

# 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 25 - April 29, 2022

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY22 Salary</u>
<b>Executive</b>						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	04/29/22	\$ 101,887.97
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/29/22	\$ 94,613.17
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/29/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/06/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/06/22	\$ 16.94
7077	Gaming	Administrative Assistant	CR	03/21/22	04/29/22	\$ 18.24
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	04/22/22	\$ 53,616.99
7868	Gaming (3 Positions)	Gaming Inspector NEW	CR	04/25/22	05/06/22	\$ 24.54
<b>Education</b>						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/29/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	04/29/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/29/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/06/22	\$ 15.73
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/29/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	05/06/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	04/29/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/06/22	\$ 13.57
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/06/22	\$ 16.94
7863	One Stop	Career and Employment Specialist		03/28/22	05/06/22	\$ 21.16
7602	Recreation (Sells)	Recreation Program Coordinator		04/18/22	04/29/22	\$ 53,616.19
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	04/29/22	\$ 13.57
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)	NEW	04/25/22	05/06/22	\$ 14.61
7344	Early Childhood Headstart	Child Care Specialist (SX)	NEW	04/25/22	05/06/22	\$ 13.57
<b>General Support Services</b>						
7790	Accounting	Principal Accountant		11/15/21	04/29/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/06/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/06/22	\$ 16.94
7826	Grants and Contracts	Senior Accountant		12/20/21	05/06/22	\$ 72,108.82
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	04/29/22	\$ 22.78
7357	Accounting	Accounting Clerk		02/21/22	04/29/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/29/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	04/29/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	04/29/22	\$ 24.54
7870	Accounting	Senior Accountant		04/04/22	04/29/22	\$ 72,108.82
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	04/29/22	\$ 59,183.07
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/06/22	\$ 72,108.82
7819	Facility Management	Custodial/Grounds Worker		04/11/22	05/06/22	\$ 13.57
<b>Membership</b>						
7864	Enrollment	Records Clerk	CR	04/11/22	05/06/22	\$ 15.73

Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	04/29/22	\$	33.00
7807	Senior Services	Cook Aide		12/06/21	05/06/22	\$	14.61
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/06/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	05/06/22	\$	59,183.07
7800	Child Welfare	Human Services Investigator		02/21/22	04/29/22	\$	26.42
7852	Child Welfare	Group Home Worker		02/28/22	05/06/22	\$	16.94
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	04/29/22	\$	15.73
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/29/22	\$	15.73
7753	Adult Protective Services	Program Manager, Senior		03/14/22	05/06/22	\$	79,594.74
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	04/29/22	\$	15.73
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	05/06/22	\$	16.94
7875	Child Welfare	Case Manager, Aide		04/11/22	05/06/22	\$	16.94
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	05/06/22	\$	23.35
7884	Behavioral Health	Director of Clinical Services	NEW	04/25/22	05/06/22	\$	94,613.17
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	79,594.74
7565	Administration	Project Specialist		03/28/22	05/06/22	\$	22.78
7486	Real Estate Management Program	Realty Specialist		04/04/22	04/29/22	\$	24.54
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$	79,594.74
Natural Resources							
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	05/06/22	\$	18.24
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	04/29/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/29/22	\$	22.78
7842	Veterinary Program	Veterinarian		02/14/22	05/06/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	05/06/22	\$	19.65
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	04/29/22	\$	21.76
7743	Soil & Water Conservation District	Office Specialist	CL/CR	03/21/22	04/29/22	\$	16.94
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	05/06/22	\$	24.54
7422	Livestock Facilities	Utility Worker		04/04/22	04/29/22	\$	13.57
7019	Solid Waste Management	Receptionist	CR	04/18/22	04/29/22	\$	15.73
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	04/29/22	\$	18.24
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/29/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	04/29/22	\$	19.65
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	05/06/22	\$	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

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

**JOB TITLE:** Technical Support Manager **SALARY:** \$60,000 **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:** 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=4347264)

[https://www.appone.com/MainInfoReq.asp?R\\_ID=4343811](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](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

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 NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**7868**  
**7880**  
**7881**

**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR (3 POSITIONS)**

**SALARY: \$24.54 PER HOUR, PLUS BENEFITS**

**OPENING DATE:** April 25, 2022

**CLOSING DATE:** May 6, 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 test required.***

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** EXECUTIVE/GAMING

**JOB LOCATION:** Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies 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**  
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**7883**  
**7604**

**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER AIDE (2 POSITIONS)**

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

**OPENING DATE:** April 25, 2022

**CLOSING DATE:** May 6, 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 (1680 Hours)

**HRS/WK:** Non-Exempt

**DEPARTMENT:** EDU/EARLY CHILDHOOD

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

**—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 six months after hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7344

## JOB ANNOUNCEMENT

**JOB TITLE:** CHILD CARE SPECIALIST  
**SALARY:** \$13.57 PER HOUR, PLUS BENEFITS

**OPENING DATE:** April 25, 2022

**CLOSING DATE:** May 6, 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:** EDU/EARLY CHILDHOOD

**JOB LOCATION:** San Xavier, AZ

**POSITION SUMMARY:** Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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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7884

## JOB ANNOUNCEMENT

**JOB TITLE:** DIRECTOR OF CLINICAL SERVICES

**SALARY:** \$94,613.17 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** April 25, 2022

**CLOSING DATE:** May 6, 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 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, 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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