

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

December 13 - December 17, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7617	Office of the Treasurer	Office Specialist	CL/CR	11/01/21	12/24/21	\$ 16.94
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	12/17/21	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	12/24/21	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	12/24/21	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	12/06/21	12/24/21	\$ 24.54
7811	Gaming (Tucson)	Gaming Inspector	CR	12/06/21	12/17/21	\$ 22.23
7527	Office of Attorney General (2 Positions)	Assistant Attorney General (CL-IV) NEW	CL	12/13/21	12/24/21	\$ 158,910.54
7822	Office of the Prosecutor	Office Specialist NEW	CL/CR	12/13/21	12/24/21	\$ 16.94
Education						
7066	Recreation	Recreation Aide (MD)		08/16/21	12/24/21	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	12/24/21	\$ 23.35
7682	Recreation	Recreation Aide (P)		08/23/21	12/24/21	\$ 13.57
7219	Early Childhood Headstart	Teacher (S)		08/23/21	12/24/21	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	12/24/21	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	12/24/21	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	12/17/21	\$ 21.16
7526	Recreation (Pisinemo)	Maintenance Technician		12/06/21	12/17/21	\$ 19.65
7682	Recreation (Pisinemo/Sells) (2 Positions)	Recreation Aide		12/06/21	12/17/21	\$ 13.57
7587	Recreation	Recreation Operations Manager	RE-AD	12/13/21	12/24/21	\$ 79,594.74
General Support Services						
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	12/24/21	\$ 87,857.74
7769	Accounting	Budget Analyst		10/25/21	12/17/21	\$ 59,183.07
7547	Grants and Contracts	Principal Accountant		06/28/21	12/24/21	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	12/24/21	\$ 59,183.07
7756	Accounting	Accounting Manager		11/01/21	12/24/21	\$ 79,594.74
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	12/24/21	\$ 22.78
7357	Accounting	Accounting Clerk	CL/CR	11/15/21	12/24/21	\$ 16.94
7790	Accounting	Principal Accountant		11/15/21	12/24/21	\$ 59,183.07
7794	Department of Information and Technology	Network Administrator	CL	11/22/21	12/17/21	\$ 72,108.82
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	12/17/21	\$ 79,594.74
7796	Department of Information and Technology	Information Technology Project Specialist		11/22/21	12/17/21	\$ 53,616.99
7797	Department of Information and Technology	Help Desk/Training Supervisor		11/22/21	12/17/21	\$ 30.64
7819	Facility Management	Custodial/Grounds Worker	NEW	12/13/21	12/24/21	\$ 13.57
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	12/24/21	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	12/24/21	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	12/24/21	\$ 26.42
7762	Child Welfare	Program Supervisor		10/25/21	12/17/21	\$ 59,183.07
7798	Food Distribution Program	Commodity Delivery Worker		11/22/21	12/17/21	\$ 15.73
7658	Management of Health	Director of Health and Human Services		12/06/21	12/17/21	\$ 104,435.14
7807	Senior Services	Cook Aide		12/06/21	12/17/21	\$ 14.61

7808	Child Welfare	Transit Driver		12/06/21	12/17/21	\$	15.73
7809	Community Health Services	Office Specialist	CL/CR	12/06/21	12/17/21	\$	16.94
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	12/17/21	\$	15.73
7815	Community Health Services	Certified Nurses Assistant		12/06/21	12/17/21	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	12/17/21	\$	59,183.07
7779	Child Welfare	Group Home Worker	RE-AD	12/13/21	12/24/21	\$	16.94
7503	Health Transportation Services (San Simon)	Transit Driver	RE-AD	12/13/21	12/24/21	\$	15.73
Planning							
7765	Realty	Realty Officer		10/05/21	12/24/21	\$	79,594.74
7781	Real Property Management (2 Positions)	Custodial/Grounds Worker		11/01/21	12/24/21	\$	13.57
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	12/24/21	\$	79,594.74
7565	Administration	Project Specialist		11/22/21	12/17/21	\$	22.78
Natural Resources							
7422	Livestock	Utility Worker		09/27/21	12/24/21	\$	13.57
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	12/17/21	\$	18.24
7018	Solid Waste Management (2 Positions)	Equipment Operator/Driver	CL	11/01/21	12/24/21	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	12/24/21	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	12/24/21	\$	21.16
7342	Cultural Center and Museum	Museum Curator, Education	NEW	12/13/21	12/24/21	\$	59,183.07
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	12/24/21	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	12/24/21	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist	CR	11/01/21	12/24/21	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	12/24/21	\$	19.65
7647	Fire	Firefighter	CL	11/22/21	12/17/21	\$	15.52
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	12/24/21	\$	16.94

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

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

JOB TITLE: Academic Advisor Coordinator **SALARY:** \$44,260 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Student Services/Student Life **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Apprentice Instructor-Electrician **SALARY:** \$55,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: IT Support Technician I **SALARY:** \$19.50/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Academic Dean **SALARY:** \$77,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Dean of Student Services **SALARY:** \$77,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Finance **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
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: Loan Clerk **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: Fitness Instructor **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Receptionist **SALARY:** \$16.09/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Survey Field Staff Member (Part-Time/Temporary) **SALARY:** \$14.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634
employment@tokahousing.org

Arizona Sonora Desert Museum

JOB TITLE: Purchasing/Warehouse (Temporary/16 Hours/Week) - **SALARY:** \$15.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
To apply visit Arizona Sonora Desert Museum website.
https://www.appone.com/MainInfoReq.asp?R_ID=4120321

Gu Achi District

JOB TITLE: Accounting Clerk - **SALARY:** \$17.18/hour **CLOSING DATE:** December 28, 2021
JOB TITLE: Laborer (2 Positions) - **SALARY:** \$15.04/hour - **CLOSING DATE:** December 28, 2021
For more information on the vacant positions contact Gu Achi District Office at 520-361-2404

Freeport-McMoRan

JOB TITLE: Laborer II (Req. ID: 47569)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Moly-Rhenium (Req. ID 57803)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Truck Driver Trainee (Req. ID 58093)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Engineer II (Req. ID 54283)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Electrical Maintenance (Req. ID 57443)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mechanical Engineer I (Req. ID 57604)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Engineer II (Req. ID 54465)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Electrical Engineer I (Req. ID 59645)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Planner I (Req. ID 35002)/Operations Support **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tailings Dam Operator I (Req. ID 51286)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Scientist II (Req. ID 54483)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Maintenance Helper (Req. ID 55131)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Diagnostic Mechanic (Req. ID 32687)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Diagnostic Mechanic (Req. ID 60143)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Hydromet Operator I (Req. ID 56103)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Repair Employee (Req. ID 32688)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Senior Electrical Engineer (Req. ID 61346)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Environmental Technician II (Req. ID 55133)/Environmental **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Maintenance Helper-Crush/Convey (Req. ID 40263)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Diesel Repair Employee (Req. ID 46404)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Metallurgist II-Sierrita (Req. ID 60864)/Scientific Services **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Mill Maintenance Helper (Req. ID 58705)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Planner I-Crush/Convey (Req. ID 57923)/Admin Support **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Supervisor Mill (Req. ID 57883)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Warehouse Technician II (Req. ID 52663)/Supply Chain **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Diagnostic Electrician (Req. ID 41804)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tailings Dam Operator Trainee (Req. ID 43623)/Operations **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Electrical Engineer II (Req. ID 57183)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED
Employment opportunities at Sierrita/Green Valley locations.
<https://jobs.fcx.com/>



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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7527
7823

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT ATTORNEY GENERAL CL-IV (2 Positions)

SALARY: \$158,910.54* PER ANNUM, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

*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 level Assistant Attorney General (CL-IV) is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation (Nation). Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. Is a senior level attorney handling work load independently.

MINIMUM QUALIFICATIONS:

- Juris Doctor and eight years progressively responsible experience in the legal profession.

—AND—

- Licensed to practice law in ANY state. If not licensed to practice law in the State of Arizona, one must become licensed in Arizona within 18 months of hire.
- 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 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7822

JOB ANNOUNCEMENT

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

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

*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: EXECUTIVE/OFFICE OF THE PROSECUTOR

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 enforce the criminal, criminal traffic and juvenile laws of the Nation.

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 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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7587

JOB ANNOUNCEMENT

JOB TITLE: RECREATION OPERATIONS MANAGER

SALARY: \$79,594.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

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: 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.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreations Management, Business Administration 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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7819

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

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: GSS/FACILITY MANAGEMENT

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—AND—

- 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 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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7779

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER
SALARY: \$16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

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/San Simon, AZ

POSITION SUMMARY: Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain a Food Handler's Card within three months 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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7503

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER
SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

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

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

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JOB ANNOUNCEMENT

JOB TITLE: MUSEUM CURATOR, EDUCATION

SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: December 13, 2021

CLOSING DATE: December 24, 2021

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: NR/CULTURAL CENTER AND MUSEUM

JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under limited supervision, accomplishes established objectives by planning, organizing, directing and evaluating all education and education outreach functions required to operate and maintain education activities and services provided by the Tohono O'odham Nation's Cultural Center/Museum.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education, Native American Studies or closely related field; and four years' work experience in a museum education, research, or library; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—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.

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.