# HEALTH CENTERS

## Weekly Job Summary

**August 28 - September 1, 2017**

**LOCATION: NATION WIDE**

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY 2017 Salary (DOE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2189</td>
<td>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>2190</td>
<td>Division of Clinical Services/Medical Staff</td>
<td>Physician Assistant (2 positions)</td>
<td>4/10/2017</td>
<td>Open Until Filled</td>
<td>$81,045 - $101,215</td>
</tr>
</tbody>
</table>

**Sells Health Center - Sells, AZ**

| 2178 | Health Information Management Services | Supervisory Medical Records Administration Specialist NEW | 8/28/2017 | Open Until Filled | $71,632 - $89,459 |
| 2229 | Ambulatory Care | Medical Assistant Re-Advertised | 8/28/2017 | Open Until Filled | $15.63 - $19.52 |
| 2230 | Nutrition & Dietetic Services | Cook | 8/21/2017 | Open Until Filled | $19.52 - $24.37 |
| 2222 | Pharmacy | Pharmacy Technician | 7/24/2017 | Open Until Filled | $15.63 - $19.52 |
| 2097 | Optometry Services | Optometrist Clinical | 12/19/2016 | Open Until Filled | $75,259 - $93,988 |
| 2105 | EMS | Paramedic | 2/6/2017 | Open Until Filled | $19.52 |

**San Simon Health Center - San Simon, AZ**

| 2194 | Division of Nursing Services | Supervisory Clinical Nurse | 4/24/2017 | Open Until Filled | $81,045 - $101,215 |
| 2112 | Medical Imaging/Professional Svcs. | Diagnostic Radiologic Technologist (Ultrasound) | 11/7/2016 | Open Until Filled | $26.25 - $32.78 |

**Santa Rosa Health Center - Santa Rosa, AZ**

| 2180 | Public Health Nursing | Public Health Nurse | 3/6/2017 | Open Until Filled | $33.60 - $41.96 |

**San Xavier Health Center - San Xavier, AZ**

| 2205 | Medical Records Program | Medical Records Technician | 8/21/2017 | Open Until Filled | $19.52 |
| 2232 | Medical Records Program | Medical Records Technician NEW | 8/28/2017 | 09/08/2017 | $19.52 |
| 2108 | Optometry Services | Ophthalmic Assistant NEW | 8/28/2017 | Open Until Filled | $22.08 - $27.58 |

## POSITIONS OPEN CONTINUOUS

**LOCATION**

- Sells, San Xavier
- San Simon
- Sells, San Xavier
- Sells
- Sells, San Xavier
- Sells
- Sells
- Sells
- Sells

**POSITION(S)**

- Clinical Nurse (Emergency Care) (Ambulatory Care)
- Health Systems Administrator (Facility Unit Director)
- Medical Officer (Emergency)
- Medical Instrument Technician
- Medical Officer Administrator (Clinical Director)
- Nurse Specialist (Case Management)
- Supervisory Diagnostic Radiological Technologist
- Supervisory Optometrist

**CLOSING DATE**

- Open Continuous
- Open Continuous
- Open Continuous
- Open Continuous
- Open Continuous
- Open Continuous
- Open Continuous
- Open Continuous

**Open Continuous**: The closing date for any open continuous examination may be set at any time.

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

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**Equal Employment Opportunity and Indian Preference Employer**
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: Ophthalmic Assistant

SALARY: $22.08 - $27.58 PER HOUR, DOE, PLUS BENEFITS

OPENING DATE: August 28, 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 /Optometry Services

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: This position performs a full range of health technician support work for the Ophthalmology/Optometry staff of the Tohono O’odham Nation Health Care.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Sells Hospital Optometry Branch 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 Facilities. The incumbent works under the general supervision of the Chief Optometrist along with the direct supervision of the Ophthalmologist who makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations.

MINIMUM QUALIFICATIONS:

- Must have Certification/education from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as COA (Certified Ophthalmic Assistant), COT (Certified Ophthalmic Technician) or COMT (Certified Ophthalmic Medical Technologist).
- CPR Certification.
- Certification/education from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as COA (Certified Ophthalmic Assistant), COT (Certified Ophthalmic Technician) or COMT (Certified Ophthalmic Medical Technologist).

AND

- Upon recommendation for hire a criminal background and National FBI 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: Supervisory Medical Records Administration Specialist

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

Recruitment Allowance

OPENING DATE: August 28, 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 National FBI 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: 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 National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid United States driver’s license.
- If it will be necessary for the incumbent to operate Tohono O’odham Nation vehicles, the incumbent must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

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“The Tohono O’odham Nation is an "Alcohol/Drug Free Work Place"
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 National FBI check is required to determine suitability for hire.
• Must possess and maintain a valid United States driver’s license.
• If it will be necessary for the incumbent to operate Tohono O’odham Nation vehicles, the incumbent must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

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

JOB TITLE: Pharmacy Technician – 2 Positions

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

OPENING DATE: July 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: Non-Exempt

DEPARTMENT: TON HC/Pharmacy Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Employee performs a variety of pharmacy-related duties for the Pharmacy Department, such as maintaining supply of medications, ordering drugs from supply department, and stocking medications.

SCOPE OF WORK: This position is located in the Pharmacy Department of the Tohono O’odham Nation Sells Hospital (or at one of the Health Care Centers within the service area). Incumbent provides pharmacy services as directed or assigned by a Registered Pharmacist. Incumbent is under the immediate supervision of the Pharmacist.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Certificate as a Pharmacy Technician, or one year prior experience as a Pharmacy Technician.
- One year experience as a Pharmacy Technician/Aid.

—AND—

- Preference given to Certified Pharmacy Technician.
- Upon recommendation for hire a criminal background and National FBI 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.

Preferential hiring 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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JOE 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 National FBI check is required to determine suitability for hire.
• This is a drug and alcohol testing designated position. A person selected for this position is required to submit to a drug test and receive negative drug test result prior to appointment. In addition, this position is subject to random testing for illegal drug use.
• Incumbent will be certified as a Paramedic in the state of Arizona and maintain that certification through employment in the Paramedic position.
• Incumbent will maintain current CPR and ACLS certification through employment in the Paramedic position.
• Must possess and maintain a valid Driver’s License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
• Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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

JOB TITLE: 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 National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: Practical Nurse

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

OPENING DATE: October 31, 2016 CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

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

DEPARTMENT: TON HC/Inpatient Department JOB LOCATION: Sells, AZ

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

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

MINIMUM QUALIFICATIONS:

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

--AND--

• Must have current certification in healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
• Intravenous therapy certification is preferred.
• Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test with the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), with three months of hire.
• Upon recommendation for hire a criminal background and National FBI 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: 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 National FBI 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: 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 National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver’s license, (no DUls or major traffic citations within the last three years).
- Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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

JOB TITLE: 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 establishes overall program objectives and 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 National FBI 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: Medical Assistant

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

OPENING DATE: August 28, 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/Ambulatory Care Department
JOB LOCATION: SELL, 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 National FBI 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: COOK

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

OPENING DATE: August 21, 2017          CLOSING DATE: OPEN UNTIL FILLED

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health Care/Nutrition and Dietetic Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Plans and prepares meal for regular, therapeutic, and modified diets; prepares meals from a variety of menu items using standardized recipes and procedures, and prepares meals using various cooking methods. Ensures that meals are ready at the appropriate time and that temperatures are maintained and conform to established standards.

SCOPE OF WORK: This position is located within the Nutrition and Dietetic Services Department of the Tohono O’odham Nation Sells Hospital and is one of six (6) Cook positions. The incumbent’s primary job is to accurately produce meals for patients, employees and outside customers to provide responsive and timely customer service and to ensure that the food service section functions smoothly on a daily basis by completing job tasks within a specified timeframe. The cook position works under the direction of the Cook Supervisor who establishes daily work assignments and spot checks completed work assignments.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Six months food service industry work experience; or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- ServSafe® Certification must be obtained within six to twelve months after hire.
- Upon recommendation for hire a criminal background and National FBI 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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JOB ANNOUNCEMENT

JOB TITLE: Medical Records Technician

SALARY: $19.52 PER HOUR, PLUS BENEFITS

OPENING DATE: August 28, 2017
CLOSING DATE: September 8, 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: Non-Exempt

DEPARTMENT: TON HC/Medical Records Program
JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Reviews, analyzes abstracts and compiles data and maintains medical record information in manual and automated record systems; compiles statistics and performs routine clerical duties in support of the Tohono O’odham Health Center.

SCOPE OF WORK: Position is located in the TON HC Hospital and Clinics. Position works under the general supervision of the Medical Record Supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- One year specialized work experience in medical records
- RPMS experience preferred.

—AND—

- Upon recommendation for hire a criminal background and National FBI 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 (10 Hour Shifts)
Uniform Allowance; Recruitment Allowance

SALARY: $27.58 – $34.44 PER HOUR, D. O. E., PLUS BENEFITS

OPENING DATE: August 14, 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  HRS/WK: Non-Exempt

DEPARTMENT: TON HC/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 located within the Tohono O'odham Nation Sells Hospital, 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 Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: Clinical Nurse - 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.
- AND-
- 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 National FBI 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: 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 National FBI 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 (Emergency)

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

Recruitment Incentive

OPENING DATE: December 27, 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/Division of Clinical Services/Medical Staff

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Physician provides diagnostic, preventative and therapeutic services in Emergency Department, outpatient and inpatient settings. As an expert licensed provider, the incumbent is responsible for both direct and indirect specialized child, adolescent, and adult services, administrative duties, and continuing education.

SCOPE OF WORK: As a senior staff physician, incumbent performs and provides the diagnosis, care and treatment of primarily emergency care and some inpatients. Position is located at the Tohono O’odham Nation Sells Hospital, Emergency Department, Sells, Arizona. Incumbent works under the general supervision of the Clinical Director, who provides administrative supervision. Incumbent functions with considerable independence during the course of patient care.

MINIMUM QUALIFICATIONS:

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

- Completion of approved internship and a license to practice medicine.

- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or completion of three to four years of residency training.

- Must possess and maintain a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico or a territory of the United States.

- AND -

- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.

- Must possess and maintain a valid driver’s license, (no DUIs or major traffic citations within the last three years).

- Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.

- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: MEDICAL 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 National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid Driver’s License (No DUI’s or major traffic offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: Supervisory Diagnostic Radiological Technologist

SALARY: $34.44 - $43.01 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: July 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.

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

DEPARTMENT: TONHC/Medical Imaging  JOB LOCATION: Sells, AZ

POSITION SUMMARY: The employee directs the work of technical subordinates who provide medical imaging studies to an inpatient, emergency and ambulatory program offering services to a wide geographic area.

SCOPE OF WORK: This position is located within the Tohono O'odham Nation Health Care Medical Imaging. The incumbent receives administrative supervising, general program oversight and performance evaluation from the Director of Professional Services. The incumbent directly supervises the Medical Imaging Staff.

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.
• Three or more years of experience as a Registered Radiologic Technologist.
• One year or more of experience in a supervisory position.
• Basic Life Support for Healthcare.

—AND—

• ARRT Registered Radiologic Technologist.
• Upon recommendation for hire a criminal background and National FBI 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: Nurse Specialist (Case Management)

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

OPENING DATE: July 21, 2017       CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: TONHC/Div. of Clinical Services/Medical Staff

JOB LOCATION: Sells, AZ

POSITION SUMMARY: The Nurse Specialist (Case Management), also known as Nurse Case Manager (NCM), provides outpatient case management and self-management education to persons with chronic disease and/or special healthcare needs. Other duties include assisting with the planning and implementation of community based prevention and education activities.

The NCM serves a vital role within the primary care team. Knowledge of the community served, understanding the obstacles to care that our patients face, and the ability to be flexible and resourceful are key attributes needed to navigate the ever-changing healthcare system. Additionally, the NCM often assists in addressing/resolving social issues of the patients/families served. Many times NCM services are provided for an entire family as a relationship of trust develops, and people become more likely to return for additional assistance when needed.

SCOPE OF WORK: This position is located within Tohono O’odham Nation Health Care (TONHC), and serves in the ambulatory care setting. It may be organizationally located in Tohono O’odham Nation Sells Hospital or in any TONHC health center. The Nurse Case Manager (NCM) works under the general supervision of the Clinical Director, who provides administrative supervision. Incumbent functions with considerable independence in coordinating with care teams and performing case management duties.

MINIMUM QUALIFICATIONS:

• Unrestricted License as a Registered Nurse.
• At least two years clinical experienced as a registered nurse.

—AND—

• Must obtain certification in Basic Life Support within one year of hire.
• Unrestricted License as a Registered Nurse.
• Upon recommendation for hire a criminal background and National FBI 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 Admin (Clinical Director)

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

Recruitment Incentive

OPENING DATE: March 10, 2017

CLOSING DATE: Open until filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

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

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

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

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

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

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

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

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

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

MINIMUM QUALIFICATIONS:

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

---AND---

- Upon recommendation for hire a criminal background and National FBI 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: Supervisory Optometrist (Clinical)

Recruitment Incentive

OPENING DATE: December 27, 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/Sells Optometry Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: This position exercises full delegated supervisory responsibilities and authorities for directing, planning, organizing, reviewing and evaluating the Optometry program and personnel administration of the Optometry staff. Provides administrative and technical supervision and identifies challenges, prioritizes efforts, develops expectations for eye care services at multiple clinics.

SCOPE OF WORK: This position is located within the Tohono O’odham Nation Sells Hospital. This position may require 50% travel to any of the four (4) TONHC Health Care Facilities. The incumbent works as the Chief Optometrist to direct the TONHC Optometry Program, providing clinical, technical, supervisory and administrative direction and leadership for all the professional eye care services provided to the patients of the Tohono O’odham Nation. This position reports to the Clinical Director.

MINIMUM QUALIFICATIONS:

• Doctor of Optometry (O.D.) accredited by the Council on Optometric Education.
• One year of professional Optometrist experience equivalent to at least GS-11 that demonstrates the ability to perform the work of the position to be filled.
• Current License to practice optometry in a State, the District of Columbia, or a territory is required.

AND

• Upon recommendation for hire a criminal background and National FBI 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"