

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 August 01 - August 05, 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	08/12/22	\$ 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	08/12/22	\$ 16.94
7732	Advocate	Office Specialist	CL/CR	07/04/22	08/12/22	\$ 16.94
7925	Office of Attorney General	Records Information Systems Technician	CR	07/18/22	08/12/22	\$ 19.65
7810	Gaming (Tucson)	Gaming Inspector NEW	CR	08/01/22	08/12/22	\$ 22.23
7845	Office of Attorney General	Assistant Attorney General (CL IV) NEW	CL	08/01/22	08/12/22	\$ 158,910.54
7733	Office of the Prosecutor	Attorney Prosecutor NEW	CL	08/01/22	08/12/22	\$ 94,613.17
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	08/12/22	\$ 13.57
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	08/12/22	\$ 15.73
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	08/12/22	\$ 13.57
7094	Early Childhood Headstart (Santa Rosa)	Child Care Specialist		05/30/22	08/12/22	\$ 13.57
7841	Early Childhood Headstart	Office Specialist	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	08/12/22	\$ 79,594.74
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	08/12/22	\$ 22.78
7862	Human Resources	Training Coordinator		03/07/22	08/12/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	08/12/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	08/12/22	\$ 59,183.07
7904	Accounting	Budget Analyst		05/23/22	08/12/22	\$ 59,183.07
7563	Human Resources	Human Resources Analyst		06/13/22	08/12/22	\$ 28.45
7910	Facility Management	HVAC Technician		07/04/22	08/12/22	\$ 21.16
7821	Department of Information and Technology	Systems Administrator		07/04/22	08/12/22	\$ 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	08/12/22	\$ 72,108.82
7926	Human Resources	Safety Coordinator		07/18/22	08/12/22	\$ 59,183.07
7927	Human Resources	Benefits Specialist		07/18/22	08/12/22	\$ 21.16
7790	Accounting	Principal Accountant		07/25/22	08/05/22	\$ 59,183.07
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	08/12/22	\$ 15.73
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	08/12/22	\$ 33.00
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	08/12/22	\$ 15.73
7884	Behavioral Health	Director of Clinical Services		04/25/22	08/12/22	\$ 94,613.17
7710	Senior Services	Program Coordinator		05/16/22	08/12/22	\$ 23.35
7890	Behavioral Health	Case Manager		05/16/22	08/12/22	\$ 53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	08/12/22	\$ 18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	08/12/22	\$ 24.54
7897	Child Welfare	Cook		05/16/22	08/12/22	\$ 15.73
7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	08/12/22	\$ 16.94

7775	Behavioral Health	Counselor, Senior		05/30/22	08/12/22	\$	23.94
7668	Community Health Services	Community Health Representative		05/30/22	08/12/22	\$	15.73
7707	Child Welfare	Case Manager		06/06/22	08/12/22	\$	53,616.99
7898	Senior Services	Case Manager Aide		06/27/22	08/05/22	\$	16.94
7885	Senior Services	Cook		07/04/22	08/12/22	\$	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	08/12/22	\$	59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	08/12/22	\$	59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	08/12/22	\$	59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	08/12/22	\$	53,616.99
7919	Behavioral Health	Office Specialist	CL/CR	07/18/22	08/12/22	\$	16.94
7930	Family Assistance	Office Specialist	CL/CR	07/25/22	08/05/22	\$	16.94
7931	Community Health Services/WIC	Nutrition Specialist	CL	07/25/22	08/05/22	\$	21.16
7932	Community Health Services	Community Health Representative		07/25/22	08/05/22	\$	15.73
7934	Behavioral Health (Sawkud Ke:k)	Transit Driver	NEW	08/01/22	08/12/22	\$	15.73
7940	Behavioral Health (GuVo)	Transit Driver	NEW	08/01/22	08/12/22	\$	15.73
7935	Behavioral Health (Sawkud Ke:k)	Counselor Specialist	NEW	08/01/22	08/12/22	\$	22.78
7939	Behavioral Health (GuVo)	Counselor Specialist	NEW	08/01/22	08/12/22	\$	22.78
7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide	NEW	08/01/22	08/12/22	\$	14.61
7937	Behavioral Health (Sawkud Ke:k)	Counselor	NEW	08/01/22	08/12/22	\$	21.16
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator	NEW	08/01/22	08/12/22	\$	25.78
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker	NEW	08/01/22	08/12/22	\$	16.94
7943	Child Welfare (Sells) (3 Positions)	Case Manager	NEW	08/01/22	08/12/22	\$	53,616.99
Planning							
7553	Real Property Management	Maintenance Technician, Senior		06/20/22	08/12/22	\$	21.16
Natural Resources							
7842	Veterinary Program	Veterinarian		02/14/22	08/12/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	08/12/22	\$	19.65
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	08/12/22	\$	24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	08/12/22	\$	16.94
7089	Well Maintenance	Administrative Assistant	CR	06/13/22	08/12/22	\$	18.24
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	08/12/22	\$	22.78
7496	Well Maintenance	Well Maintenance Technician		07/04/22	08/12/22	\$	19.65
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	08/12/22	\$	18.24
7793	Corrections	Maintenance Technician		11/15/21	08/12/22	\$	19.65
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	08/12/22	\$	20.14
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	08/12/22	\$	21.16
7462	Law Enforcement	Receptionist	CR	07/11/22	08/05/22	\$	15.73
7248	Law Enforcement (2 Positions)	Financial Crimes Investigator	NEW	08/01/22	08/12/22	\$	33.00

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 \(tocc.edu\)](#)

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](#)

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 \(desertmuseum.org\)](#)

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

Gu Achi District

JOB TITLE: GAD Laborer **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Store Manager **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

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

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

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7810

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR

SALARY: \$22.23 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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.



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7845

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT ATTORNEY GENERAL CL-IV

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

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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 Assistant Attorney General (CL-IV) is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: EXEC/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) on health related issues. Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. This is a senior level attorney position handling an independent workload.

MINIMUM QUALIFICATIONS:

- Juris Doctor and eight years progressively responsible experience in the legal profession, including experience in health law.

—AND—

- Member of the Arizona State Bar.
- 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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7733

JOB ANNOUNCEMENT

JOB TITLE: ATTORNEY PROSECUTOR
SALARY: \$94,613.17* PER ANNUM, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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 Attorney Prosecutor is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: EXEC/OFFICE OF THE PROSECUTOR

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, presents criminal complaints and prosecutes individuals accused of violating the laws or ordinances of the Tohono O'odham Nation

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree from an accredited law school and one year work experience in the legal field. (Work experience based on law school internships, externships, clerkships, etc. count towards the one year of work experience.)

—AND—

- Must be admitted to practice law before the highest court of any state or in any federal or U.S. territorial court, or admitted within three months of hire.
- 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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HUMAN RESOURCES OFFICE

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7934
7940

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER (2 Positions)

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/BEHAVIORAL HEALTH-TAS TONLIK KI

JOB LOCATION: Sawkud Ke:k
& GuVo, 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, 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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7935
7939

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR SPECIALIST (2 Positions)

SALARY: \$22.78 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/BEHAVIORAL HEALTH-TAS TONLIK KI

JOB LOCATION: Sawkud Ke:k
& GuVo, AZ

POSITION SUMMARY: Under general supervision, provides counseling services to individuals and groups with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Counseling or closely related field and three years' work experience in behavioral health related field, 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.
- 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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7936

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR AIDE

SALARY: \$14.61 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/BEHAVIORAL HEALTH-TAS TONLIK KI

JOB LOCATION: Sawkud Ke:k,
AZ

POSITION SUMMARY: Under close supervision, provides leadership and supervision for the program clients in the plant nursery; takes care of the plants and maintains a safe environment for the clients; duties include, but not limited to, coaching, providing emotional support, soft skills training for appropriate workplace conduct, conflict management, problem-solving skills, and appropriate interactions with other clients.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in working with plants, light landscaping equipment and working with others in a mentoring role, 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 obtain Bobcat Driving Certification, within 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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7937

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR
SALARY: \$21.16 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/BEHAVIORAL HEALTH-TAS TONLIK KI

JOB LOCATION: Sawkud Ke:k,
AZ

POSITION SUMMARY: Under close supervision, provides basic services to individuals with mental health, alcohol/substance abuse and related behavioral issues using established protocols.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in a behavioral health related field, or 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.
- 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

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

7938

JOB ANNOUNCEMENT

JOB TITLE: TREATMENT COORDINATOR

SALARY: \$25.78 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/BEHAVIORAL HEALTH-TAS TONLIK KI

JOB LOCATION: Sawkud Ke:k,
AZ

POSITION SUMMARY: Under general supervision, coordinates treatment for clients with severe psychological disorders; providing counseling, case management and client support services according to established policies and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Counseling or Behavior Health and one year work experience in a clinical setting assessing and treating psychological disorders, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess an Arizona Board of Behavioral Health Examiners License in Behavioral Health.
- 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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7941
7942

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER (2 Positions)

SALARY: \$16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/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, 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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7943
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JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER (2 Positions)
SALARY: \$53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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/CHILD WELFARE

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting 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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7248
7656

JOB ANNOUNCEMENT

JOB TITLE: FINANCIAL CRIMES INVESTIGATOR (2 Positions)

SALARY: \$33.00 PER HOUR, PLUS BENEFITS

OPENING DATE: August 1, 2022

CLOSING DATE: August 12, 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: DPS/LAW ENFORCEMENT

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, performs criminal investigative duties and assignments involving financial crimes occurring on the Tohono O'odham Nation. Investigates and prosecutes individuals engaged in complex financial crimes, public corruption, and elder abuse.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or closely related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Must have five years' experience investigating financial crimes such as, fraud, forgery, embezzlement, or racketeering crimes.

—AND—

- Must possess and maintain an Arizona Peace Officer Standards Training Certification or possess Federal Law Enforcement certification, (Criminal Investigation Training Program, Basic Postal Inspector, etc.).
- Upon recommendation for hire a criminal background and fingerprint 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.
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