

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
 P.O. Box 837 ~ Sells, Arizona 85634
 Phone: (520) 383-6540 ~ Fax: (520) 383-4676
 Website: www.tonation-nsn.gov



Weekly Job Summary September 11 - 15, 2017

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY17 Salary</u>
Executive						
5330	Executive Office	Administrative Assistant	NEW CR	9/11/2017	Open Until Filled	\$ 15.25
General Support Service						
5433	Grants & Contracts	Contract Specialist		08/28/17	Open Until Filled	\$ 57,358.00
5434	Grants & Contracts	Principal Accountant		08/28/17	Open Until Filled	\$ 53,263.00
5400	Human Resources	Safety Coordinator		07/03/17	Open Until Filled	\$ 50,696.00
5431	Motor Pool	Fleet Mechanic		08/14/17	Open Until Filled	\$ 17.68
Justice						
5277	Advocate Program	Advocate Attorney, Senior (Part-Time)		01/09/17	Open Until Filled	\$ 39,530.40
5441	Office of Attorney General	Legal Secretary	CR,CL	09/05/17	Open Until Filled	\$15.63-\$18.12
Department of Education						
5417	Early Childhood - Site: San Xavier	Child Care Specialist		08/28/17	Open Until Filled	\$ 9.78
5428	Early Childhood - Site: Sells	Cook Aide (1680 hours)		08/21/17	Open Until Filled	\$ 9.30
5429	Early Childhood - Site: Sells	Teacher (1680 hours)		08/28/17	Open Until Filled	\$ 19.52
5111	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian (1680 hours)	TOLR,CDL	08/21/17	Open Until Filled	\$ 15.25
5225	Early Childhood - Site: Santa Rosa	Child Care Specialist		07/10/17	Open Until Filled	\$ 9.78
5137	Early Childhood - Site: Vaya Chin	Cook (1680 hours)		07/17/17	Open Until Filled	\$ 11.91
5234	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian (1680 hours)	CDL	08/07/17	Open Until Filled	\$ 15.25
5386	Conversion to Tribal Schools	Project Administrator		06/05/17	Open Until Filled	\$ 69,885.00
5134	One Stop (2 positions)	Career and Employment Specialist		07/03/17	Open Until Filled	\$ 16.83
5391	Recreation - Site: Menagers Dam	Recreation Aide		09/05/17	Open Until Filled	\$ 11.34
5200	Recreation - Site: Sells	Recreation Program Coordinator		06/19/17	Open Until Filled	\$ 44,808.00
5427	Recreation - Site: Pisinemo	Office Specialist	CR,CL	08/07/17	Open Until Filled	\$11.91-\$13.15
5254	Education Assistance Program - Tucson	Education Assistance Specialist		08/21/17	Open Until Filled	\$ 16.02
5438	Education Assistance Program - Tucson	Education Assistance Specialist		08/28/17	Open Until Filled	\$ 16.02
5439	Education Assistance Program - Tucson	Education Assistance Specialist		08/28/17	Open Until Filled	\$ 16.02
5188	Education Assistance Program - Sells	Office Specialist	CR,CL	08/21/17	Open Until Filled	\$11.91-\$13.15
5306	Special Services - Site: Sells	Disabilities Specialist		07/31/17	Open Until Filled	\$ 18.12
Natural Resources						
5314	Administration	Ecologist		02/21/17	Open Until Filled	\$ 54,594.00
5364	Cultural Center Museum -Site: Topawa	Cultural/Museum Administrator		04/24/17	Open Until Filled	\$ 81,045.00
Planning & Economic Development						
5332	Realty	Realty Specialist		03/13/17	Open Until Filled	\$ 21.02
5297	Administration	Civil Engineer		02/13/17	Open Until Filled	\$ 73,423.00
Health and Human Services						
5412	Behavioral Health	Program Manager, Senior		08/14/17	Open Until Filled	\$ 73,423.00
5437	Behavioral Health	Project Manager	NEW	09/11/17	9/22/2017	\$ 57,358.00
5396	Community Health	Registered Nurse		07/03/17	Open Until Filled	\$ 87,277.00
5065	Community Health	Registered Nurse		04/17/17	Open Until Filled	\$ 87,277.00
5291	Health Transportation - Site: San Simon	Transit Dispatcher	CR	05/30/17	Open Until Filled	\$ 15.63

Department of Public Safety						
5093	Law Enforcement (3 positions)	Financial Crimes Investigator		07/03/17	Open Until Filled	\$ 28.97
5288	Law Enforcement	Financial Crimes Investigator		06/26/17	Open Until Filled	\$ 28.97

LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY17 Salary
Department of Public Safety						
5084	Law Enforcement - Site: West Valley	Police Officer	Lateral	06/22/15	Open Until Filled	\$ 24.98

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

Current Employees: Must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAYS.**
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

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

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!

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) copy of 39-month driver license motor vehicle record, 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 a copy of valid driver's license, 8) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

POSITIONS OPEN CONTINUOUS

DEPARTMENT	POSITION(S)	CLOSING DATE
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Police Officer (CL) (Recruit & Lateral)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Intermountain Centers for Human Development

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Secretary *NEW*

Closing Date: September 18, 2017, Salary: Starting \$9.00/Hr. DOE

Job Title: HUD Section 184 Loan Officer

Closing Date: Open Until Filled, Salary: \$40,000/DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

Job Title: Business Manager

Closing Date: Open Until Filled, Salary: \$45,000, plus benefits

Contact: Sells District at P.O. Box 910, Sells, AZ 85634 (520) 383-2281, Fax: (520) 383-3096

DaVita

Job Title: Dialysis Patient Care Technician, Salary: DOE

For more Information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at:

[http://careers.davita.com/search/310301/85634/dialysis-patient-care-technician.](http://careers.davita.com/search/310301/85634/dialysis-patient-care-technician)

First American Credit Union

Job Title: Part-Time Member Relations Representative - Sells, AZ

Information on how to apply is located at:

www.firstamerican.org/careers and submit resumes to hr@firstamerican.org.

San Xavier District

Job Title: Tradesman

Salary: \$26,709 - \$40,063

For more Information Contact San Xavier District at (520) 573-4000, Fax: (520) 807-8676



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

5330

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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$15.25 PER HOUR, 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. *Clerical testing is required.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety routine clerical and administrative support duties.

SCOPE OF WORK: To provide administrative assistance to the Chairman and Vice Chairman, and office manager, while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling, and math.
- Upon recommendation for hire a criminal background 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.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

5437

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JOB ANNOUNCEMENT

JOB TITLE: PROJECT MANAGER
SALARY: \$57,358.00, PLUS BENEFITS

OPENING DATE: September 11, 2017

CLOSING DATE: September 22, 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: HHS/Behavioral Health Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides overall project leadership in terms of day-to-day management and specific project support.

SCOPE OF WORK: Promote positive Native youth development and family engagement through the implementation of early intervention strategies to reduce risk factors for suicidal behavior and substance abuse.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or Project Management, or closely related field and two years work experience in project management in a health or education field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

Licenses, Certifications, Special Requirements:

- 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.
- 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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