



TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
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PLEASE POST

HEALTH CENTERS Weekly Job Summary

September 11 - September 15, 2017

LOCATION: NATION WIDE					
HR 210	Department/Program/Division	Job Title	Opening Date	Closing Date	FY 2017 Salary (DOE)
All Health Centers					
2189	Division of Clinical Services/Medical Staff	Medical Officer Ophthalmology	3/27/2017	Open Until Filled	\$197,146 - \$299,980
2190	Division of Clinical Services/Medical Staff	Physician Assistant (2 positions)	4/10/2017	Open Until Filled	\$81,045 - \$101,215
Sells Health Center - Sells, AZ					
2206	Purchased/Referred Care	Administrative Medical Assistant	9/5/2017	Open Until Filled	\$19.52 - \$24.37
2177	Physical Therapy Program	Physical Therapist Assistant	9/5/2017	Open Until Filled	\$17.25 - \$21.54
2234	Radiological Service Program	Diagnostic Radiologic Technologist	9/5/2017	Open Until Filled	\$26.25 - \$32.78
2017	Pathology & Medical Lab Program	Medical Laboratory Technician	9/5/2017	Open Until Filled	\$23.78 - \$29.70
2178	Health Information Management Services	Supervisory Medical Records Administration Specialist	8/28/2017	Open Until Filled	\$71,632 - \$89,459
2230	Nurtrition & 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
2148	Pharmacy	Pharmacy Technician - NEW	9/8/2017	Open Until Filled	\$15.63 - \$19.52
2097	Optometry Services	Optometrist Clinical	12/19/2016	Open Until Filled	\$75,259 - \$93,988
2107	Optometry Services	Optometric Assistant	9/5/2017	Open Until Filled	\$21.02
2105	EMS	Paramedic	2/6/2017	Open Until Filled	\$19.52
2083	Inpatient Department	Practical Nurse (2 positions)	10/31/2016	Open Until Filled	\$17.68 - \$22.08
San Simon Health Center - San Simon, AZ					
2112	Medical Imaging/Professional Svcs.	Diagnostic Radiologic Technologist (Ultrasound)	11/7/2016	Open Until Filled	\$26.25 - \$32.78
San Xavier Health Center - San Xavier, AZ					
2108	Optometry Services	Ophthalmic Assistant	8/28/2017	Open Until Filled	\$22.08 - \$27.58

POSITIONS OPEN CONTINUOUS

LOCATION	POSITION (S)	CLOSING DATE
Sells, San Xavier	Clinical Nurse (Emergency Care) (Ambulatory Care)	Open Continuous
San Simon	Health Systems Administrator (Facility Unit Director)	Open Continuous
Sells	Medical Officer (Emergency)	Open Continuous
Sells, San Xavier	Medical Instrument Technician	Open Continuous
Sells	Medical Officer Administrator (Clinical Director)	Open Continuous
Sells	Nurse Specialist (Case Management) Open Continuous	Open Continuous
Sells	Supervisory Diagnostic Radiological Technologist	Open Continuous
Sells	Supervisory Optometrist	Open Continuous

Open Continous: 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.

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 HumanResources 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) 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 and 39-month motor vehicle record. 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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2148
Re-advertise

JOB ANNOUNCEMENT

JOB TITLE: Pharmacy Technician (Evening Shift)
SALARY: \$15.63 - \$19.52 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: September 11, 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 Services

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.
 - Must submit a 39-month driving record with the employment application.
 - 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"