### Weekly Job Summary

#### October 16 - October 20, 2017

#### HEALTH CENTERS

#### 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>All Health Centers</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<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>
<tr>
<td>Sells Health Center - Sells, AZ</td>
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<tr>
<td>2206</td>
<td>Purchased/Referred Care</td>
<td>Administrative Medical Assistant</td>
<td>9/5/2017</td>
<td>Open Until Filled</td>
<td>$19.52 - $24.37</td>
</tr>
<tr>
<td>2177</td>
<td>Physical Therapy Program</td>
<td>Physical Therapist Assistant</td>
<td>CL 9/5/2017</td>
<td>Open Until Filled</td>
<td>$17.25 - $21.54</td>
</tr>
<tr>
<td>2234</td>
<td>Radiological Service Program</td>
<td>Diagnostic Radiologic Technologist</td>
<td>9/5/2017</td>
<td>Open Until Filled</td>
<td>$26.25 - $32.78</td>
</tr>
<tr>
<td>2017</td>
<td>Pathology &amp; Medical Lab Program</td>
<td>Medical Laboratory Technician</td>
<td>9/5/2017</td>
<td>Open Until Filled</td>
<td>$23.78 - $29.70</td>
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<tr>
<td>2097</td>
<td>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>2107</td>
<td>Optometry Services</td>
<td>Optometric Assistant</td>
<td>9/5/2017</td>
<td>Open Until Filled</td>
<td>$16.83 - $21.02</td>
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<tr>
<td>2105</td>
<td>EMS</td>
<td>Paramedic</td>
<td>2/6/2017</td>
<td>Open Until Filled</td>
<td>$19.52</td>
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<tr>
<td>2103</td>
<td>EMS</td>
<td>Medical Services Dispatcher</td>
<td>CL 9/25/2017</td>
<td>Open Until Filled</td>
<td>$12.51 - $15.63</td>
</tr>
<tr>
<td>2193</td>
<td>EMS</td>
<td>Medical Services Dispatcher</td>
<td>CL 9/25/2017</td>
<td>Open Until Filled</td>
<td>$12.51 - $15.63</td>
</tr>
<tr>
<td>2213</td>
<td>Outpatient Department</td>
<td>Administrative Medical Assistant</td>
<td>9/18/2017</td>
<td>Open Until Filled</td>
<td>$19.52 - $24.37</td>
</tr>
<tr>
<td>2083</td>
<td>Inpatient Department</td>
<td>Practical Nurse (2 positions)</td>
<td>10/31/2016</td>
<td>Open Until Filled</td>
<td>$16.83 - $22.08</td>
</tr>
<tr>
<td>San Simon Health Center - San Simon, AZ</td>
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<tr>
<td>2112</td>
<td>Medical Imaging/Professional Svcs.</td>
<td>Diagnostic Radiologic Technologist (Ultrasound)</td>
<td>11/7/2016</td>
<td>Open Until Filled</td>
<td>$26.25 - $32.78</td>
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<tr>
<td>2180</td>
<td>Public Health Nursing</td>
<td>Public Health Nurse</td>
<td>9/25/2017</td>
<td>Open Until Filled</td>
<td>$33.60 - $41.96</td>
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<tr>
<td>3001</td>
<td>Ambulatory Care Services</td>
<td>Supervisory Clinical Nurse - Ambulatory - NEW</td>
<td>10/16/2017</td>
<td>Open Until Filled</td>
<td>$81,840 - $102,206</td>
</tr>
<tr>
<td>3006</td>
<td>Dental Department</td>
<td>Dental Assistant - NEW</td>
<td>CL 10/16/2017</td>
<td>Open Until Filled</td>
<td>$14.30 - $22.30</td>
</tr>
<tr>
<td>San Xavier Health Center - San Xavier, AZ</td>
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<tr>
<td>2108</td>
<td>Optometry Services</td>
<td>Ophthalmic Assistant</td>
<td>8/28/2017</td>
<td>Open Until Filled</td>
<td>$22.08 - $27.58</td>
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<tr>
<td>2026</td>
<td>Outpatient Department</td>
<td>Lead Clinical Nurse</td>
<td>9/18/2017</td>
<td>Open Until Filled</td>
<td>$61,768 - $77,140</td>
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<tr>
<td>2075</td>
<td>Revenue Enhancement Branch</td>
<td>Supervisory Medical Support Assistant (OA)</td>
<td>9/18/2017</td>
<td>Open Until Filled</td>
<td>$44,808 - $55,959</td>
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<tr>
<td>2224</td>
<td>Pharmacy</td>
<td>Pharmacist</td>
<td>9/25/2017</td>
<td>Open Until Filled</td>
<td>$85,148 - $106,339</td>
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<tr>
<td>Santa Rosa Health Care - Santa Rosa, AZ</td>
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<tr>
<td>3008</td>
<td>Outpatient Services</td>
<td>Medical Assistant - NEW</td>
<td>10/16/2017</td>
<td>Open Until Filled</td>
<td>$15.78 - $19.71</td>
</tr>
</tbody>
</table>

#### Positions Open Continuous

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>POSITION (S)</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sells, San Xavier</td>
<td>Clinical Nurse (Emergency Care) (Ambulatory Care)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>San Simon</td>
<td>Health Systems Administrator (Facility Unit Director)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Medical Officer (Emergency)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells, San Xavier</td>
<td>Medical Instrument Technician</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Medical Officer Administrator (Clinical Director)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Nurse Specialist (Case Management)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Supervisory Diagnostic Radiological Technologist</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Supervisory Optometrist</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Sells</td>
<td>Medical Laboratory Technician - NEW</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

**Note:**
- CR=Clerical Required
- CL=Career Ladder

**Equal Employment Opportunity and Indian Preference Employer**
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.

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.

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.

CR=Clerical Required   CL=Career Ladder
JOB ANNOUNCEMENT

JOB TITLE: Supervisory Clinical Nurse - Ambulatory

SALARY: $81,840 - $102,206 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: October 16, 2017
CLOSED 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/Ambulatory Care 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

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.
- Must submit a 39-month driving record with 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"
JOB ANNOUNCEMENT

JOB TITLE: Dental Assistant

SALARY: $14.30 - $22.30 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: October 16, 2017  CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full level is met.

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

DEPARTMENT: TON HC/Dental Department  JOB LOCATION: San Simon, 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. Assignments are provided by the Dentist and completed work is reviewed in detail for accuracy and adherence to instructions and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Dental Assistant certificate.
- Expanded functions restorative certificate.
- Four years of experience as a dental assistant.
- Radiology Certificate.

—AND—

- Must maintain a Dental Assistant with expanded functions certificate.
- 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 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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JOB ANNOUNCEMENT

JOB TITLE: Medical Assistant

SALARY: $15.78 - $19.71 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: October 16, 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 Services  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 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.

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 Laboratory Technician

SALARY: $24.01 - $29.99 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: October 16, 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/ Pathology & Medical Lab Program

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 maintains 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 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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