## Weekly Job Summary

**November 13 - 17, 2017**

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY18 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>General Support Service</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6039</td>
<td>Grants &amp; Contracts</td>
<td>Principal Accountant</td>
<td></td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 53,785.00</td>
</tr>
<tr>
<td>6121</td>
<td>Grants &amp; Contracts</td>
<td>Principal Accountant</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 53,785.00</td>
</tr>
<tr>
<td>6092</td>
<td>Human Resources</td>
<td>Safety Coordinator</td>
<td></td>
<td>07/03/17</td>
<td>Open Until Filled</td>
<td>$ 51,193.00</td>
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<tr>
<td>6074</td>
<td>Accounting</td>
<td>Accounting Clerk</td>
<td></td>
<td>10/23/17</td>
<td>Open Until Filled</td>
<td>$ 15.40 - 16.17</td>
</tr>
<tr>
<td>6115</td>
<td>Department of Information Technology</td>
<td>PC Technician</td>
<td>CL</td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 15.40 - 19.71</td>
</tr>
<tr>
<td>6116</td>
<td>Department of Information Technology</td>
<td>PC Technician</td>
<td>CL</td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 15.40 - 19.71</td>
</tr>
<tr>
<td>6042</td>
<td>Department of Information Technology</td>
<td>Office Specialist</td>
<td>NEW, CR</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 11.45-13.28</td>
</tr>
<tr>
<td></td>
<td><strong>Department of Education</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>6043</td>
<td>Early Childhood - Site: San Xavier</td>
<td>Child Care Specialist</td>
<td></td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 9.87</td>
</tr>
<tr>
<td>6087</td>
<td>Early Childhood - Site: Sells</td>
<td>Teacher (1680 hours)</td>
<td></td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 19.71</td>
</tr>
<tr>
<td>6133</td>
<td>Early Childhood - Site: Sells</td>
<td>Cook Aide (1680 hours)</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 9.40</td>
</tr>
<tr>
<td>6086</td>
<td>Early Childhood - Site: Santa Rosa</td>
<td>Bus Driver/Custodian (1680 hours)</td>
<td>CDL</td>
<td>08/21/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
</tr>
<tr>
<td>6073</td>
<td>Early Childhood - Site: Santa Rosa</td>
<td>Child Care Specialist</td>
<td></td>
<td>07/10/17</td>
<td>Open Until Filled</td>
<td>$ 9.87</td>
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<tr>
<td>6085</td>
<td>Early Childhood - Site: Vaya Chin</td>
<td>Bus Driver/Custodian (1680 hours)</td>
<td>CDL</td>
<td>08/07/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
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<tr>
<td>6127</td>
<td>Early Childhood - Special Services</td>
<td>Disabilities Specialist</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 18.30</td>
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<tr>
<td>6017</td>
<td>One Stop</td>
<td>Office Specialist</td>
<td>CR,CL</td>
<td>10/30/17</td>
<td>Open Until Filled</td>
<td>$ 11.45 - 13.28</td>
</tr>
<tr>
<td>6054</td>
<td>Recreation - Site: Sells</td>
<td>Recreation Program Coordinator</td>
<td></td>
<td>06/19/17</td>
<td>Open Until Filled</td>
<td>$ 45,247.00</td>
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<tr>
<td>6056</td>
<td>Recreation - Site: Sells</td>
<td>Custodial/Grounds Worker</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 11.45</td>
</tr>
<tr>
<td>6011</td>
<td>Education Assistance Program - Site: Tucson</td>
<td>Education Assistance Specialist</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
</tr>
<tr>
<td>6123</td>
<td>Education Assistance Program - Site: Tucson</td>
<td>Education Assistance Specialist</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
</tr>
<tr>
<td>6107</td>
<td>Education Assistance Program - Site: Sells</td>
<td>Education Assistance Specialist</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
</tr>
<tr>
<td></td>
<td><strong>Natural Resources</strong></td>
<td></td>
<td></td>
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<tr>
<td>6083</td>
<td>Administration</td>
<td>Ecologist</td>
<td></td>
<td>02/21/17</td>
<td>Open Until Filled</td>
<td>$ 55,129.00</td>
</tr>
<tr>
<td>6084</td>
<td>Cultural Center Museum - Site: Topawa</td>
<td>Cultural/Museum Administrator</td>
<td></td>
<td>04/24/17</td>
<td>Open Until Filled</td>
<td>$ 83,886.00</td>
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<tr>
<td></td>
<td><strong>Health and Human Services</strong></td>
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<tr>
<td>6070</td>
<td>Management of Health</td>
<td>Administrative Assistant</td>
<td></td>
<td>10/23/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
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<tr>
<td>6129</td>
<td>Community Health</td>
<td>Registered Nurse</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 88,132.00</td>
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<tr>
<td>6018</td>
<td>Family Assistance</td>
<td>Program Supervisor</td>
<td>TOLR</td>
<td>10/16/17</td>
<td>Open Until Filled</td>
<td>$ 55,129.00</td>
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<tr>
<td>6119</td>
<td>Special Needs</td>
<td>Family Advocate</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 20.20</td>
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<tr>
<td>6131</td>
<td>Community Health</td>
<td>Community Health Representative</td>
<td>NEW</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 14.65</td>
</tr>
<tr>
<td>6137</td>
<td>Food Distribution</td>
<td>Commodity Delivery Worker</td>
<td>NEW, TOLR</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 13.28</td>
</tr>
<tr>
<td>6122</td>
<td>Senior Services (ALTCS)</td>
<td>Case Manager</td>
<td>NEW, TOLR</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 49,944.00</td>
</tr>
<tr>
<td></td>
<td><strong>Department of Public Safety</strong></td>
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</tr>
<tr>
<td>6069</td>
<td>Law Enforcement</td>
<td>Financial Crimes Investigator</td>
<td></td>
<td>07/03/17</td>
<td>Open Until Filled</td>
<td>$ 29.26</td>
</tr>
<tr>
<td>6068</td>
<td>Law Enforcement</td>
<td>Financial Crimes Investigator</td>
<td></td>
<td>06/26/17</td>
<td>Open Until Filled</td>
<td>$ 29.26</td>
</tr>
<tr>
<td>6067</td>
<td>Law Enforcement</td>
<td>Financial Crimes Investigator</td>
<td></td>
<td>10/30/17</td>
<td>Open Until Filled</td>
<td>$ 29.26</td>
</tr>
<tr>
<td>6104</td>
<td>Law Enforcement</td>
<td>Police Records Clerk</td>
<td>CR,CL</td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$11.45 - 14.65</td>
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<tr>
<td>6100</td>
<td>Law Enforcement</td>
<td>Maintenance Technician</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 12.64</td>
</tr>
</tbody>
</table>

**Note:**
- CR=Clerical Required
- CL=Career Ladder
- TOLR=Tohono O’odham Language Required

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

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY17 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>6052</td>
<td>Gaming Office</td>
<td>Gaming Compliance Auditor</td>
<td>CR</td>
<td>10/30/17</td>
<td>Open Until Filled</td>
<td>$67,170.00</td>
</tr>
</tbody>
</table>

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

Current Employees: 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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION(S)</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>Police Officer (CL) (Recruit &amp; Lateral)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</td>
<td>Corrections Officer (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

OTHER EMPLOYMENT OPPORTUNITIES

Community Development Financial Institution of the Tohono O’odham Nation
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.

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.
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.

Intermountain Centers for Human Development
Recovery Coach - Site: Sells
Operations Coordinator
Please contact: Eric Shafer, HR/Generalist at eshafer@ichd.net

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

San Xavier District
Job Title: Tradesman
Salary: $26,709 - $40,063
Position: Planner
Salary: $27,175.20 ($26.13 DOE)
Non-Exempt: Part-time regular - non supervisory position
OPENING DATE: Open until filled
Qualifications: Must have a Bachelor’s degree in Planning, Geography, Architecture, or related field and two (2) years of work experience in planning or a closely related position.
For more information Contact San Xavier District at (520) 573-4000, Fax: (520) 807-8676

Tohono O’odham High School
Education Technician - $12.50 - $25.48/hour
Teacher Positions (Science; Social Studies; Language Arts; Math) $217.86 - $437.54/day
Teacher (Special Education Transition) - $217.86 - $437.54/day
Information Technology Technician - $17.93 - $25.48/hour
Positions are Full-time, School Year.
For more information regarding the vacant positions please contact Tohono O’odham High School at HC01 Box 8513 Sells, Arizona 85634; Fax (520) 362-2256

Santa Rosa Day School
Job Title: School Bus Driver
Closing Date: Open Until Filled, Salary: $17.93 - 25.48, DOE
Job Title: School Kitchen Helper
Closing Date: Open Until Filled, Salary: $12.52 - $20.57, DOE
For more information contact Santa Rosa Day School at HC01 Box 8400, Sells, Arizona 85634
(520)361-2276, Fax: (520)361-3516

San Simon School
Job Title: Clerk
Closing Date: Open Until Filled
Job Title: Education Technician (Teacher Aid)
Closing Date: Open Until Filled
For more information contact San Simon School at (520)362-2232
HC01 Box 8400, Sells, Arizona 85634
JOB ANNOUNCEMENT

JOB TITLE: Office Specialist
SALARY: $11.45-13.28 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017
CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.

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

DEPARTMENT: GSS/Department of Information & Technology
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 WPM.
• Must demonstrate fifty percent 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 DUIs or major traffic citations within the last three years).
• Must submit a 39-month driving record with the employment application.
• Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
• Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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

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

JOB TITLE: Cook Aide (1680 hours)  
SALARY: $11.45-13.28 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017  
CLOSING DATE: Open Until Filled

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

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

DEPARTMENT: Education/Early Childhood  
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and three months food-handling experience.

—AND—

• Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
• Food Handler’s Card must be obtained within six 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 within the last three years).
• Must submit a 39-month driving record with the employment application.
• Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
• Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

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

JOB TITLE: Custodial/Grounds Worker

SALARY: $11.45 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017

CLOSING DATE: Open Until Filled

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

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and three months’ work experience in custodial services.

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

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

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

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

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

JOB TITLE: Education Assistance Specialist

SALARY: $16.17 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017

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

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Education/
Education Assistance Program

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, provides financial aid counseling and information to eligible students who are pursuing secondary or post secondary degrees, licenses or certificates.

MINIMUM QUALIFICATIONS:

• Associate’s Degree in Education, Guidance Counseling or closely related field and two years work experience in teaching or counseling, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

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

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

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

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

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

JOB TITLE: Education Assistance Specialist

SALARY: $16.17 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017

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

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Education/
Education Assistance Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides financial aid counseling and information to eligible students who are pursuing secondary or post secondary degrees, licenses or certificates.

MINIMUM QUALIFICATIONS:

• Associate’s Degree in Education, Guidance Counseling or closely related field and two years work experience in teaching or counseling, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

• Upon recommendation for hire a criminal background and 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 submit a 39-month driving record with the employment application.
• Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
• Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation’s or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

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

JOB TITLE: Community Health Representative

SALARY: $14.65 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017

CLOSING DATE: Open Until Filled

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

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health Human Services/

Community Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aid or clinical technician.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician within one year 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 within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
- Based on the department’s needs, incumbents may be required to demonstrate fluency in both the Tohono O’odham Language and English as a condition of employment

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O’odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O’odham Nation is committed to providing Equal Employment Opportunities.

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

JOB TITLE: Commodity Delivery Worker
SALARY: $13.28 PER HOUR, PLUS BENEFITS

OPENING DATE: November 13, 2017
CLOSING DATE: Open Until Filled

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

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

DEPARTMENT: Health Human Services/
Food Distribution

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, receives, stores, and delivers United States Department of Agriculture (USDA) commodities to low income families for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and one year work experience in warehouse or inventory field.

—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 DUls or major traffic citations within the last three years).
• Must submit a 39-month driving record with the employment application.
• Must meet the Tohono O’odham Nation tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
• Tohono O’odham Language – required.

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JOB ANNOUNCEMENT

JOB TITLE: Case Manager

SALARY: $49,944.00, PLUS BENEFITS

OPENING DATE: November 13, 2017

CLOSING DATE: Open Until Filled

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

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Health Human Services/
Senior Services (ALTCS)

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

SCOPE OF WORK: The general purpose of the Senior Services Division is to provide a variety of services which support and promote the well-being of the Tohono O'odham Elders, Caregivers and Adults with Disabilities.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Social Work or closely related field and one year work experience in a social services setting 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 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 submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver’s permit to operate program vehicles.
- Tohono O’odham Language – required.

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

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