

# 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 16 - May 20, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
<b>Executive</b>						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	05/13/22	\$ 101,887.97
7212	Office of Attorney General	Deputy Attorney General		03/07/22	05/13/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/20/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/20/22	\$ 16.94
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$ 115,276.93
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	05/20/22	\$ 53,616.99
7868	Gaming (3 Positions)	Gaming Inspector	CR	04/25/22	05/20/22	\$ 24.54
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	05/27/22	\$ 16.94
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	05/09/22	05/20/22	\$ 22.78
<b>Education</b>						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	05/13/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	05/13/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	05/13/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/20/22	\$ 15.73
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	05/13/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	05/13/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/20/22	\$ 13.57
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/20/22	\$ 16.94
7863	One Stop	Career and Employment Specialist		03/28/22	05/20/22	\$ 21.16
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	05/13/22	\$ 13.57
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	05/20/22	\$ 14.61
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	05/20/22	\$ 13.57
7351	Education Assistance Program (Tucson)	Office Specialist	NEW CL/CR	05/16/22	05/27/22	\$ 16.94
<b>General Support Services</b>						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/20/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/20/22	\$ 16.94
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	05/13/22	\$ 22.78
7357	Accounting	Accounting Clerk		02/21/22	05/13/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	05/13/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	05/13/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	05/13/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	05/13/22	\$ 59,183.07
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/20/22	\$ 72,108.82
<b>Membership</b>						
7864	Enrollment	Records Clerk	CR	04/11/22	05/20/22	\$ 15.73
<b>Health and Human Services</b>						
7263	Community Health Services	Registered Nurse		11/16/20	05/13/22	\$ 33.00
7807	Senior Services	Cook Aide		12/06/21	05/20/22	\$ 14.61
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/20/22	\$ 16.94
7666	Community Health Services	Program Supervisor		12/06/21	05/20/22	\$ 59,183.07
7800	Child Welfare	Human Services Investigator		02/21/22	05/13/22	\$ 26.42
7852	Child Welfare	Group Home Worker		02/28/22	05/20/22	\$ 16.94

7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	05/13/22	\$	15.73	
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	05/13/22	\$	15.73	
7753	Adult Protective Services	Program Manager, Senior		03/14/22	05/20/22	\$	79,594.74	
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	05/13/22	\$	15.73	
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	05/20/22	\$	16.94	
7875	Child Welfare	Case Manager, Aide		04/11/22	05/20/22	\$	16.94	
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	05/20/22	\$	23.35	
7884	Behavioral Health	Director of Clinical Services		04/25/22	05/20/22	\$	94,613.17	
7710	Senior Services	Program Coordinator	RE-AD	05/16/22	05/27/22	\$	23.35	
7889	Behavioral Health	Program Manager	NEW	05/16/22	05/27/22	\$	72,108.82	
7890	Behavioral Health	Case Manager	NEW	05/16/22	05/27/22	\$	53,616.99	
7891	Behavioral Health	Administrative Assistant	NEW	CR	05/16/22	05/27/22	\$	18.24
7892	Behavioral Health	Prevention Specialist	NEW	05/16/22	05/27/22	\$	24.54	
7893	Behavioral Health (4 Positions)	Peer Support Specialist	NEW	05/16/22	05/27/22	\$	14.61	
7897	Child Welfare	Cook	NEW	05/16/22	05/27/22	\$	15.73	
7900	Health Transportation Services	Transit Dispatcher	NEW	CR	05/16/22	05/27/22	\$	16.94
<b>Planning</b>								
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	79,594.74	
7565	Administration	Project Specialist		03/28/22	05/20/22	\$	22.78	
7486	Real Estate Management Program	Realty Specialist		04/04/22	05/13/22	\$	24.54	
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$	79,594.74	
<b>Natural Resources</b>								
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	05/20/22	\$	18.24	
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	05/13/22	\$	21.16	
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	05/13/22	\$	22.78	
7842	Veterinary Program	Veterinarian		02/14/22	05/20/22	\$	99,402.99	
7843	Veterinary Program	Veterinarian Technician		02/14/22	05/20/22	\$	19.65	
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	05/13/22	\$	21.76	
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	05/20/22	\$	24.54	
7342	Cultural Center and Museum	Museum Curator, Education		05/09/22	05/20/22	\$	59,183.07	
<b>Public Safety</b>								
7167	Corrections	Corrections Support Specialist		07/26/21	05/13/22	\$	18.24	
7793	Corrections	Maintenance Technician		11/15/21	05/13/22	\$	19.65	
7540	Office of Emergency Management	Training and Exercise Coordinator	NEW	05/16/22	05/27/22	\$	32.19	

**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.

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

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!**

Career Ladders-CL

Career Ladders are advertised at full level hourly/salary.

Hourly/Salary may differ depending on the level of which the applicant qualifies.

**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
Corrections	Corrections Officer (CL)	Open Continuous

### OTHER EMPLOYMENT OPPORTUNITIES

#### Tohono O'odham Community College

- JOB TITLE:** Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Language Specialist (O'odham language) **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Restaurant Manager Instructor **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Adjunct Instructor-Art **SALARY:** \$1,000/credit **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Technical Support Manager **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Administrative Services-Education **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Project Specialist (Tohono O'odham Language Center) **SALARY:** \$18.00/hour **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Assistant Cook **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Art Instructor (Phoenix Center) **SALARY:** \$43,183 (DOE) **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Phoenix Center Director **SALARY:** \$60,349 **CLOSING DATE:** OPEN UNTIL FILLED  
**JOB TITLE:** Phoenix Center Site Technician **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

[tocc.edu](http://tocc.edu)

To apply please visit link above. Please submit complete application packet to Mickie Widener at

[mwidener@tocc.edu](mailto:mwidener@tocc.edu)

P.O. Box 3129 Sells, Arizona 85634 - Phone: (520) 479-2307 - Fax: (520) 479-2281

#### Tohono O'odham Ki:Ki Association

- JOB TITLE:** Drywall Installer **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=36>  
**JOB TITLE:** Accounts Payable/Purchasing **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=38>  
**JOB TITLE:** Maintenance Coordinator **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=37>  
Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634

#### Sells District

- JOB TITLE:** Occasional Appointments (On an as needed basis/M-Th, 8-5) **SALARY:** \$12.80/hour **CLOSING DATE:** OPEN UNTIL FILLED

To apply contact the Sells District Office at 520-383-2281 or you may submit your letter and information via email to the receptionist at [reception@sellsdistrict.com](mailto:reception@sellsdistrict.com) or fax 520-383-3096

#### ADDUS Homecare

Personal care for in home clients. All new hires start at \$12.80  
For more information contact Cyrus Norris at 520-333-9084

#### Arizona Sonora Desert Museum

- JOB TITLE:** Curator of Zoo Exhibits **SALARY:** \$53,500/year DOE. **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4433143](https://www.appone.com/MainInfoReq.asp?R_ID=4433143)  
**JOB TITLE:** Audio/Visual Assistant (24 hours/week) **SALARY:** \$18.00 to \$20.00/hour DOE. **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4576782](https://www.appone.com/MainInfoReq.asp?R_ID=4576782)  
**JOB TITLE:** Custodian - Packrat Playhouse (40 hours/week) **SALARY:** \$13.16/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4250203](https://www.appone.com/MainInfoReq.asp?R_ID=4250203)  
**JOB TITLE:** Custodian - Second Shift (40 hours/week) **SALARY:** \$13.16/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4395874](https://www.appone.com/MainInfoReq.asp?R_ID=4395874)  
**JOB TITLE:** Horticulturist II (40 hours/week) **SALARY:** \$16.25/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4548253](https://www.appone.com/MainInfoReq.asp?R_ID=4548253)  
**JOB TITLE:** HIIZ Zoo Keeper II - Stingray Focus (40 hours/week) **SALARY:** \$16.25/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4497258](https://www.appone.com/MainInfoReq.asp?R_ID=4497258)  
**JOB TITLE:** Guest Services Assistant (Part-time) **SALARY:** \$13.05/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4450636](https://www.appone.com/MainInfoReq.asp?R_ID=4450636)  
**JOB TITLE:** Retail Guest Services Assistant (Part-time) **SALARY:** \$13.05/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4556541](https://www.appone.com/MainInfoReq.asp?R_ID=4556541)

To apply visit Arizona Sonora Desert Museum website.

**First American Credit Union**

**JOB TITLE:** Part-Time Teller (Sells, AZ Location) **CLOSING DATE:** OPEN UNTIL FILLED

Please apply at our website listed below and submit resumes to email.

[www.firstamerican.org/careers](http://www.firstamerican.org/careers)  
[hr@firstamerican.org](mailto:hr@firstamerican.org)

**Arizona State University**

**JOB TITLE:** Student Success & Retention Coordinator (Req. 76855BR)/American Indian Student Support Services **CLOSING DATE:** OPEN UNTIL FILLED

Please visit our website listed below for details.

<https://cfo.asu.edu/applicant>

**Gu Achi District**

**JOB TITLE:** Laborer (2 Positions) **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Accounting Clerk **SALARY:** \$17.18/hour **CLOSING DATE:** OPEN UNTIL FILLED

For more information on the vacant positions contact Gu Achi District Office at 520-361-2404

**Chukut Kuk District**

**JOB TITLE:** Treasurer Assistant **CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Youth Coordinator/Monitor **CLOSING DATE:** OPEN UNTIL FILLED

For more information on the vacant positions contact Chukut Kuk District Office at 520-383-2080

**Tohono O'odham Judicial Branch**

For more information on vacant positions, please visit our website or call 520-383-6300

<https://tojc-nsn.gov/about/>

**Community Development Financial Institution of the Tohono O'odham Nation**

**JOB TITLE:** Loan Administrator **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

For more information on the vacant position contact CDFI at 520-383-0790

**Tohono O'odham High School**

**JOB TITLE:** School Counselor **SALARY:** \$34.34 to \$63.24/hour **CLOSING DATE:** May 18, 2022

**JOB TITLE:** English Teacher **SALARY:** \$29.92 to \$61.15/hour **CLOSING DATE:** May 18, 2022

For more information on the vacant position contact Bureau of Indian Education at 520-362-2400

**Santa Rosa Day School**

**JOB TITLE:** Gifted & Talent Teacher (NTE 3 Years) **SALARY:** \$29.92 to \$61.15/hour **CLOSING DATE:** May 17, 2022

**JOB TITLE:** Janitor **SALARY:** \$13.89 to \$22.80/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Education Technician **SALARY:** \$19.88 to \$28.24/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Education Technician (NTE 3 Years) **SALARY:** \$13.89 to \$22.80/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Librarian (NTE 3 Years) **SALARY:** \$21.73 to \$34.55/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Information Technology Technician (NTE 3 Years) **SALARY:** \$21.73 to \$34.55/hour **CLOSING DATE:** May 25, 2022

For more information on the vacant position contact Bureau of Indian Education at 520-362-2400



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**7351**

**JOB ANNOUNCEMENT**

**JOB TITLE:** OFFICE SPECIALIST  
**SALARY:** \$16.94\* PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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:** EDU/EDUCATION ASSISTANCE PROGRAM

**JOB LOCATION:** Tucson, 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 education assistance to enrolled members of the Tohono O'odham Nation to attend post-secondary institutions.

**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 60% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.



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**7710**

**JOB ANNOUNCEMENT**

**JOB TITLE:** PROGRAM COORDINATOR  
**SALARY:** \$23.35 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/SENIOR SERVICES

**JOB LOCATION:** Sells, AZ

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

**SCOPE OF WORK:** To provide comprehensive services in order to achieve an improved state of physical, emotional, mental and spiritual well-being.

**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, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7889**

**JOB ANNOUNCEMENT**

**JOB TITLE:** PROGRAM MANAGER  
**SALARY:** \$72,108.82 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/Behavioral Health

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, accomplishes the program's objectives by managing the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program.

**SCOPE OF WORK:** To provide comprehensive services to achieve an improved state of physical, emotional, mental and spiritual well-being.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business or Public Administration and three year's 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 fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.





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**7890**

**JOB ANNOUNCEMENT**

**JOB TITLE:** CASE MANAGER

**SALARY:** \$53,616.99 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/Behavioral Health

**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:** To provide comprehensive services to achieve an improved state of physical, emotional, mental and spiritual well-being.

**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.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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

**7891**

**JOB ANNOUNCEMENT**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**SALARY:** \$18.24 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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:** HHS/BEHAVIORAL HEALTH

**JOB LOCATION:** Sells, AZ

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

**SCOPE OF WORK:** To provide comprehensive services to achieve an improved state of physical, emotional, mental and spiritual well-being.

**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 and fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7892**

**JOB ANNOUNCEMENT**

**JOB TITLE:** PREVENTION SPECIALIST  
**SALARY:** \$24.54 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/BEHAVIORAL HEALTH

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides educational programs and presentations, assists in the coordination and implementation of targeted outreach efforts to identify individuals who may be at risk for various mental and physical health conditions. Makes referrals to appropriate community service programs, may make home visits to monitor clients care and condition.

**SCOPE OF WORK:** To provide comprehensive services to achieve an improved state of physical, emotional, mental and spiritual well-being.

**MINIMUM QUALIFICATIONS:**

- Associates degree in Social Work or closely related field and three years' work experience in outreach, prevention, recovery/support field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Depending on area of assignment, may be required to obtain a Chemical Dependency Counseling Certification or licensure as a Substance Abuse Counselor.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7893**  
**7894**  
**7895**  
**7896**

**JOB ANNOUNCEMENT**

**JOB TITLE:** PEER SUPPORT SPECIALIST (4 POSITIONS)

**SALARY:** \$14.61 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/BEHAVIORAL HEALTH

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, helps and supports fellow peers cultivate their independence, self-confidence, and self-esteem; empowers others to explore new options, resources, relationships, feelings, attitudes, and rights. The Peer Specialist is a mentor, companion, educator, advocate and friend to program clients.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three months experience in working in a position assisting others with basic needs, 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.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7897**

**JOB ANNOUNCEMENT**

**JOB TITLE:** COOK

**SALARY:** \$15.73 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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/CHILD WELFARE

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

**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, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7900**

**JOB ANNOUNCEMENT**

**JOB TITLE:** TRANSIT DISPATCHER  
**SALARY:** \$16.94 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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:** HHS/HEALTH TRANSPORTATION SERVICES

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 30 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, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, 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.

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**7540**

**JOB ANNOUNCEMENT**

**JOB TITLE:** TRAINING AND EXERCISE COORDINATOR

**SALARY:** \$32.19 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 16, 2022

**CLOSING DATE:** May 27, 2022

*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:** DPS/OFFICE OF EMERGENCY MANAGEMENT    **JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, coordinates the training and emergency exercise program in accordance to tribal, state and federal requirements; assists in the planning, directing, evaluating and administration of training and emergency exercise programs that test the emergency management and disaster preparedness plans for the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Emergency Services, Public Administration, or closely related field, and two years' of work experience in emergency management, public safety, or related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have completed relevant National Incident Management System (NIMS)/Incident Command System coursework.
- Must possess Homeland Security Exercise Evaluation Program (HSEEP) certificate or ability to obtain within one year of hire.
- Must possess FEMA Master Exercise Practitioner certification or ability to obtain within eighteen months of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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