

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 April 11 - April 15, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	04/15/22	\$ 101,887.97
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/15/22	\$ 94,613.17
7732	Advocate	Office Specialist	CL/CR	03/07/22	04/15/22	\$ 16.94
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/15/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	04/22/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	04/22/22	\$ 16.94
7077	Gaming	Administrative Assistant	CR	03/21/22	04/15/22	\$ 18.24
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$ 115,276.93
7831	Hewel Ni'ok	Cultural Affairs Director	NEW TOLR	04/11/22	04/22/22	\$ 53,616.99
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/15/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	04/15/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/15/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	04/22/22	\$ 15.73
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/15/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	04/22/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	04/15/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	04/22/22	\$ 13.57
7582	One Stop	Office Specialist	CL/CR	03/28/22	04/22/22	\$ 16.94
7863	One Stop	Career and Employment Specialist		03/28/22	04/22/22	\$ 21.16
7878	Early Childhood Headstart	Program Manager, Senior	NEW	04/11/22	04/22/22	\$ 92,875.82
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	04/15/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	04/22/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	04/22/22	\$ 16.94
7826	Grants and Contracts	Senior Accountant		12/20/21	04/22/22	\$ 72,108.82
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	04/15/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	04/15/22	\$ 87,857.74
7641	Department of Information and Technology	PC Technician	CL	02/07/22	04/15/22	\$ 22.78
7357	Accounting	Accounting Clerk		02/21/22	04/15/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/15/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	04/15/22	\$ 24.54
7865	Human Resources (TON Health Care)	Human Resources Specialist		03/14/22	04/22/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	04/15/22	\$ 24.54
7867	Department of Information and Technology	Help Desk Specialist		03/28/22	04/22/22	\$ 19.65
7870	Accounting	Senior Accountant		04/04/22	04/15/22	\$ 72,108.82
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	04/15/22	\$ 59,183.07
7874	Department of Information and Technology	Systems Administrator	NEW	04/11/22	04/22/22	\$ 72,108.82
7819	Facility Management	Custodial/Grounds Worker	NEW	04/11/22	04/22/22	\$ 13.57
Membership						
7864	Enrollment	Records Clerk	NEW CR	04/11/22	04/22/22	\$ 15.73

Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	04/15/22	\$	33.00
7807	Senior Services	Cook Aide		12/06/21	04/22/22	\$	14.61
7815	Community Health Services	Certified Nurses Assistant		12/06/21	04/22/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	04/22/22	\$	59,183.07
7800	Child Welfare	Human Services Investigator		02/21/22	04/15/22	\$	26.42
7852	Child Welfare	Group Home Worker		02/28/22	04/22/22	\$	16.94
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	04/15/22	\$	15.73
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/15/22	\$	15.73
7753	Adult Protective Services	Program Manager, Senior		03/14/22	04/22/22	\$	79,594.74
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	04/15/22	\$	15.73
7728	Health Transportation Services	Office Specialist NEW	CL/CR	04/11/22	04/22/22	\$	16.94
7875	Child Welfare	Case Manager, Aide	NEW	04/11/22	04/22/22	\$	16.94
7876	Family Preservation (2 Positions)	Program Coordinator	NEW	04/11/22	04/22/22	\$	23.35
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	79,594.74
7565	Administration	Project Specialist		03/28/22	04/22/22	\$	22.78
7486	Real Estate Management Program	Realty Specialist		04/04/22	04/15/22	\$	24.54
Natural Resources							
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	04/22/22	\$	18.24
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	04/15/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/15/22	\$	22.78
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	04/15/22	\$	59,183.07
7842	Veterinary Program	Veterinarian		02/14/22	04/22/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	04/22/22	\$	19.65
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	04/15/22	\$	21.76
7743	Soil & Water Conservation District	Office Specialist	CL/CR	03/21/22	04/15/22	\$	16.94
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	04/22/22	\$	24.54
7422	Livestock Facilities	Utility Worker		04/04/22	04/15/22	\$	13.57
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	04/15/22	\$	18.24
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/15/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	04/15/22	\$	19.65
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	04/22/22	\$	28.45

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

DEPARTMENT	POSITION(S)	CLOSING DATE
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: Administrative Assistant-Finance **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Language Specialist **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Restaurant Manager Instructor **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Academic Advisor Coordinator **SALARY:** \$44,260 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Data Entry Clerk **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Facilities Maintenance Technician I **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Human Resources Director **SALARY:** \$60,349 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Apprenticeship Director **SALARY:** \$67,349 **CLOSING DATE:** OPEN UNTIL FILLED

tocc.edu

To apply please visit link above. 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

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 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: Docent Coordinator **SALARY:** \$39,500 to \$41,500/DOE **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Maintenance Technician **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264

https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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

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

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/>



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7831

JOB ANNOUNCEMENT

JOB TITLE: CULTURAL AFFAIRS DIRECTOR
SALARY: \$53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: EXEC/HEWEL NI'OK

JOB LOCATION: Covered Wells, AZ

POSITION SUMMARY: Under general direction, responsible for the compilation of pre-existing Tohono O'odham recorded media as well as originating programming which promotes knowledge of Tohono O'odham Culture and use of the Tohono O'odham Language and is responsible or delegates the responsibility to translate regularly scheduled news programs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Broadcasting or closely related field, and one year work experience in program evaluation, acquisition and scheduling for radio or television, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Demonstrated knowledge of Tohono O'odham Himdag.
- 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 are 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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7878

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER, SENIOR
SALARY: \$92,875.82 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: EDU/EARLY CHILDHOOD

JOB LOCATION: Sells/Tucson, 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.

SCOPE OF WORK: To provide comprehensive services to 3-5 years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Services 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, 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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7874

JOB ANNOUNCEMENT

JOB TITLE: SYSTEMS ADMINISTRATOR
SALARY: \$72,108.82 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: GSS/INFORMATION AND TECHNOLOGY

JOB LOCATION: Sells/Tucson, AZ

POSITION SUMMARY: Under limited supervision, provides support to departments and ensures systems administration and network is effectively and efficiently operating for end users.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or related field and three years work experience in system administration, computer operations, system networks, 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 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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7819

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: 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.

SCOPE OF WORK: To provide general building maintenance, custodial grounds and manpower services for the Nation's programs.

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

7864

JOB ANNOUNCEMENT

JOB TITLE: RECORDS CLERK

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: MEMBERSHIP/ENROLLMENT

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, performs clerical work of moderate difficulty related to the maintenance of records. Receives reviews and files and retrieves documents.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management or closely related field and one year work experience in a records management 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 30 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, 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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7728

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: HHS/HEALTH TRANSPORTATION SERVICES

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 non-emergency medical transportation to members 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 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.

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7875

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER, AIDE

SALARY: \$16.94, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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, performs clerical work assisting staff in managing cases.

SCOPE OF WORK: To provide child protection and case management services to promote safe and stable O'odham families.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in an office or clerical field, 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, 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.



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: PROGRAM COORDINATOR

SALARY: \$23.35, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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/FAMILY PRESERVATION

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: To provide child protection and case management services to promote safe and stable O'odham families.

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).
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