells Hospital and related facilities located in Sells, Arizona. Direct clinical assignments are received from the Supervisory Nurse Specialist or Charge Nurse.

MINIMUM QUALIFICATIONS:

• Successful completion of an accredited program in practical nursing or successful completion of a 2 year degree program in an accredited community college, or college or university in practical nursing.

• Applicant must possess a current license/registration as a licensed practical nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

• One (1) year experience in medical inpatient unit is preferred.

--AND--

• Must have current certification in healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).

• Intravenous therapy certification is preferred.

• Upon recommendation of hire a criminal background and fingerprint check is required to determine suitability for hire.

• Must possess and maintain a valid driver’s license (no DUIs or major traffic citations with 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.

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“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Optometrist Clinical
Recruitment Incentive

SALARY: $75,259 – $93,988 PER ANNUM, D. O. E., PLUS BENEFITS

OPENING DATE: December 19, 2016
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: TON HC/Optometry Services
JOB LOCATION: Sells, AZ

POSITION SUMMARY: The Optometrist provides diagnostic, preventative and/or therapeutic eye care services to the patients of the Tohono O’odham Nation Sells Hospital and health care centers.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Sells Hospital Service Unit and may be organizationally assigned to any one of the Health Center locations. This position may require 50% travel to any of the four (4) TONHC Health Care Facilities. This position reports to the Optometry Supervisor. This position is to provide direct, primary, preventative and therapeutic optometric care to the Tohono O’odham Nation patients.

MINIMUM QUALIFICATIONS:

- Doctor of Optometry (O.D.) accredited by the Council on Optometric Education.
- Current License to practice optometry in a State, the District of Columbia, or a territory is required.

AND

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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: Paramedic

SALARY: $19.52 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: February 6, 2017

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: TON HC/EMS

JOB LOCATION: Sells, AZ

POSITION SUMMARY: The purpose of the work is to provide life-saving medical treatment in emergency situations by performing as an extension of an emergency room physician to include initial patient examination, prompt and efficient patient care, patient handling and patient transport in accordance with Base Hospital protocols.

SCOPE OF WORK: The position serves as a Paramedic at the Tohono O’odham Nation Sells Hospital. The Paramedic is assigned emergency or patient transport runs by the supervisor. The paramedic, as the highest-level medical provider on scene directs the care of the patient(s) regardless of other pay grades on scene. Completed work is evaluated for conformity with treatment protocols and requirements through quality control procedures maintained by the Department and the Base Hospital.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Certification as a Paramedic Level Emergency Medical Technician with the State of Arizona.
- One year experience as a Paramedic.

—AND—

- Certification as a Paramedic Level Emergency Medical Technician.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- This is a drug and alcohol testing designated position. A person selected for this position is required to submit to a drug test and receive negative drug test result prior to appointment. In addition, this position is subject to random testing for illegal drug use.
- Incumbent will be certified as a Paramedic in the state of Arizona and maintain that certification through employment in the Paramedic position.
- Incumbent will maintain current CPR and ACLS certification through employment in the Paramedic position.
- Must possess and maintain a valid 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, 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Diagnostic Radiologic Technologist (Ultrasound)

SALARY: $26.25 – $32.78 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: November 7, 2016

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: TON HC/Medical Imaging

JOB LOCATION: San Simon, AZ

POSITION SUMMARY: This position provides a wide range of complex Radiology and Ultrasound Service procedures at a technical level requiring no constant supervision of technical detail to assist in the diagnosis and treatment of patient diseases or injuries. Performs a variety of technical procedures that will require independent judgment, with ingenuity and initiative to apply prescribed ionizing radiation and Ultrasound for radiologic diagnosis. Applications include general radiography exams, ultrasound exams for obstetrical/gynecological, abdominal, vascular, small parts, musculoskeletal and cranial anatomy. Assumes responsibility for designated areas or procedures as required.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Health Care Medical Imaging TON San Simon Health Center. The work performed has a direct and substantial impact on the care and wellbeing of the patient. The incumbent receives administrative supervision from the Supervisory Radiology Technologist and the Clinical Director; however, as a technical authority on radiography and ultrasound, incumbent independently plans and carries out most activities and examinations as required.

MINIMUM QUALIFICATIONS:

- Registered Radiologic Technologist: Must complete at least two years of formal education in an accredited hospital-based program or a two- or four-year educational program at an academic institution and must pass a national certification examination.
- Two years of experience as a Registered Radiologic Technologist with at least one year of experience in diagnostic ultrasound.
- Basic Life Support for Healthcare.
- ARRT Registered Radiologic Technologist.
- Must meet eligibility requirements for registration in Diagnostic Ultrasound by American Registry of Radiologic Technologists or by the American Registry of Diagnostic Medical Sonographers (ARDMS) through formal education and clinical experience as required.
- Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certifications are also desirable.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
**JOB ANNOUNCEMENT**

**JOB TITLE:** Medical Officer Admin (Clinical Director)

**SALARY:** $197,146 - $299,980 PER ANNUM, D. O. E., PLUS BENEFITS

Recruitment Incentive

**OPENING DATE:** March 10, 2017

**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:** TON HC/Division of Clinical Services/Medical Staff

**JOB LOCATION:** All TONHC Locations, AZ - This position may be organizationally located in Tohono O’odham Nation Sells Hospital or in any TONHC health center.

**POSITION SUMMARY:** Incumbent serves as Director of the Division of Clinical Services (Clinical Director) at TONHC, and has the full responsibility for overall administration and direction of medical and ancillary staff. Responsibility includes identifying the needs and coordinating a variety of services and activities within TONHC and in the community to promote optimal health services. TONHC provides medical and support staff services for an inpatient unit, ambulatory clinics, and emergency medicine.

In addition to the above, the assignment includes providing medical care services. Assignments involve the full range of problems found in the medical field, including the very difficult, where there is responsibility for recognizing difficult-to-identify symptoms or signs, and with responsibility for developing a full treatment regimen involving knowledge of state-of-the-art techniques. Incumbent also has the responsibility for medical students, interns, and residents assigned for training. Advises Medical Officers on procedures to be followed in the care and treatment of difficult cases.

This position requires education and licensure as an M.D. or D.O., three years of postgraduate residency training or equivalent, certification by (or eligibility through) a member board of ABMS (American Board of Medical Specialties), and at least five years of clinical experience, including one year of leadership experience in an administrative role.

**SCOPE OF WORK:** This position is located in the Division of Clinical Services, Tohono O’odham Nation Health Care (TONHC), Sells, Arizona, approximately 60 miles west of Tucson, Arizona. The position administers, coordinates, and directs all health services for TONHC. TONHC provides inpatient and outpatient medical and dental care to eligible Native American and Alaska Native persons residing in or near the Tohono O’odham Nation.

TONHC is the primary source of health care for the approximately 24,000 local members of the Tohono O’odham Nation. TONHC consists of TON Sells Hospital, a ten bed hospital accredited by The Joint Commission (TJC) and located in Sells, Arizona; three Health Centers: TON San Xavier Health Center, San Simon, Arizona; and a Community Health Program. TONHC performs approximately 200,000 outpatient visits annually.

The TONHC Community Health Program consists of School Health Program, Public Health Nutritionist, Environmental Health Specialist, and Health Promotion Disease Prevention Coordinator. The Preventive & Public Health Medical Officer, who supervises the Community Health Program, is supervised by the Clinical Director.
The Clinical Director (CD) directs the multi-specialty Medical Staff, along with Dental and Podiatry services. The CD additionally supervises (1) the Deputy Clinical Director (who supervises the Supervisor of the Eye Program); (2) the Preventive & Public Health Medical Officer (who supervises the School Health Program, Public Health Nutritionist, Environmental Health Specialist, and Health Promotion Disease Prevention Coordinator); and (3) the Director of the Professional Services (who supervises Diabetes Prevention & Coordination, Medical Imaging, Nutrition & Dietetics, Pharmacy, and Physical Therapy). The overall emphasis of this position is to provide for the planning, development, organization, integration, administration, and evaluation of all Clinical Services within TONHC.

As a physician, the CD also performs and provides diagnosis, care and treatment of inpatients, ambulatory care patients and emergency patients for a full range of clinical scenarios. As an expert licensed provider, the incumbent is responsible for direct and indirect specialized child, adolescent, and adult services, and for Continuing Medical Education (CME).

MINIMUM QUALIFICATIONS:

- This position requires educational and licensure requirements for and M.D. or D.O., three years of postgraduate residency training or equivalent, and certification by (or eligibility through) a member board of ABMS (American Board of Medical Specialties).
- At least five years of clinical experience, including one year of leadership experience in an administrative role.
- Must possess and maintain a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico or a territory of the United States.
- Must be board certified by (or board eligible through) a member board of ABMS (American Board of Medical Specialties).

__AND__

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Deputy Supervisory Pharmacist

SALARY: $98,746 - $123,320 PER ANNUM, DOE PLUS BENEFITS
Recruitment Bonus

OPENING DATE: January 3, 2017 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: TON HC/Pharmacy Program JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provide pharmaceutical care in accordance with Tohono O'odham Nation Sells Hospital Pharmacy Standards of Practice and federal and state laws and regulations and under the direction of the Chief Supervisory Pharmacist oversee pharmacy operations at either the Sells Hospital or San Xavier Health Center.

SCOPE OF WORK: The TON HC Pharmacy program's goal is to deliver the highest quality of pharmaceutical care possible and to continuously seek new and innovative ways to improve that care.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor’s of Science degree in Pharmacy, Doctorate of Pharmacy and/or board certification and/or completion of residency training preferred.
- One year supervisory experience.
- License to practice pharmacy in at least one State or U.S. Territory. A copy of the active, unrestricted license must be submitted.

—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 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, 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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“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Director of Public Health Nursing

SALARY: $83,071 - $103,745 PER ANNUM, DOE PLUS BENEFITS

RECRUITMENT ALLOWANCE, COMMISSIONED OFFICERS MAY APPLY

OPENING DATE: February 13, 2017
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: TONHC/Division of Nursing-Public Health
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Employee serves as the Director of Public Health Nursing, in providing effective, efficient, quality, comprehensive Public Health Nursing services.

SCOPE OF WORK: This position serves in a Public Health/Community setting and may be organizationally located at the Tohono O’odham Health Care, Sells Hospital located in Sells, Arizona. This position functions as the Director of Public Health Nursing and has full line supervisory and managerial responsibility over the Public Health nursing staff members. The incumbent provides general program direction under the supervision of the Chief Nurse Executive. Incumbent has the responsibility for assuming leadership in establishing, coordinating, facilitating, and assessing the public health nursing program staff development, and orientation processes of the public health program. The incumbent organizes, directs and reviews work, administers personnel matters, manages a budget, establishes and maintain logistical systems and accomplishes other assignments as required.

MINIMUM QUALIFICATIONS:

- Education: Baccalaureate or higher Degree from a professional nursing home program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- Three years of public health nursing field experience and one year of supervisory experience.

—AND—

- Must have certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid upon hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Administrative Medical Assistant Purchased/Referred Care

SALARY: $19.52 - $24.37 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: May 8, 2017 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: TONHC San Simon/Purchase/Referred Care

JOB LOCATION: San Simon, AZ

POSITION SUMMARY: Incumbent is responsible for the administration of the Purchase/Referred Care (PRC) program. Responsibilities include the allocation of PRC funds and alternate health care resources in order to provide total comprehensive health services for Tohono O’odham Nation Health Care’s user population.

SCOPE OF WORK: This position is located within Tohono O’odham Nation Health Care’s Purchase Referred Care (PRC) Branch or Administrative Office, and may be organizationally located and duty stationed at any of the Nation’s facilities: Sells Hospital, Santa Rose Health Center, San Simon Health Center, and San Xavier Health Center.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year work experience in medical business office function; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), or by any accrediting agency recognized by the United States Department of Education. Please provide a copy of official transcripts and diploma, OR;
- A current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from The American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Please provide a copy of certification with application, OR;
- Completion of a medical services training program of the Armed Forces of the United States. Please provide a copy of an official record that verifies the training received.
  —AND—
  - 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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“The Tohono O’odham Nation is an “Alcohol/Drug Free Work Place”
JOB ANNOUNCEMENT

JOB TITLE: Administrative Medical Assistant

SALARY: $19.52 - $24.37 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: May 5, 2017

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: TONHC/Purchase/Referred Care

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Incumbent is responsible for coordinating referred health care for the Tohono O'odham Nation Health Care’s patient registration and providers.

SCOPE OF WORK: This position is located within Tohono O'odham Nation’s Division of Nursing Services, and may be organizationally located and duty stationed at any of the Nation’s facilities located in Sells, Arizona, Santa Rosa, Arizona, and Tucson, Arizona. The incumbent receives administrative direction from the Supervisory Nurse Specialist of the area to which assigned.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma.
• Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), or by any accrediting agency recognized by the United States Department of Education. Please provide a copy of official transcripts and diploma, OR;
• A current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from The American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Please provide a copy of certification with application, OR;
• Completion of a medical services training program of the Armed Forces of the United States. Please provide a copy of an official record that verifies the training received.

AND

• 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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“The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Clinical Nurse
SALARY: $29.70 - $37.09 PER HOUR, DOE PLUS BENEFITS
UNIFORM ALLOWANCE; NIGHT SHIFT/SUNDAY DIFFERENTIAL

OPENING DATE: May 1, 2017         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: TONHC/Inpatient         JOB LOCATION: Sells, AZ

POSITION SUMMARY: Incumbent provides comprehensive nursing care to acutely ill medical, obstetric, and pediatric patients of the Tohono O’odham Nation Health Care Sells Hospital.

MINIMUM QUALIFICATIONS: Education: Degree or diploma from a professional nursing

- Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One year experience in inpatient care is preferred but not required.

  —AND—

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Advanced Cardiac Life Support and Pediatric Advance Life Support certification is preferred upon hire, if not certified must obtain certification within 6 months of hire.
- Must have current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is good), within in three months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Clinical Nurse
SALARY: $29.70 - $37.09 PER HOUR, DOE PLUS BENEFITS
UNIFORM ALLOWANCE; NIGHT SHIFT/SUNDAY DIFFERENTIAL

OPENING DATE: February 13, 2017  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: TONHC/Inpatient  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Incumbent provides comprehensive nursing care to acutely ill medical, obstetric, and pediatric patients of the Tohono O'odham Nation Health Care Sells Hospital.

MINIMUM QUALIFICATIONS: Education: Degree or diploma from a professional nursing

- Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One year experience in inpatient care is preferred but not required.

---AND---

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Advanced Cardiac Life Support and Pediatric Advance Life Support certification is preferred upon hire, if not certified must obtain certification within 6 months of hire.
- Must have current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is good), within in three months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Social Worker

SALARY: $60,262 - $75,259 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: February 27, 2017 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: TONHC/Social Work Services

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Support the delivery of health care by providing social work services to identified beneficiaries. Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

The work is normally reviewed upon completion to ensure compliance with general organization/department goals, policies and procedures. Major work activities are covered by procedures or guidelines permitting flexibility in selecting methods to utilize and procedures to follow, determination of work priorities, and the planning and coordination of projects.

SCOPE OF WORK: The position(s) are located within the Tohono O'odham Nation Sells Hospital, San Xavier Health Center, and San Simon Health Center. Social Work Services are performed to alleviate the social and emotional impact of physical and mental illness and disability. Supervisor and incumbent outline or discuss possible problem areas and define program objectives, plans, priorities and deadlines. The social worker makes independent professional decisions and recommendations.

MINIMUM QUALIFICATIONS:

- Master’s Degree in Social Work from an institution accredited by the Council on Social Work Education and one year work experience in a human services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

Licenses, Certifications, Special Requirements:

- Must possess an unrestricted, independent level license to practice social work; Licensed Clinical Social Worker.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Physical Therapist

SALARY: $75,259 - $93,988 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: February 21, 2017
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 level is met.

STATUS: Probationary/Permanent, Full-Time
HRS/WK: Exempt

DEPARTMENT: TONHC/Physical Therapy Department
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Provide a full-range of physical therapy evaluation methods and treatment interventions including administration of physical modalities. Assists with the administrative functions of the physical therapy department as needed including attending assigned meetings, adjusting patient schedules, participating in supply inventory/ordering, and participating in quality improvement.

SCOPE OF WORK: The position is located within the Physical Therapy Department of the Tohono O’odham Nation Sells Hospital, Sells, Arizona.

MINIMUM MANDATORY QUALIFICATIONS:
Experience:
- Physical Therapist I
  Entry-level license, new graduate with less than 1 year experience
- Physical Therapist II
  A minimum of one (1) year experience as a licensed physical therapist
- Physical Therapist III
  A minimum of four (4) years’ experience as a licensed physical therapist
- Physical Therapist Full
  American Physical Therapy Association (APTA) Board Certification Specialty as a licensed Physical Therapist, or certified hand therapist (CHT) through Hand Therapist Certification Commission (HTCC). Advanced doctorate in physical therapy or a complimentary field that benefits the profession and the programmatic needs of TONHC.
- If the applicant is hired as a Physical Therapist I, he/she will have the opportunity to advance to Physical Therapist II and then to Physical Therapist III and Full. Experience and criteria will be evaluated by the Chief Physical Therapist and Director of Physical Rehabilitation Services to determine and approve which tier the applicant will be placed

Education:
- Graduate of a U.S. Physical Therapy Program with certificate in Physical Therapy from CAPTE accredited school or
- Status as an Accredited Educational Institution Physical Therapist student who is able to apply for licensure before graduation. To be eligible, the student must request to take the AZLAW and NPTE examinations before completion of their program. Students must submit a complete

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application, pay the appropriate fee to the AZ state Board, and have submitted to the Arizona Board a letter from their school, signed by their Program Director, stating that the student is a candidate for PT degree at the next scheduled graduation, including the date of the next graduation (date must be included), and has met any established requirements of the program. Programs (Schools) must make their own determination if a student is ready to take the examination. Therefore, if a program declines to provide the letter required under A.R.S. §32-2024(B)(2)(c) or A.R.S. 2-2022(D)(2)(c) the applicant (student) may not test prior to completion of their program and will not be considered for employment until graduation and licensure testing have been completed and passed. The students examination must be before, and the one closest to, the students expected graduation date. The examination cannot be taken more than 90 days before the student’s expected graduation. If a program wishes to provide the letter of eligibility, on school letterhead, the language below may be used.

“In accordance with A.R.S. §32-2024(B)(2)(c) or A.R.S. §32-2024(D)(2)(c) this letter shall serve notice that First Name, Middle Initial, Last name is a student of “Name of Program, School or University." Mr. or Ms. Last Name is a Candidate for a “Name of Degree" and is on track to graduate at the next scheduled graduation of Insert Date. As Program Director, I am declaring Mr. or Ms. Last Name is current on all program requirements and may be eligible to take the National Physical Therapy Exam of (Physical Therapist) on “ insert the date” of the exam closest to and before the expected graduation. That included or was supplemented by (1) a physical therapy curriculum approved by a recognized professional accrediting organization at the time the curriculum was completed, and (2) the clinical affiliation requirements prescribed by the school.”

---AND---

Licenses, Certifications, Special Requirements:

- Must possess a valid, unrestricted and current license to practice as a Physical Therapist in any state within the United States, District of Columbia, or the Commonwealth of Puerto Rico or provide proof for status as an Accredited Educational Institution Physical Therapist student preparing for licensure examination within 90 days of expected graduation. See previous educational requirements.
- Basic Life Support (BLS), ACLS or other CPR certifications.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Applicants must pass their respective state-administered national examination. For students preparing for national examination, continued employment will require the first time passing of a national examination. Failure to pass state boards will be grounds for immediate separation from service with TON Health Care.
- Upon hire, the physical therapist must satisfactorily complete all requirements outlined in departmental policy and procedures for therapeutic laser use including the completion of American Institute of Medical Laser Applications (AIMLA) courses. Physical Therapist must also have an initial dilated eye examination covered under the hospitals employee health program with annual follow up dilated eye examinations. Funding for laser coursework and certification will be provided by TONHC Physical Therapy Department.
- Background Investigation: This position may be subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates for positions that require a 101-630 background investigation must be able to successfully pass a background and character investigation in compliance with PL 101-630.
- Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: Physical Therapist Assistant

SALARY: $17.25 - $21.54 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: February 21, 2017  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 level is met.

STATUS: Probationary/Permanent, Full-Time  HRS/WK: Non-Exempt

DEPARTMENT: TONHC/Physical Therapy Department  JOB LOCATION: Sells, AZ

POSITION SUMMARY: The purpose of this position is to provide direct physical therapy services to patients across age continuum from 6 years old to elderly in a physical therapy practice environment. The incumbent will perform basic physical therapy patient care services, administrative and technical tasks.

SCOPE OF WORK: This position serves in the physical therapy department setting and will be organizationally located and duty stationed at the Tohono O'odham Nation Sells Hospital facility located in Sells, AZ. The incumbent receives administrative direction from the supervisory physical therapist, or the lead physical therapist on duty at Sells Hospital Physical Therapy Department for the day assigned.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma.
• One year of clinical experience
• Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR).

Licenses, Certifications:

• 1) Completion of an approved physical therapy assistant program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) with licensure from the state of Arizona practice as a physical therapist assistant. License must be active and in good standing. Along with the remaining minimum qualifications, Physical Therapy Assistant licensure in the state of Arizona satisfies the Full Level Career Ladder Step Requirements.
• 2) Completion of an approved Physical Therapy Technology Certificate Program of 6 to 9 months duration and accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC) or
• 3) Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ASHES), or by any accrediting agency recognized by the United States Department of Education or
• 4) Current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from The American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT) or
• 5) Completion of a medical services training program of the Armed Forces of the United States. Certifications listed in items 2 through 5 satisfy the Level II Career ladder if Full Level licensure requirements are not available.

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Other Special Requirements:

- Upon recommendation for hire, a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Supervisory Medical Records Administration Specialist

SALARY: $71,632.00 - $89,459.00, PER ANNUM, DOE PLUS BENEFITS

Recruitment Allowance

OPENING DATE: May 1, 2017 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: TONHC/Health Information Management Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: This position is located within the Tohono O'odham Nation Health Care (TONHC) Hospital and Clinics. The work involves developing new or improved solutions to complex technical problems; establishing criteria; formulating projects; assessing program effectiveness; investigating and analyzing a variety of unusual conditions, problems, or questions for Health Information Management Services (HIMS).

SCOPE OF WORK: This is the senior Health Information Management Services position for TONHC Hospital and Clinics. Under general direction of the Director of Resource Management, incumbent functions as Director of Health Information Management Services (HIMS) and has full program responsibility to set and carry out the strategic direction, mission and vision for TONHC Hospital and Clinics Health Information Management Services.

MINIMUM QUALIFICATIONS:

- Two years education above High School/GED
- Three years of supervisory experience in Health Information Management Services (HIMS)

AND

- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) are desirable.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Public Health Nurse

SALARY: $33.60 - $41.96 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: March 3, 2017

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: TONHC/Public Health Nursing

JOB LOCATION: Santa Rosa, AZ

POSITION SUMMARY: The employee serves as community health advisor and provider of comprehensive nursing services to schools, individuals and families on the Tohono O'odham Nation Health Care at the Sells Service Unit.

SCOPE OF WORK: This position is located with the Tohono O'odham Nation Health Care, Division Nursing Services; Sells Hospital, San Xavier Health Center, Santa Rosa Health Center, and San Simon Health Center. Incumbent works under the supervision of the Director of Public Health Nursing who defines and established overall program objectives an operation according to I.H.S. Standards of Care for PHN Programs. Each PHN independently plans and schedules comprehensive nursing services for their geographic areas, according to PHN priority policies for home visits. Each PHN independently determines the nature of assessment, counseling, teaching and treatment to be provided.

MINIMUM QUALIFICATIONS:

- Education: Baccalaureate or higher Degree from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One year experience as Public Health or Community Health Nursing is required.

AND

- Must have current certification healthcare in Cardio-Pulmonary Resuscitation (CPR) upon hire, Automated External Defibrillator (AED) and First Aid certification must be obtain within 6 months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Medical Support Technician

SALARY: $15.63 - $19.52 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: April 10, 2017 CLOSING DATE: April 24, 2017

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 level is met.

STATUS: Probationary/Permanent, Full-Time HRS/WK: Full Time

DEPARTMENT: TONHC/Ambulatory Care JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, the purpose of this position is to provide medical - clerical support in connection with the care, treatment given to patients, performs a variety of specialized medical records tasks and resolving problems according to established criteria in the Ambulatory care branches of the Tohono O’odham Nation Health Care (TONHC).

SCOPE OF WORK: The purpose of the Medical Support Technician position is to assist nursing and professional medical staff with the clerical and other non-professional activities involved in the care of patients. The incumbent initiates and follows through on all clerical and registration procedures throughout the patients care. The work includes serving as a receptionist, registration duties, performing record keeping duties, and providing miscellaneous support to the staff of the unit. The incumbent of this position is expected to address, problem-solve situations with work related policies and procedures; methods such as compiling, recording and reviewing medical record data.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma (Level 1) and
- 1 year general work experience (Level 1)

—AND—

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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
HUMAN RESOURCES OFFICE
P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: Medical Officer (General Practice)

SALARY: $197,146 – $299,980 PER ANNUM, D. O. E., PLUS BENEFITS

RECRUITMENT ALLOWANCE

OPENING DATE: March 24, 2017       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

DEPARTMENT: TON HC/Division of Clinical Services/Medical Staff

JOB LOCATION: All TONHC Locations, AZ - This position may be organizationally located in Tohono O'odham Nation Sells Hospital or in any TONHC health center.

POSITION SUMMARY: Physician performs and provides diagnosis, care and treatment of inpatients, ambulatory care patients and emergency patients for full range of clinical scenarios. As an expert licensed provider, the incumbent is responsible for both direct and indirect specialized child, adolescent, and adult services, administrative duties, and continuing education.

SCOPE OF WORK: This position may be organizationally located in Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative supervision. Incumbent functions with considerable independence during the course of patient care.

MINIMUM QUALIFICATIONS:

- Doctor of Medicine or Doctor of Osteopathy from a United States or Canadian medical school approved by a recognized accrediting body in the year of applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.
- Completion of approved internship and a license to practice medicine.
- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or completion of three to four years of residency training.
- Must possess and maintain a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico or a territory of the United States.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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: Medical Officer Ophthalmology
SALARY: $197,146 - $299,980 PER ANNUM, DOE PLUS BENEFITS

OPENCING DATE: March 27, 2017 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: TONHC/Division of Clinical Services/Medical Staff
JOB LOCATION: All

POSITION SUMMARY: Employee is responsible for the performance of diagnostic, preventative, and/or therapeutic services to patients in the specialty field of Ophthalmology.

SCOPE OF WORK: The position is located in the Division of Clinical Services of Tohono O’odham Nation Health Care. This position may require 50% travel to TON San Xavier Health Center or TON Sells Hospital. The incumbent serves as a Medical Officer in the field of Ophthalmology at TONHC. Incumbent works under the general supervision of the Clinical Director who provides administrative supervision. Incumbent works with the Chief of Optometry in matters related to the Eye Program.

MINIMUM QUALIFICATIONS:

• Doctor of Medicine or Doctor of Osteopathy from a United States or Canadian medical school approved by a recognized accrediting body in the year of applicant’s graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.

• Board Certified (or board eligible) by the American Board of Ophthalmology

Licenses, Certifications, Special Requirements:

• Must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
• Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
• Must possess and maintain a valid United States driver’s license.
• If it will be necessary for the incumbent to operate Tohono O’odham Nation vehicles, the incumbent must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

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.

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JOB ANNOUNCEMENT

JOB TITLE: Physician Assistant

SALARY: $81,045 - $101,215 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: April 10, 2017 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

DEPARTMENT: TONHC/Clinical Services/Medical Staff

JOB LOCATION: All Locations

POSITION SUMMARY: Under general supervision, provides medical care and treatment to patients according to policies, procedures, protocol and patient needs.

SCOPE OF WORK: This position may be organizationally located in Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative supervision. Incumbent functions with considerable independence during the course of patient care. Works as a primary provider of medical care at the Tohono O'odham Nation Sells Hospital and any other TONHC health center, where the supervising physician may be at a location some distance away. The supervising physician reviews work performance on a periodic basis.

MINIMUM QUALIFICATIONS:

• Physician Assistant degree from a United States physician assistant program approved by a recognized accrediting body in the year of applicant’s graduation.
• Certified by the National Commission on Certification of Physician Assistants (NCCPA).
• Licensed as a Physician Assistant.
• Two years of experience in medical care and treatment or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

• Must possess and maintain a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico or a territory of the United States.
• Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
• Must possess and maintain a valid United States driver’s license.
• If it will be necessary for the incumbent to operate Tohono O’odham Nation vehicles, the incumbent must 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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JOB ANNOUNCEMENT

JOB TITLE: Medical Services Dispatcher

SALARY: $12.51 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: April 3, 2017 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: TONHC/EMS JOB LOCATION: Sells, AZ

POSITION SUMMARY: This position is responsible for dispatching, assigning, and scheduling field unit vehicles, equipment, and personnel via radio, telephone, computer, and/or communications equipment.

SCOPE OF WORK: This position serves as a dispatcher in the Emergency Medical Services (EMS) of the Tohono O’odham Nation Sells Hospital, Emergency Medical Services. Incumbent works under direct supervision of the MVO Forman who sets the overall program objectives/operations and assigns specific tasks to the incumbent who is expected to handle routine and non-complicated situations independently. The supervisor is available to provide advice and assistance on novel and or complex problems/situations.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must hold and maintain a current EMS dispatcher certification from an accredited EMS training program/course.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Supervisory Clinical Nurse - Ambulatory

SALARY: $81,045 - $101,215 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: April 24, 2017  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: TONHC/Division of Nursing Services  JOB LOCATION: San Simon, AZ

POSITION SUMMARY: The incumbent serves in an ambulatory care setting and is responsible for the management of ambulatory care services and ambulatory care staff.

SCOPE OF WORK: This position is located within the Tohono O'odham Nation Health Care Sells Hospital, San Xavier Health Center (HC), San Simon (HC) or Santa Rosa HC and duty stationed at one of the Hospital or Health Centers. The incumbent has full line supervisory and managerial responsibility over the ambulatory care department and ambulatory care staff. This position is under the direct supervision of the Chief Nurse Executive.

MINIMUM QUALIFICATIONS:

- Education: Baccalaureate or higher Degree from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant, and;
- Registration: Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States, and;
- One year of Ambulatory Care experience in clinical setting or urgent care setting, and;
- One Year of Supervisory Experience.

---AND---

- Must have certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid upon hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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, 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: Medical Technologist

SALARY: $26.25 - $32.78 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: April 10, 2017  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: TONHC/Pathology & Medical Laboratory  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Serves as a Medical Technologist in the Clinical Laboratory at Tohono O’odham Nation Sells Hospital, with the responsibility for performing a variety and full range of Medical Laboratory procedures including highly complex analyses and infrequently required tests; evaluating abnormal or unusual patient results; operating and maintaining complex laboratory equipment; and setting up and/or monitoring daily, weekly, or monthly quality control.

SCOPE OF WORK: This position is located with the Tohono O’odham Nation Sells Hospital. The Supervisory Medical Technologist or Section Lead usually outlines assignment parameter, deadlines, and priorities and provides advice on how to proceed when unusual problems or defects are encountered which cannot be corrected except by substantial modification of methods.

MINIMUM QUALIFICATIONS:

- Degree: medical technology, chemistry, or biology that included or was supplemented by at least:
  - Sixteen (16) semester hours of biological science of which one course was in microbiology and one course was in immunology. (NOTE: If there is no mention of immunology or immunobiology in the course title, the requirement for a course in immunology may be met by any course that covers the following topic areas: (1) definition and relationships of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humoral and cellular response mechanisms.) The remaining biology courses must have been in general biology, zoology, or any of the areas listed below under "Evaluation of Education and Experience;"
  - Sixteen (16) semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, analytical chemistry, or any of the areas listed below under "Evaluation of Education and Experience;" and
  - Three (3) semester hours of college mathematics.

- OR

- A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

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• A combination of (1) at least 35 semester hours of biological science, chemistry, and mathematics as described in the first bullet point above and (2) additional appropriate education and/or experience totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above. All science and mathematics courses must have been acceptable for credit toward meeting the requirements for a science major at an accredited college or university. Acceptable experience is responsible professional or technician experience in a hospital laboratory, health agency, industrial medical laboratory, or pharmaceutical house; or teaching, test development, or medical research program experience that provided an understanding of the methods and techniques applied in performing professional clinical laboratory work. Certification/licensure as a medical technologist (generalist) obtained through written examination by a nationally recognized credentialing agency or State licensing body is a good indication that the quality of experience is acceptable.

—AND—

• Bachelor’s Degree in Medical Laboratory Technology
• Certification as a Medical Technologist (MT) by a nationally recognized credentialing agency or state licensing body such as ASCP or AMT.
• Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
• Must possess and maintain a valid 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, 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: General Engineer – Facilities Engineering
SALARY: $81,045 - $101,215 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: May 15, 2017 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: TONHC/Facilities Engineering/Planning & Economic Development
JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: This position is located on the Tohono O'odham Nation and requires work in a healthcare setting. The employee serves as Project Manager and must possess broad work experience and background in design and construction of engineering activities and particular experience in project management. Current licensure as a Professional Engineer is desired for full autonomy in performance of all required duties of the position.

MINIMUM QUALIFICATIONS:

- Bachelor' Degree in professional engineering from a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum.
- Or, a Bachelor's Degree in a related field, such as architecture, physics, chemistry, computer science, mathematics, hydrology, or geology, provided the applicant has at least one year of professional engineering experience.
- Incumbent must have professional knowledge of theories, principles, practices, and techniques of Engineering (mechanical, civil, or environmental), essential to the position as evidenced by possession of current registration as a Professional Engineer (P.E.). Applicants must submit proof of current registration.

---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 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, 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: BUDGET ANALYST

SALARY: $55,959 PER ANNUM, PLUS BENEFITS

OPENING DATE: May 1, 2017
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: TONHC/GSS/Accounting
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs budget analysis for the Nation’s departments and programs. Evaluates requests and complies and consolidates budgets based on statistical studies and analyses of past and current budgets. Establishes work standards and methods of operation for the department.

MINIMUM QUALIFICATIONS:

• Bachelor’s Degree in Accounting, Finance, or closely related field, and two years work experience in preparing, analyzing, and modifying program or department budgets, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

• Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
• Must possess and maintain a valid 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, 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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