

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 July 25 - July 29, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7212	Office of Attorney General	Deputy Attorney General		03/07/22	07/29/22	\$ 171,129.30
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$ 115,276.93
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	07/29/22	\$ 16.94
7732	Advocate	Office Specialist	CL/CR	07/04/22	07/29/22	\$ 16.94
7925	Office of Attorney General	Records Information Systems Technician	CR	07/18/22	07/29/22	\$ 19.65
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	07/29/22	\$ 13.57
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	07/29/22	\$ 15.73
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	07/29/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		05/30/22	07/29/22	\$ 13.57
7841	Early Childhood Headstart	Office Specialist NEW	CL/CR	07/25/22	08/05/22	\$ 16.94
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	07/29/22	\$ 79,594.74
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	07/29/22	\$ 22.78
7862	Human Resources	Training Coordinator		03/07/22	07/29/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	07/29/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	07/29/22	\$ 59,183.07
7904	Accounting	Budget Analyst		05/23/22	07/29/22	\$ 59,183.07
7907	Human Resources	Receptionist	CR	06/06/22	07/29/22	\$ 15.73
7563	Human Resources	Human Resources Analyst		06/13/22	07/29/22	\$ 28.45
7910	Facility Management	HVAC Technician		07/04/22	07/29/22	\$ 21.16
7821	Department of Information and Technology	Systems Administrator		07/04/22	07/29/22	\$ 72,108.82
7826	Grants and Contracts	Senior Accountant		07/11/22	08/05/22	\$ 72,108.82
7921	Department of Information and Technology	Systems Administrator		07/18/22	07/29/22	\$ 72,108.82
7926	Human Resources	Safety Coordinator		07/18/22	07/29/22	\$ 59,183.07
7927	Human Resources	Benefits Specialist		07/18/22	07/29/22	\$ 21.16
7790	Accounting	Principal Accountant	RE-AD	07/25/22	08/05/22	\$ 59,183.07
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	07/29/22	\$ 15.73
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	07/29/22	\$ 33.00
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	07/29/22	\$ 15.73
7884	Behavioral Health	Director of Clinical Services		04/25/22	07/29/22	\$ 94,613.17
7710	Senior Services	Program Coordinator		05/16/22	07/29/22	\$ 23.35
7889	Behavioral Health	Program Manager		05/16/22	07/29/22	\$ 72,108.82
7890	Behavioral Health	Case Manager		05/16/22	07/29/22	\$ 53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	07/29/22	\$ 18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	07/29/22	\$ 24.54
7897	Child Welfare	Cook		05/16/22	07/29/22	\$ 15.73
7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	07/29/22	\$ 16.94
7775	Behavioral Health	Counselor, Senior		05/30/22	07/29/22	\$ 23.94
7668	Community Health Services	Community Health Representative		05/30/22	07/29/22	\$ 15.73

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

Equal Employment Opportunity and Indian Preference Employer Page 1 of 3

7707	Child Welfare	Case Manager		06/06/22	07/29/22	\$ 53,616.99
7898	Senior Services	Case Manager Aide		06/27/22	08/05/22	\$ 16.94
7885	Senior Services	Cook		07/04/22	07/29/22	\$ 15.73
7913	Senior Services	Case Manager		07/11/22	08/05/22	\$ 53,616.99
7914	Behavioral Health	Behavioral Health Therapist		07/18/22	07/29/22	\$ 59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	07/29/22	\$ 59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	07/29/22	\$ 59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	07/29/22	\$ 53,616.99
7919	Behavioral Health	Office Specialist	CL/CR	07/18/22	07/29/22	\$ 16.94
7930	Family Assistance	Office Specialist	NEW CL/CR	07/25/22	08/05/22	\$ 16.94
7931	Community Health Services/WIC	Nutrition Specialist	NEW CL	07/25/22	08/05/22	\$ 21.16
7932	Community Health Services	Community Health Representative	NEW	07/25/22	08/05/22	\$ 15.73

Planning

7553	Real Property Management	Maintenance Technician, Senior		06/20/22	07/29/22	\$ 21.16
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Natural Resources

7842	Veterinary Program	Veterinarian		02/14/22	07/29/22	\$ 99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	07/29/22	\$ 19.65
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	07/29/22	\$ 24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	07/29/22	\$ 16.94
7089	Well Maintenance	Administrative Assistant	CR	06/13/22	07/29/22	\$ 18.24
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	07/29/22	\$ 22.78
7496	Well Maintenance	Well Maintenance Technician		07/04/22	07/29/22	\$ 19.65

Public Safety

7167	Corrections	Corrections Support Specialist		07/26/21	07/29/22	\$ 18.24
7793	Corrections	Maintenance Technician		11/15/21	07/29/22	\$ 19.65
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	07/29/22	\$ 20.14
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	07/29/22	\$ 21.16
7462	Law Enforcement	Receptionist	CR	07/11/22	08/05/22	\$ 15.73

Current Employees: Must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except receptionist.

FOR CLERICAL TESTING

Clerical testing will now be on-line only, please call Human Resources to schedule an appointment.

If applying contact Human Resources at (520) 383-6540.

Clerical test results must be submitted with your application packet to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!

Career Ladders-CL

Career Ladders are advertised at full level hourly/salary.

Hourly/Salary may differ depending on the level of which the applicant qualifies.

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation Employment Application, 2) a signed and completed Authorization to Release Information document, 3) copy of 39-month driver license motor vehicle record, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) May require a copy of valid driver's license, 8) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

WHERE TO APPLY: Apply online at the main Human Resources Office or click on the following link:

[Tohono Oodham Nation Jobs](#)

****Only complete applications will be accepted, including online submissions.****

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

POSITIONS OPEN CONTINUOUS

<u>DEPARTMENT</u>	<u>POSITION(S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (CL) (Recruit & Lateral)	Open Continuous
Corrections	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

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

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

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

Tohono O'odham Ki:Ki Association

[BambooHR](https://bamboohr.com)

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

Sells District

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

JOB TITLE: Secretary, Sells District Council **SALARY:** \$39,485.88 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Maintenance Technician **SALARY:** \$17.83 **CLOSING DATE:** July 22, 2022

To apply contact the Sells District Office at 520-383-2281 or you may submit your letter and information via email to the receptionist at reception@sellsdistrict.com or fax 520-383-3096

ADDUS Homecare

Personal care for in home clients. All new hires start at \$12.80

For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

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

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

Gu Achi District

JOB TITLE: Accounting Clerk **SALARY:** \$17.18/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

Chukut Kuk District

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

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

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

San Xavier Cooperative Farm

[www.SanXavierCoop.org](https://www.sanxaviercoop.org)

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

Send current resume to OutReach@SanXavierCoop.Org

Ha:san Preparatory and Leadership School

<https://sites.google.com/hasanprep.org/hplsjobs/home>

For more information on vacant positions, please visit our website or submit your letter of interest and resume to:

mailto:employment@hasanprep.org



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7841

JOB ANNOUNCEMENT

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

OPENING DATE: July 25, 2022

CLOSING DATE: August 5, 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: EDU/EARLY CHILDHOOD

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: Provide child care assistance to families with children birth through 12 years of age on the Tohono O'odham Nation and surrounding service areas.

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 report.
- 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.



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7790

JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL ACCOUNTANT
SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: July 25, 2022

CLOSING DATE: August 5, 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/ACCOUNTING

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis.

SCOPE OF WORK: To provide financial services for the Tohono O'odham Nation, Tohono O'odham Nation Healthcare and certain districts.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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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7930

JOB ANNOUNCEMENT

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

OPENING DATE: July 25, 2022

CLOSING DATE: August 5, 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/FAMILY ASSISTANCE

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: Provides financial assistance for basic living needs to eligible individuals and provides burial assistance to federally recognized Tribal members that reside on 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 report.
- 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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7931

JOB ANNOUNCEMENT

JOB TITLE: NUTRITION SPECIALIST
SALARY: \$21.16* PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 2022

CLOSING DATE: August 5, 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 level Nutrition Specialist is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/CHS-Women, Infant & Children (WIC)

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, educates, plans, and coordinates activities on nutrition and awareness to prevent disease and obesity. Provides counseling and follow-up with eligible clients.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education, Nutrition or closely related field and two years' work experience in a nutrition counseling or a health educator field; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a current Food Handler's card.
- Must possess certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Must possess Community Nutrition Worker Certification.
- Must possess Breastfeeding Counselor Certification.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire, including a 39-month motor vehicle report.
- 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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The Tohono O'odham Nation is an Alcohol/Drug Free Work Place



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7932

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: July 25, 2022

CLOSING DATE: August 5, 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/COMMUNITY HEALTH SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aid or clinical technician.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician within one year 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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