

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 September 26 - September 30, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date
Executive					
7212	Office of Attorney General	Deputy Attorney General		03/07/22	10/07/22
7558	Gaming	Legal Counsel, Gaming		04/04/22	10/07/22
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	10/07/22
7810	Gaming (Tucson)	Gaming Inspector	CR	08/01/22	10/07/22
7823	Office of Attorney General	Assistant Attorney General (CL IV)	CL	08/01/22	10/07/22
7952	Advocate	Advocate Attorney, Senior (Part-Time)		08/08/22	10/07/22
7076	Gaming (Tucson)	Office Specialist	CL/CR	08/22/22	10/07/22
7595	Veterans Affairs	Program Coordinator		08/29/22	10/07/22
7617	Office of the Treasurer	Office Specialist	CL/CR	09/12/22	10/07/22
7732	Advocate	Office Specialist	CL/CR	09/19/22	10/07/22
Education					
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	10/07/22
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	10/07/22
7950	Early Childhood Headstart (San Xavier)	Cook Aide		08/08/22	10/07/22
7214	Early Childhood Headstart (Vaya Chin)	Cook		08/22/22	10/07/22
7839	Early Childhood Headstart (Pisinimo)	Child Care Specialist		09/05/22	10/07/22
7838	Early Childhood Headstart (San Xavier)	Child Care Specialist		09/05/22	10/07/22
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		09/19/22	10/07/22
General Support Services					
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	10/07/22
7862	Human Resources	Training Coordinator		03/07/22	10/07/22
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	10/07/22
7904	Accounting	Budget Analyst		05/23/22	10/07/22
7910	Facility Management	HVAC Technician		07/04/22	10/07/22
7826	Grants and Contracts	Senior Accountant		07/11/22	10/07/22
7926	Human Resources	Safety Coordinator		07/18/22	10/07/22
7927	Human Resources	Benefits Specialist		07/18/22	10/07/22
7956	Motor Pool	Fleet Mechanic		08/22/22	10/07/22
7820	Department of Information and Technology	Network Technician	CL	09/12/22	10/07/22
7970	Department of Information and Technology (Sells/Tucson)	PC Technician	CL	09/19/22	10/07/22
7641	Department of Information and Technology (Glendale)	PC Technician	CL	09/19/22	10/07/22
7821	Department of Information and Technology	Systems Administrator		09/19/22	10/07/22
Membership					
7864	Enrollment	Records Clerk	CR	04/11/22	10/07/22
Health and Human Services					
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	10/07/22
7884	Behavioral Health	Director of Clinical Services		04/25/22	10/07/22
7897	Child Welfare	Cook		05/16/22	10/07/22
7914	Behavioral Health	Behavioral Health Therapist		07/18/22	10/07/22
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	10/07/22
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	10/07/22
7918	Behavioral Health	Treatment Coordinator		07/18/22	10/07/22

7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide		08/01/22	10/07/22
7937	Behavioral Health (Sawkud Ke:k)	Counselor		08/01/22	10/07/22
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator		08/01/22	10/07/22
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker		08/01/22	10/07/22
7944	Child Welfare (Sells) (2 Positions)	Case Manager		08/01/22	10/07/22
7894	Behavioral Health (3 Positions)	Peer Specialist		08/22/22	10/07/22
7850	Child Welfare	Case Manager		08/22/22	10/07/22
7857	Health Transportation Services (San Simon)	Transit Driver		09/05/22	10/07/22
7788	Health Transportation Services (Ak Chin)	Transit Driver		09/05/22	10/07/22
7786	Health Transportation Services (San Lucy)	Transit Driver		09/05/22	10/07/22
7964	Health Transportation Services (San Lucy)	Transit Dispatcher	CR	09/12/22	10/07/22
7736	Management of Health	Security Guard		09/19/22	10/07/22
7885	Senior Services	Cook		09/19/22	10/07/22
7815	Community Health Services	Certified Nurses Assistant		09/19/22	10/07/22
7971	Behavioral Health	Case Manager		09/19/22	10/07/22
7976	Behavioral Health	Case Manager		09/19/22	10/07/22
7973	Behavioral Health	Billing Technician		09/19/22	10/07/22
7974	Behavioral Health	Behavioral Health Therapist		09/19/22	10/07/22
7975	Behavioral Health	Counselor Specialist		09/19/22	10/07/22
Planning					
7006	Administration	Administrative Assistant	CR	08/15/22	10/07/22
7485	Realty	Office Specialist	CL/CR	09/19/22	10/07/22
Natural Resources					
7842	Veterinary Program	Veterinarian		02/14/22	10/07/22
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	10/07/22
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	10/07/22
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	10/07/22
7843	Veterinary Program	Veterinarian Technician		09/12/22	10/07/22
Public Safety					
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	10/07/22
7961	Environmental Protection Office	Environmental Specialist	CL	08/29/22	10/07/22

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

[Employee Application - Tohono O'odham Community College \(tocc.edu\)](http://tocc.edu)

For more information on vacant positions, please visit our website. Please submit complete application packet to Mickie Widener at mwidener@tocc.edu

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

Tohono O'odham Ki:Ki Association

BambooHR

For more information on vacant positions, please visit our website or contact the Human Resources Manager at 520-383-2202.

Sells District

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

JOB TITLE: Secretary, Sells District Council **SALARY:** \$39,485.88 **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 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

[ASDM Job Opportunities \(desertmuseum.org\)](http://ASDM Job Opportunities (desertmuseum.org))

For more information on vacant positions, please visit the Arizona Sonora Desert Museum website.

Gu Achi District

JOB TITLE: GAD Laborer **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Store Manager **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

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

Tohono O'odham Judicial Branch

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

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

San Xavier Cooperative Farm

[We're Hiring | San Xavier Co-Op Farm \(sanxaviercoop.org\)](http://We're Hiring | San Xavier Co-Op Farm (sanxaviercoop.org))

For more information on vacant positions, please visit our website or contact San Xavier Cooperative Farm at 520-295-3774.

Send current resume to OutReach@SanXavierCoop.Org

Native SOAR (Student Outreach, Access and Resiliency)

https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdiGpGVfpF5BwPR_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGu

For more information, please call 520-626-4727 or email

agnes@arizona.edu

Sif-Oidak District

JOB TITLE: Administrative Assistant **SALARY:** \$19.35/hour **CLOSING DATE:** September 29, 2022

To apply contact the Sif-Oidak District at 520-361-2360 or email

sif.oidak@toua.net