

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



PLEASE POST

Weekly Job Summary April 9 - 13, 2018

| HR 210 | Department/Program/Division | Job Title | Note | Opening Date | Closing Date | FY18 Salary |
|----------------------------------|---|---------------------------------------|--------------|-----------------|-------------------|------------------|
| Executive | | | | | | |
| 6267 | Executive Office | Office Specialist - NEW | CL,CR | 04/09/18 | Open Until Filled | \$11.45 - 13.28 |
| 6270 | Office of Attorney General | Legal Secretary | CR,CL | 03/26/18 | Open Until Filled | \$15.78 - 18.30 |
| 6271 | Gaming Office - Site: Tucson | Gaming Inspector | CR | 03/26/18 | Open Until Filled | \$ 20.20 |
| General Support Services | | | | | | |
| 6227 | Accounting | Principal Accountant | | 01/29/18 | Open Until Filled | \$ 53,785.00 |
| 6274 | Grants & Contracts | Accounting Manager | | 03/26/18 | Open Until Filled | \$ 65,531.00 |
| 6120 | Grants & Contracts | Senior Accountant | | 02/05/18 | Open Until Filled | \$ 56,507.00 |
| 6282 | Grants & Contracts | Grants & Contracts Manager | | 04/02/18 | 4/13/2018 | \$ 77,896.00 |
| 6265 | Facility Management | Maintenance Technician | | 03/26/18 | Open Until Filled | \$ 12.64 |
| Justice | | | | | | |
| 6072 | Advocate Program | Advocate Attorney, Senior (Part-Time) | | 01/09/17 | Open Until Filled | \$ 39,925.60 |
| 6169 | Advocate Program | Advocate Attorney (Part-Time) | | 12/04/17 | Open Until Filled | \$ 36,171.20 |
| Department of Education | | | | | | |
| 6166 | Administration | Librarian | | 11/27/17 | Open Until Filled | \$ 47,538.00 |
| 6060 | Conversion to Tribal Schools | Project Administrator | | 02/26/18 | Open Until Filled | \$ 70,570.00 |
| 6278 | Early Childhood - Site: Sells | Education Specialist | | 04/02/18 | Open Until Filled | \$ 19.71 |
| 6087 | Early Childhood - Site: Sells | Teacher (1680 hours) | | 08/28/17 | Open Until Filled | \$ 19.71 |
| 6133 | Early Childhood - Site: Sells | Cook Aide (1680 hours) | | 03/05/18 | Open Until Filled | \$ 9.40 |
| 6178 | Early Childhood - Site: San Xavier | Child Care Specialist | | 03/19/18 | Open Until Filled | \$ 9.87 |
| 6277 | Early Childhood - Site: Pisinemo | Bus Driver/Custodian (1680 hours) | CDL | 04/02/18 | Open Until Filled | \$ 15.40 |
| 6220 | Recreation - Site: Sells | Water Safety Specialist (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 12.03 |
| 6226 | Recreation - Site: San Xavier | Principle Lifeguard (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 13.28 |
| 6221 | Recreation - Site: San Xavier | Water Safety Specialist (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 12.03 |
| 6050 | Recreation - Site: Menagers Dam | Recreation Aide | | 04/02/18 | Open Until Filled | \$ 11.45 |
| 6229 | Recreation - Site: Menagers Dam | Principle Lifeguard (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 13.28 |
| 6224 | Recreation - Site: Menagers Dam | Water Safety Specialist (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 12.03 |
| 6228 | Recreation - Site: Pisinemo | Principle Lifeguard (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 13.28 |
| 6222 | Recreation - Site: Pisinemo | Water Safety Specialist (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 12.03 |
| 6053 | Recreation - Site: Hickiwan | Recreation Program Coordinator | | 03/12/18 | Open Until Filled | \$ 45,247.00 |
| 6258 | Recreation - Site: Hickiwan | Custodial/Grounds Worker | | 03/12/18 | Open Until Filled | \$ 11.45 |
| 6246 | Recreation - Site: Hickiwan | Recreation Specialist | | 02/26/18 | Open Until Filled | \$ 13.28 |
| 6134 | Recreation - Site: Hickiwan | Recreation Aide | | 02/20/18 | Open Until Filled | \$ 11.45 |
| 6223 | Recreation - Site: Hickiwan | Water Safety Specialist (Occasional) | CL | 01/29/18 | Open Until Filled | \$9.40 - 12.03 |
| 6211 | Tohono O'odham Nation Youth Council | Youth Services Worker | | 01/22/18 | Open Until Filled | \$ 9.40 |
| 6136 | One Stop | Program Coordinator | | 02/12/18 | Open Until Filled | \$ 20.71 |
| 6123 | Education Assistance Program - Site: Tucson | Education Assistance Specialist | | 11/13/17 | Open Until Filled | \$ 16.17 |
| 6107 | Education Assistance Program - Site: Sells | Education Assistance Specialist | | 11/13/17 | Open Until Filled | \$ 16.17 |
| Membership Services | | | | | | |
| 6159 | Enrollment | Data Entry Specialist | CR | 03/26/18 | Open Until Filled | \$ 13.28 |
| Natural Resources | | | | | | |
| 6083 | Administration | Ecologist | | 02/21/17 | Open Until Filled | \$ 55,129.00 |
| 6230 | Solid Waste Management Program | Equipment Operator/Driver II | CDL | 01/29/18 | Open Until Filled | \$16.17 - 18.76 |
| 6219 | Solid Waste Management Program | Office Specialist | CL,CR | 02/26/18 | Open Until Filled | \$11.45 - 13.28 |
| Water Resources | | | | | | |
| 6196 | Water Resources | Hydrology Technician | CL | 12/26/17 | Open Until Filled | \$ 17.42 - 23.43 |
| Health and Human Services | | | | | | |
| 6070 | Management of Health | Administrative Assistant | CR | 04/02/18 | Open Until Filled | \$ 15.40 |
| 6255 | Healthy O'odham Promotion Program | Health Education Specialist | CL | 03/12/18 | Open Until Filled | \$17.42 - 20.20 |

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

Equal Employment Opportunity and Indian Preference Employer Page 1 of 3

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|------|--|--------------------------------|------|----------|-------------------|-----------------|
| 6256 | Healthy O'odham Promotion Program | Health Education Specialist | CL | 03/12/18 | Open Until Filled | \$17.42 - 20.20 |
| 6266 | Healthy O'odham Promotion Program | Health Education Specialist | CL | 03/26/18 | Open Until Filled | \$17.42 - 20.20 |
| 6269 | Healthy O'odham Promotion Program | Health Education Specialist | CL | 03/26/18 | Open Until Filled | \$17.42 - 20.20 |
| 6254 | Behavioral Health | Director of Clinical Services | NEW | 04/09/18 | 4/20/2018 | \$ 90,336.00 |
| 6237 | Behavioral Health | Counselor, Senior | CL | 02/05/18 | Open Until Filled | \$16.58 - 22.85 |
| 6129 | Community Health | Registered Nurse | | 11/06/17 | Open Until Filled | \$ 88,132.00 |
| 6148 | Community Health | Registered Nurse | | 12/11/17 | Open Until Filled | \$ 88,132.00 |
| 6234 | Tas Tonlik Ki Program (SMI) | Counselor | | 02/05/18 | Open Until Filled | \$ 16.58 |
| 6244 | Adult Protective Services | Family Preservation Specialist | TOLR | 02/20/18 | Open Until Filled | \$ 20.71 |
| 6122 | Senior Services (ALTCS) | Case Manager | TOLR | 11/13/17 | Open Until Filled | \$ 49,944.00 |
| 6206 | Health Transportation Services - Site: Sells | Transit Driver | | 01/16/18 | Open Until Filled | \$ 13.61 |
| 6242 | Health Transportation Services-Site: San Simon | Program Coordinator | | 02/12/18 | Open Until Filled | \$ 43,067.00 |
| 6264 | Health Transportation Services-Site: San Simon | Transit Driver | | 03/19/18 | Open Until Filled | \$ 13.61 |
| 6261 | Health Transportation Services-Site: Sawkud Ke:k | Transit Driver | | 03/19/18 | Open Until Filled | \$ 13.61 |

Department of Public Safety

| | | | | | | |
|------|-----------------|-------------------------------|-------|----------|-------------------|-----------------|
| 6124 | Law Enforcement | Financial Crimes Investigator | | 02/26/18 | Open Until Filled | \$ 29.26 |
| 6104 | Law Enforcement | Police Records Clerk | CR,CL | 03/26/18 | Open Until Filled | \$11.45 - 14.65 |
| 6095 | Law Enforcement | Corrections Officer, Senior | | 04/02/18 | Open Until Filled | \$ 21.75 |
| 6096 | Law Enforcement | Corrections Officer, Senior | | 04/02/18 | Open Until Filled | \$ 21.75 |

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

| DEPARTMENT | POSITION(S) | CLOSING DATE |
|-------------------|---|-----------------|
| Police Department | Police Officer (CL) (Recruit & Lateral) | Open Continuous |
| Police Department | Corrections Officer (CL) (CR) | Open Continuous |

OTHER EMPLOYMENT OPPORTUNITIES

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

Job Title: Counselor II, **Job Title:** Office Coordinator

Job Title: Operations Coordinator, **Job Title:** Recovery Coach - Site: Sells

To apply, please visit our website at: www.intermountaincenters.org and click on Careers, or call Eric Shafer at (520) 721-1887 ext. 5217

Pima County Recordors' 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:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

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

San Xavier District

Position: Cultural Language Teacher (Full-Time), **Salary:** \$13.16 - \$19.74 per hour, DOE - **Closing Date:** Open Until Filled

Position: Rod Man (Full-Time), **Salary:** \$10.80 - \$12.91/hour, DOE - **Closing Date:** Open Until Filled

For more information regarding the vacant positions please contact San Xavier District Human Resources Dept. at 2018 W. San Xavier Road, Tucson, AZ 85746; **Phone:** (520) 573-4000, **Fax:** (520) 807-8675

Schuk Toak District

Position: Treasurer, **Salary:** \$39,915.20, **Closing Date:** Open Until Filled

Position: District Youth Coordinator, **Salary:** \$29,120 - **Closing Date:** Open Until Filled

For any questions regarding the vacant positions, please contact Schuk Toak District Office at **(520) 383-4660**

Tohono O'odham High School

Job Title: Cultural & Traditional Leader - **Salary:** \$12.76 - \$25.94/hour

Job Title: Education Technician - **Salary:** \$12.50 - \$25.48/hour

Teacher Positions: (Science; Social Studies; Language Arts; Math) **Salary:** \$217.86 - \$437.54/day

Job Title: Teacher (Special Education Transition) - **Salary:** \$217.86 - \$437.54/day

Job Title: Information Technology Technician - **Salary:** \$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; **Phone:** (520) 362-2400, **Fax:** (520) 362-2256

Santa Rosa Day School

Job Title: School Bus Driver **Closing Date:** Open Until Filled, **Salary:** \$17.93 - \$25.48 per hour, DOE

Job Title: Information Technology Technician **Closing Date:** Open Until Filled, **Salary:** \$17.93 - \$25.48 per hour, DOE

For more information contact Santa Rosa Day School at HC01 Box 8400, Sells, Arizona 85634; **Phone:** (520)361-2276, **Fax:** (520)361-3516

Santa Rosa Ranch School

Job Title: Business Technician, **Closing Date:** Open Until Filled, **Salary:** \$17.93 - \$25.48 per hour, DOE

Job Title: Teacher (Special Education), **Closing Date:** Open Until Filled, **Salary:** \$217.86 - \$437.54 per day, DOE

For more information contact Santa Rosa Ranch School at HC02 Box 7570, Sells, Arizona 85634; **Phone:** (520) 383-2359, **Fax:** (520) 361-3516

Gu Achi Trading Post

Job Title: Gu Achi Trading Post Manager

Location: Gu Achi Trading Post

Salary: \$25.00/HR, No Benefits - **Closing Date:** Open Until Filled

Job Title: Bookkeeper, Gu Achi Trading Post

Salary: \$18.00/HR, No Benefits - **Closing Date:** Open Until Filled

For more information contact Gu Achi Trading Post at (520) 361-2613

Applications are available at the Gu Achi Trading Post, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Tohono O'odham Community College

Job Title: Academic Dean - **Salary:** \$65,000 - \$74,000 annual (DOE) - **Closing Date:** Open Until Filled (In-House Employees will be considered first)

Job Title: Adjunct Instructor - Carpentry - **Salary:** \$710 per Credit Hour + Mileage - **Closing Date:** Open Until Filled

Job Title: Adjunct Instructor - Plumbing - **Salary:** \$710 per Credit Hour + Mileage - **Closing Date:** Open Until Filled

Job Title: Culinary Arts Instructor - **Salary:** \$51,000 (DOE) - **Closing Date:** Open Until Filled

Job Title: Head Women's Coach - **Salary:** \$32,000 - \$42,000 annual (DOE) - **Closing Date:** Open Until Filled

Job Title: Senior Systems Technician - **Salary:** \$39,834.00 annual - **Closing Date:** Open Until Filled

Job Title: Tutor, **Salary:** \$11.00 - \$17.00 (DOE) + Mileage, **Closing Date:** Open Until Filled

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

<https://www2.appone.com/Search/Search.aspx?ServerVar=tohonoodhamcommunitycolle.appone.com>

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

6267

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.45 - \$13.28* PER HOUR, PLUS BENEFITS

OPENING DATE: April 9, 2018

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: Executive Office

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 secretarial assistance to the Chairman and Vice Chairman, office manager, and/or administrative assistants while exercising superior customer service for internal and external customers.

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 and finger print 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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

6254

JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF CLINICAL SERVICES

SALARY: \$90,336.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 9, 2018

CLOSING DATE: April 20, 2018

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/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the clinical strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services of the Tohono O'odham Nation's Health and Human Services Department, program or division.

MINIMUM QUALIFICATIONS:

- Master's Degree in Behavioral Health or closely related field and five years' work experience providing clinical services to Native Americans, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—AND—

- Must possess an Arizona Board of Behavioral Health License in Professional Counseling (LPC) or License Clinical Social Worker (LCSW).
- 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 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.
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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

6070

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$15.40 PER HOUR, PLUS BENEFITS

OPENING DATE: April 2, 2018

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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/Management of Health

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: Administer the Management of Health Programs and provide services to the Nation through the Department of Health and Human Services.

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 National FBI check is required to determine suitability for hire.
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