# HEALTH CENTERS

**Job Summary - July 10, 2017**

**LOCATION: NATION WIDE**

<table>
<thead>
<tr>
<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>All Health Centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2187 Division of Clinical Services/Medical Staff</td>
<td>Medical Officer (General Practice)</td>
<td>3/27/2017</td>
<td>Open Until Filled</td>
<td>$197,146 - $299,980</td>
</tr>
<tr>
<td>2189 Division of Clinical Services/Medical Staff</td>
<td>Medical Officer Ophthalmology</td>
<td>3/27/2017</td>
<td>Open Until Filled</td>
<td>$197,146 - $299,980</td>
</tr>
<tr>
<td>2145 Division of Clinical Services/Medical Staff</td>
<td>Medical Officer Admin (Clinical Director)</td>
<td>3/13/2017</td>
<td>Open Until Filled</td>
<td>$197,146 - $299,980</td>
</tr>
<tr>
<td>2190 Division of Clinical Services/Medical Staff</td>
<td>Physician Assistant</td>
<td>4/10/2017</td>
<td>Open Until Filled</td>
<td>$81,045 - $101,215</td>
</tr>
<tr>
<td>2191 Division of Clinical Services/Medical Staff</td>
<td>Physician Assistant</td>
<td>4/10/2017</td>
<td>Open Until Filled</td>
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</tr>
<tr>
<td>2204 Division of Clinical Services/Medical Staff</td>
<td>Nurse Specialist (Case Management)</td>
<td>6/12/2017</td>
<td>Open Until Filled</td>
<td>$69,885 - $87,277</td>
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<tr>
<td>Sells Health Center - Sells, AZ</td>
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<tr>
<td>2210 Division of Clinical Services/Medical Staff</td>
<td>Nurse Practitioner</td>
<td>NEW</td>
<td>7/10/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2216 Division of Clinical Services/Medical Staff</td>
<td>Nurse Practitioner</td>
<td>Re-advertised</td>
<td>7/10/2017</td>
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<tr>
<td>2198 Division of Quality Management</td>
<td>Quality Assurance Officer</td>
<td>6/26/2017</td>
<td>Open Until Filled</td>
<td>$111,722 - $139,525</td>
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<tr>
<td>2201 Ambulatory Care</td>
<td>Clinical Nurse</td>
<td>6/26/2017</td>
<td>Open Until Filled</td>
<td>$27.58 - $34.44</td>
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<tr>
<td>2202 Ambulatory Care</td>
<td>Clinical Nurse</td>
<td>6/26/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2159 Purchased Referred Care</td>
<td>Administrative Medical Assistant (PRC)</td>
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<td>Open Until Filled</td>
<td>$19.52 - $24.37</td>
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<tr>
<td>2160 Purchased Referred Care</td>
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<tr>
<td>2206 Purchased Referred Care</td>
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<tr>
<td>2213 Outpatient Department</td>
<td>Administrative Medical Assistant</td>
<td>6/26/2017</td>
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<tr>
<td>2214 Outpatient Department</td>
<td>Administrative Medical Assistant</td>
<td>6/26/2017</td>
<td>Open Until Filled</td>
<td>$19.52 - $24.37</td>
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<tr>
<td>2217 Dental Program</td>
<td>Public Health Advisor - Dental</td>
<td>6/26/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2181 Public Health Nursing</td>
<td>Public Health Nurse</td>
<td>6/19/2017</td>
<td>Open Until Filled</td>
<td>$69,886 - $87,277</td>
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<tr>
<td>2154 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 Division of Clinical Services/Medical Staff</td>
<td>Medical Officer (Emergency)</td>
<td>12/27/2016</td>
<td>Open Until Filled</td>
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<tr>
<td>2097 Optometry Services</td>
<td>Optometrist Clinical</td>
<td>12/19/2016</td>
<td>Open Until Filled</td>
<td>$75,259 - $93,988</td>
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<tr>
<td>2091 Emergency Room</td>
<td>Clinical Nurse</td>
<td>12/5/2016</td>
<td>Open Until Filled</td>
<td>$29.70 - $37.09</td>
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<tr>
<td>2092 Emergency Room</td>
<td>Clinical Nurse</td>
<td>12/5/2016</td>
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<td>$29.70 - $37.09</td>
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<tr>
<td>2200 Ambulatory Care</td>
<td>Lead Clinical Nurse</td>
<td>6/12/2017</td>
<td>Open Until Filled</td>
<td>$61,768 - $77,140</td>
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<tr>
<td>2208 Ambulatory Care</td>
<td>Clinical Nurse</td>
<td>6/12/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2193 EMS</td>
<td>Medical Services Dispatcher</td>
<td>4/3/2017</td>
<td>Open Until Filled</td>
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<td>2105 EMS</td>
<td>Paramedic</td>
<td>2/6/2017</td>
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<tr>
<td>2083 Inpatient Department</td>
<td>Practical Nurse</td>
<td>10/31/2016</td>
<td>Open Until Filled</td>
<td>$17.68 - $22.08</td>
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<tr>
<td>2095 Inpatient Department</td>
<td>Practical Nurse</td>
<td>10/31/2016</td>
<td>Open Until Filled</td>
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<tr>
<td>2017 Laboratory</td>
<td>Medical Laboratory Technician</td>
<td>4/10/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2012 Medical Imaging/Professional Svcs.</td>
<td>Medical Instrument Technician</td>
<td>9/26/2016</td>
<td>Open Until Filled</td>
<td>$23.78 - $29.70</td>
</tr>
</tbody>
</table>

CR=Clerical Required   CL=Career Ladder

Equal Employment Opportunity and Indian Preference Employer

Page 1 of 2
<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Department</th>
<th>Title</th>
<th>Date</th>
<th>Status</th>
<th>Salary Range</th>
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<tr>
<td>2075</td>
<td></td>
<td>Patient Accounts</td>
<td>Supervisory Medical Support Assistant</td>
<td>3/27/2017</td>
<td>Open Until Filled</td>
<td>$44,808 - $55,959</td>
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<tr>
<td>2080</td>
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<td>Diabetes Program</td>
<td>Health Technician (Education)</td>
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<tr>
<td>2178</td>
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<td>Health Information Management Svcs.</td>
<td>Supervisory Medical Records Admin. Spec.</td>
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<td>Open Until Filled</td>
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<td>5331</td>
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<td>TONHC/Accounting</td>
<td>Budget Analyst</td>
<td>5/1/2017</td>
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<td>$55,959.00</td>
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<tr>
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<td><strong>San Xavier Health Center - Tucson, AZ</strong></td>
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<td>Outpatient Department</td>
<td>Lead Clinical Nurse</td>
<td></td>
<td>7/10/2017</td>
<td>Open Until Filled</td>
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<tr>
<td>2156</td>
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<td>Administrative Medical Assistant (PRC)</td>
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<tr>
<td>2209</td>
<td>Dental Services</td>
<td>Dental Assistant</td>
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<td>Open Until Filled</td>
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<tr>
<td>2057</td>
<td>Pharmacy</td>
<td>Pharmacist</td>
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<tr>
<td>2175</td>
<td>Social Work Services</td>
<td>Social Worker</td>
<td></td>
<td>2/27/2017</td>
<td>Open Until Filled</td>
<td>$60,262 - $75,259</td>
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<tr>
<td></td>
<td><strong>San Simon Health Center - San Simon, AZ</strong></td>
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<tr>
<td>2212</td>
<td>San Simon Health Center</td>
<td>Health Systems Administrator (Facility Unit Director)</td>
<td></td>
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<td>Open Until Filled</td>
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<td>Division of Nursing Services</td>
<td>Supervisory Clinical Nurse</td>
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<td>2121</td>
<td>Outpatient Department</td>
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<td>2112</td>
<td>Medical Imaging/Professional Svcs.</td>
<td>Diagnostic Radiologic Technologist (Ultrasound)</td>
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<td>11/7/2016</td>
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<td>$26.25 - $32.78</td>
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<td><strong>Santa Rosa Health Center - Santa Rosa, AZ</strong></td>
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<tr>
<td>2094</td>
<td>Outpatient Department</td>
<td>Medical Assistant</td>
<td>Re-advertised</td>
<td>7/10/2017</td>
<td>Open Until Filled</td>
<td>$15.63 - $19.52</td>
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<tr>
<td>2180</td>
<td>Public Health Nursing</td>
<td>Public Health Nurse</td>
<td>Re-advertised</td>
<td>3/6/2017</td>
<td>Open Until Filled</td>
<td>$33.60 - $41.96</td>
</tr>
</tbody>
</table>

**Open Until Filled**: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees**: 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 indentified 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.

Clerical test results must be submitted with your application packet to be considered "complete."

**APPLYING FOR POSITIONS**

**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: Nurse Practitioner

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

OPENING DATE: July 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: TONHC/Div. of Clinical Services/Medical Staff

JOB LOCATION: Sells, AZ

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:

- Nurse Practitioner degree from a United States or Canadian nurse practitioner school approved by a recognized accrediting body in the year of applicant's graduation.
- Certification by the American Association of Nurse Practitioners (AANP).
- Licensed as a Nurse Practitioner.
- 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.

Licenses, Certifications, Special Requirements:

- 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.

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: Lead Clinical Nurse

SALARY: $61,768 - $77,140 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: July 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/Outpatient Department  JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, provides nursing care and treatment to clients/patients according to policies, procedures, protocol and client needs. Assists the supervisor with day-to-day functions of the Ambulatory Care Unit.

SCOPE OF WORK: This position is located the Nursing Department of the Tohono O’odham Nation Health Care. The incumbent evaluates the nursing needs of patients, develops a plan of nursing care, schedules daily nursing assignments (Implements and modifies assignments as needs change) and delegates duties to appropriate personnel. The incumbent works under the direction of the Supervisory Nurse Specialist.

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.
- Two years nursing experience working in an ambulatory care setting and knowledge of principles of leadership.
  
  —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.

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 Assistant
SALARY: $15.63 - $19.52 PER HOUR, PLUS BENEFITS
Recruitment Incentive; Uniform Allowance

OPENING DATE: July 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/Outpatient Department
JOB LOCATION: Santa Rosa, 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: This position serves in an ambulatory care setting and may be organizationally located and duty stationed at any one of the Tohono O’odham Nation Sells Hospital facilities located in Sells, AZ, Santa Rosa, AZ, San Simon, AZ, or Tucson, AZ. 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 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.

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: Nurse Practitioner

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

RECRUITMENT ALLOWANCE

OPENING 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: 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:

- Nurse Practitioner degree from a United States or Canadian nurse practitioner school approved by a recognized accrediting body in the year of applicant’s graduation.
- Certification by the American Association of Nurse Practitioners (AANP).
- Licensed as a Nurse Practitioner.
- 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.

Licenses, Certifications, Special Requirements:

- 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.

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

JOB TITLE: Clinical Nurse

SALARY: $27.58 - $34.44 PER HOUR, DOE PLUS BENEFITS

RECRUITMENT & UNIFORM ALLOWANCE

OPENING DATE: June 26, 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/Ambulatory Care

JOB LOCATION: Sells, AZ

POSITION SUMMARY: The incumbent provides comprehensive nursing care and/or patient services in a clinic or ambulatory setting, and assists physicians and patients.

SCOPE OF WORK: This position is within the Tohono O'odham Nation Health Care, to include Sells Hospital, San Xavier Health Center, Santa Rosa Health Center and San Simon Health Center, in the Division of Nursing Services as assigned. This position involves providing direct care to patients in hospitals and clinics. The employee is assigned to the outpatient unit and works under general supervision of the Supervisory Clinical Nurse.

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 experience in ambulatory care or clinic setting is preferred but not required.

- AND -

- Must have current certification in 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.
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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: Clinical Nurse
SALARY: $27.58 - $34.44 PER HOUR, DOE PLUS BENEFITS

RECRUITMENT & UNIFORM ALLOWANCE

OPENING DATE: June 26, 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/Ambulatory Care JOB LOCATION: Sells, AZ

POSITION SUMMARY: The incumbent provides comprehensive nursing care and/or patient services in a clinic or ambulatory setting, and assists physicians and patients.

SCOPE OF WORK: This position is within the Tohono O’odham Nation Health Care, to include Sells Hospital, San Xavier Health Center, Santa Rosa Health Center and San Simon Health Center, in the Division of Nursing Services as assigned. This position involves providing direct care to patients in hospitals and clinics. The employee is assigned to the outpatient unit and works under general supervision of the Supervisory Clinical Nurse.

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 experience in ambulatory care or clinic setting is preferred but not required.

—AND—

• Must have current certification in 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.
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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
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: Pharmacist

SALARY: $85,148 - $106,339 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: June 26, 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/Pharmacy  JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Provide pharmaceutical care in accordance with Tohono O’odham Nation Health Care Pharmacy Standards of Practice and mission, federal laws and regulations.

SCOPE OF WORK: This position is assigned to the Pharmacy Branch under the supervision and direction of the Chief Supervisory Pharmacist, TON Health Care or a Supervisory Pharmacist. This position will have a primary duty station assigned but requires the ability to work at any TON HC Pharmacy as required.

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.

AND

• License to practice pharmacy in at least one State or U.S. Territory. A copy of the active, unrestricted license must be submitted.
• Immunization against Measles and Rubella required; annual influenza vaccine is recommended.
• 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.
• 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.

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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
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 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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“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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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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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.

--AND--

- 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 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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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

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.

CLOSING DATE: Open until filled

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: 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: June 26, 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 Xavier/Purchased/Referred Care

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Incumbent is responsible for the administration of the Purchased/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 the Tohono O’odham Nation Health Care user population.

SCOPE OF WORK: This position is located within the 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 Rosa Health Center, San Simon Health Center, and San Xavier Health Center.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree.
- 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 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 Purchased/Referred Care

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

OPENING DATE: June 26, 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 Sells Hospital/Purchased/Referred Care
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Incumbent is responsible for the administration of the Purchased/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 the Tohono O’odham Nation Health Care user population.

SCOPE OF WORK: This position is located within the 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 Rosa Health Center, San Simon Health Center, and San Xavier Health Center.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Degree.
• 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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“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: Supervisory Medical Records Administration Specialist

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

Opening 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: Public Health Nurse

SALARY: $69,885 - $87,277 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: June 19, 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: Sells, 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.
- 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 Officer Ophthalmology

SALARY: $197,146 - $299,980 PER ANNUM, DOE PLUS BENEFITS

RECRUITMENT ALLOWANCE

OPENING 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

HRS/WK: Exempt

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.

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: Medical Services Dispatcher

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.

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

JOB TITLE: Quality Assurance Officer

SALARY: $111,722 - $139,525 PER ANNUM, DOE PLUS BENEFITS

RECRUITMENT ALLOWANCE

OPENING DATE: June 26, 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 Quality Management JOB LOCATION: Sells, AZ

POSITION SUMMARY: To establish, direct, coordinate and evaluate the Hospital's quality management program.

SCOPE OF WORK: This position is located at the Tohono O'odham Nation Health Care (TONHC), Sells Hospital, which is located at Sells, Arizona. The incumbent serves as the Director of the Quality Management Division.

MINIMUM QUALIFICATIONS:
- Master's Degree in Health Care Administration, Nursing, or Business Administration or closely related field and;
- 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 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;
- Two years' experience, education, or training, involving principles, techniques and accepted practices of quality assurance work and;
- One year supervisory experience and;
- Experience in the preparation of technical reports on quality levels to identify specific problem areas and to recommend corrective action.

Licenses, Certifications, Special Requirements:
- 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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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
JOB ANNOUNCEMENT

JOB TITLE: Lead Clinical Nurse

SALARY: $61,768 - $77,140 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: June 12, 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/Ambulatory Care
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides nursing care and treatment to clients/patients according to policies, procedures, protocol and client needs. Assists the supervisor with day to day functions of the Ambulatory Care Unit.

SCOPE OF WORK: This position is located in the Nursing Department of the Tohono O’odham Nation Health Care. The incumbent evaluates the nursing needs of patients, develops a plan of nursing care, schedules daily nursing assignments (Implements and modifies assignments as needs change) and delegates duties to appropriate personnel. The incumbent works under the direction of the Supervisory Nurse Specialist.

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.
- Two years nursing experience working in an ambulatory care setting and knowledge of principle of leadership.

AND

- Must have current certification in Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Must have current immunization statement to include, proof of non-reactive tuberculosis skin test within the last year or a negative chest x-ray, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive is proof), within 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: Administrative Medical Assistant Purchased/Referred Care

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

OPENING DATE: June 26, 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 Sells Hospital/Purchased/Referred Care  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Incumbent is responsible for the administration of the Purchased/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 the Tohono O'odham Nation Health Care user population.

SCOPE OF WORK: This position is located within the 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 Rosa Health Center, San Simon Health Center, and San Xavier Health Center.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Degree.
• 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

JOBTITLE: Clinical Nurse

SALARY: $27.58 - $34.44 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: June 12, 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/Ambulatory Care

JOB LOCATION: Sells, AZ

POSITION SUMMARY: The incumbent provides comprehensive nursing care and/or patient services in a clinic or ambulatory care setting, and assists physicians and patients.

SCOPE OF WORK: This position is within the Tohono O’odham Nation Health Care, to include Sells Hospital, San Xavier Health Center, Santa Rosa Health Center and San Simon Health Center, in the Division of Nursing Services as assigned. This position involves providing direct care to patients in hospitals and clinics. The employee is assigned to the outpatient unit and works under general supervision of the Supervisory Clinical Nurse.

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 experience in ambulatory care or clinic setting is preferred but not required.
- Must have current certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- 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.
- 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: Dental Assistant
SALARY: $15.63 - $19.52 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: June 26, 2017    CLOSING DATE: July 7, 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: Non-Exempt

DEPARTMENT: TONHC/San Xavier Dental Program    JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Receive and prepare patients for dental treatment; prepare materials and equipment for use by dentist and to assist dentist at chairside in the treatment of patients.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Sells Hospital. The position may be organizationally located and duty stationed at any one of the Hospital facilities located in Sells, Arizona, Santa Rosa, Arizona, San Simon, Arizona, or Tucson, Arizona.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Dental Assistant Certificate.
- Radiology Certificate.

---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: Health Systems Administrator (Facility Unit Director)

SALARY: $87,277 - $108,997 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: June 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 San Simon Health Center

JOB LOCATION: San Simon, AZ

POSITION SUMMARY: Develop, plan, integrate, and administer the clinical and administrative functions for the Tohono O’odham Nation Sells Hospital, San Simon Health Center.

SCOPE OF WORK: This position is located in the Tohono O’odham Nation San Simon Health Center and is in charge of the day to day operations of the clinic and is responsible for the policy setting, planning, organization, and administration of the comprehensive health services program to include, but not limited to, full program and supervisory responsibility for all administrative, clinical and community health services which include the departments and/or functions related to human resources, fiscal management, property and supply, housekeeping, building and grounds, health records, contract health services, clinical services, community health nursing, mental health, pharmacy, and dental services, optometry, Business Office IT, and HPDP at the San Simon Health Center. The incumbent reports directly to the TONHC Sells Hospital CEO who reports to the TONHC DHHS Executive Director. The incumbent works under the supervision of the CEO who sets the overall objectives in consultation with the employee. The incumbent exercises authority delegated by the CEO to oversee the planning, direction, and timely execution of the health center in terms of broadly defined missions and functions. The supervisor is kept informed of progress, potentially controversial matters or those with far-reaching implications. Review of work is for accomplishment and achievement of effective and efficient provision of the Health Center.

MINIMUM QUALIFICATIONS:

• Master’s Degree in Health Care Administration or Business Administration or closely related field and three years’ work experience in health program administration or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
• Five years supervisory experience.

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: Administrative Medical Assistant

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

OPENING DATE: June 26, 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 Sells Hospital/Outpatient

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: This position is located within the 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, San Simon, 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 Degree.
- 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 fingerprint check is required to determine suitability for hire.
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JOB ANNOUNCEMENT

JOB TITLE: Public Health Advisor (Dental)

SALARY: $81,045 - $10,215 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: June 26, 2017          CLOSING DATE: July 7, 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: TONHC Sells Hospital/Dental Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: This position is responsible for the planning, coordination, development, implementation, and evaluation of the health promotion disease prevention initiatives serving the TONHC through collaboration with various local, state, and federal agencies/organizations.

SCOPE OF WORK: This position is located in the Tohono O’odham Nation Health Care Dental Branch. The incumbent serves as the TONHC Oral Health Promotion Disease Prevention Consultant. The incumbent works under the general supervision of the Director, Division of Dentistry (Chief Dental Officer TONHC, and is expected to carry out the duties and responsibilities with minimum supervision and with broad latitude for action.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree or higher in dental hygiene.
- Master of Public Health or Dental Public Health, or closely related field and three years’ work experience community health administration 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:

- Dental hygiene license in any state.
- CPR/BLS certification.

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.

—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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