

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Sells: (520) 383-6540 ~ Fax: (520) 383-4676

San Xavier: (520) 547-8197 ~ Fax: (520) 295-2626

Website: www.tonation-nsn.gov



PLEASE POST

Weekly Job Summary May 10 - May 14, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date
Executive					
7591	Advocate	Advocate	CL	02/08/21	05/14/21
7527	Office of Attorney General	Assistant Attorney General (CL-IV)	CL	03/29/21	05/14/21
7720	Office of Attorney General	Legal Secretary	CL/CR	04/19/21	05/14/21
Education					
7441	Recreation (2 Positions)	Recreation Specialist (MD)		11/16/20	05/14/21
7602	Recreation	Recreation Program Coordinator (S)		01/25/21	05/14/21
7526	Recreation	Maintenance Technician		03/08/21	05/14/21
7687	One Stop (2 Positions)	Career & Employment Specialist		03/22/21	05/14/21
7016	Education Assistance Program (2 Positions)	Education Assistance Specialist		05/03/21	05/14/21
7722	One Stop	Administrative Assistant	CR	05/03/21	05/14/21
General Support Services					
7639	Information Technology	PC Technician	CL	03/01/21	05/14/21
7258	Human Resources	Receptionist		04/05/21	05/14/21
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	05/14/21
Health and Human Services					
7630	Behavioral Health	Director of Clinical Services		11/16/20	05/14/21
7666	Community Health	Program Supervisor		11/16/20	05/14/21
7263	Community Health	Registered Nurse		11/16/20	05/14/21
7546	Healthy O'odham Promotion Program	Health Education Specialist	CL	02/01/21	05/14/21
7695	Healthy O'odham Promotion Program	Health Education Specialist	CL	02/01/21	05/14/21
7710	Senior Services	Program Coordinator		03/08/21	05/14/21
7398	Community Health	Program Coordinator		03/22/21	05/14/21
7135	Health Transportation Services (5 Positions)	Transit Driver		05/03/21	05/14/21
7723	Health Transportation Services	Program Coordinator		05/03/21	05/14/21
Planning and Economic Development					
7716	Real Property	Maintenance Technician, Senior		04/12/21	05/14/21
Natural Resources					
7688	Tribal Herd	Ranch Worker		02/15/21	05/14/21
7186	Solid Waste	Heavy Equipment Operator		04/05/21	05/14/21
Public Safety					
7724	Fire	Heavy Equipment Mechanic		05/03/21	05/14/21

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 will now be on-line only, please call Human Resources to schedule an appointment.

If applying contact Human Resources at (520) 383-6540.

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](#)

****Only complete applications will be accepted, including online submissions.****

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

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

OTHER EMPLOYMENT OPPORTUNITIES

[Arizona Conservation Corps](#)

JOB TITLE: Crew Member (Native American Young Adults Ages 18-25) - **Date:** January 18, 2021 to May 21, 2021
Stipend: \$295/week Location: Sells, AZ.

Benefits: AmeriCorps Education Award/Housing available if needed.

Apply online application www.azcorps.org/open-positions

Questions contact Julia Schaller-jschaller@conservationlegacy.org or 520-526-4958

[Tohono O'odham Community College](#)

JOB TITLE: Accounting Technician SALARY: \$16.12-\$18.00/hour

JOB TITLE: Adjunct Instructor-Tohono O'odham History & Culture (PHX Center) SALARY: \$1000 per credit hour

JOB TITLE: Adjunct Instructor - Tohono O'odham Language (PHX Center) SALARY: \$1000 per credit hour

JOB TITLE: Administrative Assistant-Finance SALARY: \$15.00/hour

JOB TITLE: Beginning Farmer Coordinator (Part-Time/Temporary) SALARY: \$15.00/Hour

JOB TITLE: Financial Aid Technician (Temporary) SALARY: \$16.12/Hour

JOB TITLE: IT Support Technician (2 positions) SALARY: \$19.51/hour

JOB TITLE: Mathematics Instructor (PHX Center) SALARY: \$47,701 annual (DOE)

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JOB TITLE: Office Coordinator SALARY: \$40,000-\$44,000 annual (DOE)

JOB TITLE: Physics Instructor SALARY: \$47,701-\$53,730 annual (DOE)

JOB TITLE: Senior Systems Technician SALARY: \$39,834 Annual

JOB TITLE: Tohono O'odham Agriculture & Natural Resources Assistant (Temporary) SALARY: \$15.00/Hour

JOB TITLE: Tutor (Part-Time/Temporary) SALARY: \$13.09-\$21.25/Hour

For more information on the vacant positions contact mwidener@tocc.edu or visit the link below for 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

CDFI

JOB TITLE: VITA Assistant Coordinator SALARY: DOE **CLOSING DATE:** Open Until Filled

To apply contact CDFI-Phone: 520-383-0790 Email: cdfi.ton@toua.net

[Tohono O'odham Ki:Ki Association](#)

JOB TITLE: Rough/Finish Carpenter **SALARY:** \$24.00 per hour **CLOSING DATE:** OPEN UNTIL FILLED
Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634
employment@tokahousing.org

San Xavier Allotees Association

JOB TITLE: Accounting Specialist - **Salary:** DOE - **Closing Date:** Open Until Filled
For any questions regarding the vacant positions, please contact
San Xavier Allotees Association at (520) 807-2121 or email: SXAA@sanxavierallottee.org

San Xavier Cooperative Association

JOB TITLE: Farm Manager - **Salary:** DOE - **Closing Date:** Open Until Filled
JOB TITLE: Grounds and Hay Staff - **Salary:** DOE - **Closing Date:** May 14, 2021
JOB TITLE: Nursery Coordinator - **Salary:** DOE - **Closing Date:** May 14, 2021
For any questions regarding the vacant positions, please contact
San Xavier Cooperative Association at (520) 295-3774 or email: SXCA@sanxaviercoop.org