## Weekly Job Summary
### February 10 - 14, 2020

<table>
<thead>
<tr>
<th>HR</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY20 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>7451</td>
<td>Hewel Ni’ok - Site: San Xavier</td>
<td>On-Air Announcer/Board Operator</td>
<td>TEMP</td>
<td>01/27/20</td>
<td>02/24/20</td>
<td>$14.61</td>
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<tr>
<td>7284</td>
<td>Treasury</td>
<td>Cashier II</td>
<td></td>
<td>01/27/20</td>
<td>02/24/20</td>
<td>$16.94</td>
</tr>
<tr>
<td>7084</td>
<td>Department of Information and Technology</td>
<td>Office Specialist</td>
<td>NEW CR, CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$11.99-$13.90</td>
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<tr>
<td>7624</td>
<td>Enhanced Tribal Cards</td>
<td>Enhanced Tribal Card Specialist (2 Positions)</td>
<td>NEW CR</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$16.53</td>
</tr>
<tr>
<td>7428</td>
<td>Enrollment</td>
<td>Enrollment Specialist</td>
<td>CR</td>
<td>12/09/19</td>
<td>02/19/20</td>
<td>$12.60</td>
</tr>
<tr>
<td>7214</td>
<td>Early Childhood - Site: Vaya Chin</td>
<td>Cook</td>
<td></td>
<td>01/13/20</td>
<td>02/25/20</td>
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<tr>
<td>7260</td>
<td>Early Childhood - Site: Santa Rosa</td>
<td>Cook</td>
<td>NEW</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$12.60</td>
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<tr>
<td>7604</td>
<td>Early Childhood - Site: Sells</td>
<td>Teacher Aide</td>
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<td>01/13/20</td>
<td>02/25/20</td>
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<tr>
<td>7014</td>
<td>Recreation - Site: Hickiwan</td>
<td>Maintenance Technician</td>
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<td>12/09/19</td>
<td>02/19/20</td>
<td>$13.23</td>
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<tr>
<td>7323</td>
<td>Recreation - Site: Hickiwan</td>
<td>Principal Lifeguard (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$13.90</td>
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<tr>
<td>7325</td>
<td>Recreation - Site: Menagers Dam</td>
<td>Principal Lifeguard (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/0</td>
<td>$9.84-$13.90</td>
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<td>7327</td>
<td>Recreation - Site: Pisinemo</td>
<td>Principal Lifeguard (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$13.90</td>
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<tr>
<td>7329</td>
<td>Recreation - Site: Sells</td>
<td>Principal Lifeguard (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$13.90</td>
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<tr>
<td>7234</td>
<td>Recreation - Site: San Xavier</td>
<td>Recreation Program Coordinator</td>
<td>NEW</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$47,389.00</td>
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<td>7596</td>
<td>Recreation - Site: Pisinemo</td>
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<tr>
<td>7324</td>
<td>Recreation - Site: Hickiwan</td>
<td>Water Safety Specialist (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$12.60</td>
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<tr>
<td>7326</td>
<td>Recreation - Site: Menagers Dam</td>
<td>Water Safety Specialist (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$12.60</td>
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<tr>
<td>7328</td>
<td>Recreation - Site: Pisinemo</td>
<td>Water Safety Specialist (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$12.60</td>
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<td>7330</td>
<td>Recreation - Site: Sells</td>
<td>Water Safety Specialist (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$12.60</td>
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<td>7332</td>
<td>Recreation - Site: San Xavier</td>
<td>Water Safety Specialist (Occasional)</td>
<td>NEW CL</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$9.84-$12.60</td>
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<tr>
<td>7756</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Sawkud Ke:k</td>
<td>Treatment Coordinator</td>
<td></td>
<td>12/09/19</td>
<td>02/19/20</td>
<td>$53,617.00</td>
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<td>7293</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Sawkud Ke:k</td>
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<td>12/09/19</td>
<td>02/19/20</td>
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<td>7291</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Gu-Vo</td>
<td>Case Manager</td>
<td></td>
<td>12/09/19</td>
<td>02/19/20</td>
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<td>7197</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Gu-Vo</td>
<td>Counselor</td>
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<td>02/14/20</td>
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<td>7292</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Gu-Vo</td>
<td>Counselor Specialist</td>
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<td>02/03/20</td>
<td>02/14/20</td>
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<td>Behavioral Health/Tas Tonlik Ki Program - Site: Sells</td>
<td>Billing Technician</td>
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<td>02/14/20</td>
<td>$16.94</td>
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<td>7289</td>
<td>Behavioral Health/Tas Tonlik Ki Program - Site: Sells</td>
<td>Behavioral Health Therapist (2 Positions)</td>
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<td>02/03/20</td>
<td>02/14/20</td>
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<td>7297</td>
<td>Behavioral Health</td>
<td>Behavioral Health Therapist</td>
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<td>02/19/20</td>
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<tr>
<td>7601</td>
<td>Behavioral Health</td>
<td>Program Manager, Senior</td>
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<td>01/06/20</td>
<td>02/17/20</td>
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<td>7615</td>
<td>Child Welfare</td>
<td>Transit Driver</td>
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<td>01/21/20</td>
<td>02/19/20</td>
<td>$14.25</td>
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<tr>
<td>7179</td>
<td>Community Health Services</td>
<td>Medical Services Supervisor</td>
<td></td>
<td>02/03/20</td>
<td>02/14/20</td>
<td>$62,179.00</td>
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<tr>
<td>7611</td>
<td>Family Assistance</td>
<td>Eligibility Specialist</td>
<td></td>
<td>01/21/20</td>
<td>02/17/20</td>
<td>$18.70</td>
</tr>
<tr>
<td>7145</td>
<td>Health Transportation Services</td>
<td>Program Coordinator</td>
<td>RE-AD</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$45,106.00</td>
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<tr>
<td>7403</td>
<td>Health Transportation Services - Site: San Lucy</td>
<td>Transit Driver</td>
<td>RE-AD</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$14.25</td>
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<td>7621</td>
<td>Healthy O’odham Promotion Program</td>
<td>Program Manager, Senior</td>
<td>NEW</td>
<td>02/10/20</td>
<td>02/24/20</td>
<td>$77,653.00</td>
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<td>7270</td>
<td>Senior Services</td>
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<td>7607</td>
<td>Senior Services</td>
<td>Resource/Activities Coordinator</td>
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<td>01/06/20</td>
<td>02/17/20</td>
<td>$18.24</td>
</tr>
</tbody>
</table>

CR=Clerical Required  CL=Career Ladder  TOLR=Tohono O'odham Language Required
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.

WHERE TO APPLY: Apply online at the main Human Resources Office or click on the following link:

Tohono Oodham Nation Jobs

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.

<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>Public Safety Dispatcher (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Corrections</td>
<td>Corrections Officer (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Education Department</td>
<td>Bus Driver/Custodian</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

OTHER EMPLOYMENT OPPORTUNITIES

Community Development Financial Institution of the Tohono O’odham Nation
Job Title: Secretary - Salary: DOE - Open Until Filled
For more information contact (520) 383-0790.

Intermountain Centers
Job Title: Intake Clinician - Site: Sells
To apply, please visit our website at: www.intermountaincenters.org and click on Careers, or contact Nikki Rodriguez at (520) 721-1887.

Schuk Toak District
Job Title: Treasurer - Salary: $47,840.00 - Closing Date: Open Until Filled
For any questions regarding the vacant positions, please contact Schuk Toak District Office at (520) 383-4660

Sun Life Home Care
Job Title: Care Supervisor - Closing Date: Open Until Filled
For any questions regarding the vacant positions, please contact Sun Life Home Care at (520) 888-1311 - Toll Free (877) 888-1311 www.sunlifehomehealth.com

Sells District
Job Title: District Treasurer - Salary: $46,821.08 - Closing Date: Open Until Filled
For any questions regarding the vacant positions, please contact Sells District Office at (520) 383-2281

CR=Clerical Required  CL=Career Ladder  TOLR=Tohono O'odham Language Required
Tohono O'odham High School

Job Title: Native Cultural & Language Instructor - Salary: $12.99 - $32.32/hour
Job Title: Teacher (Special Education) - Salary: $228.39 - $458.52/day

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; Phone: (520) 362-2400, Fax: (520) 362-2256

Tohono O'odham Community College

Job Title: Tutor (P/T-Temporary) - Salary: $13.09 - $21.25 per hour (DOE) - Closing Date: Open Until Filled
Job Title: Geographic Information Systems (GIS) - Salary: $17.41 per hour - Closing Date: Open Until Filled
Job Title: Adjunct Math Instructor (Sells) - Salary: $1,000 per credit hour - Closing Date: Open Until Filled

Job Title: Adjunct Tohono O'odham History & Culture Instructor (Phoenix Center) - Salary: $1,000 per credit hour - Closing Date: Open Until Filled
Job Title: Adjunct Tohono O'odham Language Instructor (Phoenix Center) - Salary: $1,000 per credit hour - Closing Date: Open Until Filled
Job Title: Adjunct Writing Instructor (Sells) - Salary: $1,000 per credit hour - Closing Date: Open Until Filled
Job Title: On-Call Receptionist (Temporary) - Salary: $15.00 per hour - Closing Date: Open Until Filled
Job Title: Adjunct Instructor - Building Construction Technologies - Electrical - Salary: $1,000.00 per credit hour - Closing Date: Open Until Filled
Job Title: Adjunct Instructor - Building Construction Technologies - Plumbing - Salary: $1,000.00 per credit hour - Closing Date: Open Until Filled
Job Title: Senior Administrative Assistant - President Office - Salary: $16.72 per hour - Closing Date: Open Until Filled

For more information on the vacant positions contact ethomas@tocc.edu or sowsley@tocc.edu Visit the link below for our online application.

TOHONO O'ODHAM COMMUNITY COLLE Jobs
P.O. Box 3129 Sells, Arizona 85634 - Phone: (520) 383-8401 ext. 49 - Fax: (520) 383-0029
JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: $11.99 – $13.90* PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2020  CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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/Dept. of Information and 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.

SCOPE OF WORK: To provide our Information Technology services to the Nation with new and emerging technology that will provide support, communication, training and leadership opportunities.

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 Words Per Minute and demonstrate 50% 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.
JOB ANNOUNCEMENT

JOB TITLE: ENHANCED TRIBAL CARD SPECIALIST (2 POSITIONS)

SALARY: $16.53 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2020  CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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: MEM/Enhanced Tribal Cards  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, reviews and verifies required documents and conducts interviews for the purpose of processing enrollment applications for members applying for an enhanced tribal card. Issues enhanced tribal cards to members per established Enhanced Tribal Card policies and procedures.

SCOPE OF WORK: Process applications received to ensure they meet the guidelines established for the enhanced tribal card, along with verifying that all documents are valid, and conducting an interview with the applicant to verify identity.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration and two years work experience in an administrative or secretarial work environment that includes vital records experience, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- 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 citations 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 an Alcohol/Drug Free Work Place
JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: $12.60 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2020

CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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: Santa Rosa, AZ


SCOPE OF WORK: To provide quality services by complying with all regulations, federal, state, and local in administering the programs and to ensure that all children are provided services in a safe and healthy environment or facility.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and 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—

- 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 three (3) 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 citations 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.
JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL LIFEGUARD (OCCASIONAL)

SALARY: $9.84 - $13.90 PER HOUR, NO BENEFITS

OPENING DATE: February 10, 2020  CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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 Principal Lifeguard level is met.

STATUS: Occasional (800 hours)   HRS/WK: Non-Exempt

DEPARTMENT: EDU/Recreation   JOB LOCATION: Hickiwan, Menagers Dam, Pisinemo, Sells, AZ

POSITION SUMMARY: Under general supervision, performs water safety services for swimming pool patrons, teaches swimming classes, and performs pool maintenance and other facility maintenance activities in adjoining areas.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and two years work experience as a lifeguard and swimming instructor in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

• Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
• Must complete an approved water safety instructor program 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 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.
JOB ANNOUNCEMENT

JOB TITLE: RECREATION PROGRAM COORDINATOR

SALARY: $47,389.00, PLUS BENEFITS

OPENING DATE: February 10, 2020 CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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: Education/Recreation

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the program objectives by planning, organizing, and supervising all functions required to operate and maintain recreation center facilities, activities, and services. Ensures that viable recreation program services are provided effectively and efficiently to meet the needs of the Tohono O’odham Nation.

MINIMUM QUALIFICATIONS:

- Associate’s Degree in Recreation Management, Sports Science or related field and four years work experience coordinating recreational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- One year supervisory experience.

AND

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first 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 DUI’s or major traffic citations 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”
JOB ANNOUNCEMENT

JOB TITLE: WATER SAFETY SPECIALIST (OCCASIONAL)
SALARY: $9.84 - $12.60 PER HOUR, NO BENEFITS

OPENING DATE: February 10, 2020 CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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 Water Safety Specialist level is met.

STATUS: Occasional (800 hours) HRS/WK: Non-Exempt

DEPARTMENT: EDU/Recreation JOB LOCATION: Hickiwan, Menagers Dam, Pisinemo, Sells, San Xavier, AZ

POSITION SUMMARY: Under close supervision performs water safety services for swimming pool patrons and performs pool maintenance and other facility maintenance activities in adjoining areas

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a lifeguard in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

AND

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer 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 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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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM COORDINATOR

SALARY: $45,106.00, PLUS BENEFITS

OPENING DATE: February 10, 2020  CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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/Health Transportation Services  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: Provides non-emergency medical transportation to members of the Nation for medical appointments, including dialysis facilities located on or near the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

• Associate’s Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

• One year 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 citations 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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JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER

SALARY: $14.25 PER HOUR, PLUS BENEFITS

OPENING DATE: February 10, 2020                      CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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: HHS/Health Transportation Services

JOB LOCATION: San Lucy, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

AND

• Must pass a pre-employment physical examination form (HRP 252) upon recommendation of hire.
• Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first 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 DUI’s or major traffic citations 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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JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER, SENIOR

SALARY: $77,653.00, PLUS BENEFITS

OPENING DATE: February 10, 2020 CLOSING DATE: February 24, 2020

NOTE: To ensure consideration, apply within the first 5 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/Healthy O’odham Promotion Program JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the program’s objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

SCOPE OF WORK: To raise awareness of the risks of diabetes, increase identification of those at risk or undiagnosed and provide early intervention and treatment with all tribal members.

MINIMUM QUALIFICATIONS:

• Bachelor’s Degree in Social Services or closely related field and four year’s senior management experience in program and/or grant administration, 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.

—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 citations 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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