

# 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 29 - September 2, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
<b>Executive</b>						
7212	Office of Attorney General	Deputy Attorney General		03/07/22	09/09/22	\$ 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	09/09/22	\$ 16.94
7925	Office of Attorney General	Records Information Systems Technician	CR	07/18/22	09/09/22	\$ 19.65
7810	Gaming (Tucson)	Gaming Inspector	CR	08/01/22	09/09/22	\$ 22.23
7845	Office of Attorney General	Assistant Attorney General (CL IV)	CL	08/01/22	09/09/22	\$ 158,910.54
7952	Advocate	Advocate Attorney, Senior (Part-Time)		08/08/22	09/02/22	\$ 52,217.57
7076	Gaming (Tucson)	Office Specialist	CL/CR	08/22/22	09/02/22	\$ 16.94
7595	Veterans Affairs	Program Coordinator	NEW	08/29/22	09/09/22	\$ 48,574.45
<b>Education</b>						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	09/09/22	\$ 13.57
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	09/09/22	\$ 15.73
7094	Early Childhood Headstart (Santa Rosa)	Child Care Specialist		05/30/22	09/09/22	\$ 13.57
7950	Early Childhood Headstart (San Xavier)	Cook Aide		08/08/22	09/02/22	\$ 14.61
7009	Recreation (San Xavier)	Recreation Specialist		08/08/22	09/02/22	\$ 14.61
7214	Early Childhood Headstart (Vaya Chin)	Cook		08/22/22	09/02/22	\$ 15.73
<b>General Support Services</b>						
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	09/09/22	\$ 22.78
7862	Human Resources	Training Coordinator		03/07/22	09/09/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	09/09/22	\$ 59,183.07
7904	Accounting	Budget Analyst		05/23/22	09/09/22	\$ 59,183.07
7910	Facility Management	HVAC Technician		07/04/22	09/09/22	\$ 21.16
7826	Grants and Contracts	Senior Accountant		07/11/22	09/02/22	\$ 72,108.82
7926	Human Resources	Safety Coordinator		07/18/22	09/09/22	\$ 59,183.07
7927	Human Resources	Benefits Specialist		07/18/22	09/09/22	\$ 21.16
7790	Accounting	Principal Accountant		07/25/22	09/02/22	\$ 59,183.07
7929	Accounting	Budget Manager		08/08/22	09/02/22	\$ 79,594.74
7349	Department of Information and Technology	Network Administrator		08/22/22	09/02/22	\$ 72,108.82
7956	Motor Pool	Fleet Mechanic		08/22/22	09/02/22	\$ 22.78
7882	Accounting	Purchasing Agent		08/22/22	09/02/22	\$ 59,183.07
<b>Membership</b>						
7864	Enrollment	Records Clerk	CR	04/11/22	09/09/22	\$ 15.73
<b>Health and Human Services</b>						
7263	Community Health Services	Registered Nurse		11/16/20	09/09/22	\$ 33.00
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	09/09/22	\$ 15.73
7884	Behavioral Health	Director of Clinical Services		04/25/22	09/09/22	\$ 94,613.17
7710	Senior Services	Program Coordinator	TOLR	05/16/22	09/09/22	\$ 23.35
7890	Behavioral Health	Case Manager		05/16/22	09/09/22	\$ 53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	09/09/22	\$ 18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	09/09/22	\$ 24.54
7897	Child Welfare	Cook		05/16/22	09/09/22	\$ 15.73

7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	09/09/22	\$	16.94
7775	Behavioral Health	Counselor, Senior		05/30/22	09/09/22	\$	23.94
7668	Community Health Services	Community Health Representative		05/30/22	09/09/22	\$	15.73
7707	Child Welfare	Case Manager		06/06/22	09/09/22	\$	53,616.99
7914	Behavioral Health	Behavioral Health Therapist		07/18/22	09/09/22	\$	59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	09/09/22	\$	59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	09/09/22	\$	59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	09/09/22	\$	53,616.99
7919	Behavioral Health	Office Specialist	CL/CR	07/18/22	09/09/22	\$	16.94
7930	Family Assistance	Office Specialist	CL/CR	07/25/22	09/02/22	\$	16.94
7931	Community Health Services/WIC	Nutrition Specialist	CL	07/25/22	09/02/22	\$	21.16
7932	Community Health Services	Community Health Representative		07/25/22	09/02/22	\$	15.73
7934	Behavioral Health (Sawkud Ke:k)	Transit Driver		08/01/22	09/09/22	\$	15.73
7940	Behavioral Health (GuVo)	Transit Driver		08/01/22	09/09/22	\$	15.73
7935	Behavioral Health (Sawkud Ke:k)	Counselor Specialist		08/01/22	09/09/22	\$	22.78
7939	Behavioral Health (GuVo)	Counselor Specialist		08/01/22	09/09/22	\$	22.78
7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide		08/01/22	09/09/22	\$	14.61
7937	Behavioral Health (Sawkud Ke:k)	Counselor		08/01/22	09/09/22	\$	21.16
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator		08/01/22	09/09/22	\$	53,616.99
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker		08/01/22	09/09/22	\$	16.94
7943	Child Welfare (Sells) (3 Positions)	Case Manager		08/01/22	09/09/22	\$	53,616.99
7757	Child Welfare	Case Manager		08/08/22	09/02/22	\$	53,616.99
7893	Behavioral Health (4 Positions)	Peer Specialist		08/22/22	09/02/22	\$	14.61
7850	Child Welfare	Case Manager		08/22/22	09/02/22	\$	53,616.99
7877	Family Preservation	Program Coordinator		08/22/22	09/02/22	\$	23.35
<b>Planning</b>							
7006	Administration	Administrative Assistant	CR	08/15/22	09/09/22	\$	18.24
<b>Natural Resources</b>							
7842	Veterinary Program	Veterinarian		02/14/22	09/09/22	\$	99,402.99
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	09/09/22	\$	24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	09/09/22	\$	16.94
7089	Well Maintenance	Administrative Assistant	CR	06/13/22	09/09/22	\$	18.24
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	09/09/22	\$	22.78
7496	Well Maintenance	Well Maintenance Technician		07/04/22	09/09/22	\$	19.65
7777	Solid Waste Management	Solid Waste Crew Leader		08/08/22	09/02/22	\$	18.24
7962	Cultural Center & Museum	Maintenance Technician	NEW	08/29/22	09/09/22	\$	19.65
<b>Public Safety</b>							
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	09/09/22	\$	20.14
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	09/09/22	\$	21.16
7462	Law Enforcement	Receptionist	CR	07/11/22	09/02/22	\$	15.73
7248	Law Enforcement (2 Positions)	Financial Crimes Investigator		08/01/22	09/09/22	\$	33.00
7961	Environmental Protection Office	Environmental Specialist	NEW CL	08/29/22	09/09/22	\$	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

[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](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

[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

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

[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

[We're Hiring | San Xavier Co-Op Farm \(sanxaviercoop.org\)](#)

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](mailto:OutReach@SanXavierCoop.Org)

### Chukut Kuk District

**JOB TITLE:** Receptionist **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Accounting Clerk **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Activity Coordinator **CLOSING DATE:** September 16, 2022

To apply contact the Chukut Kuk District Office at 520-383-2080.

[ckoffice@chukut-kuk.org](mailto:ckoffice@chukut-kuk.org)

### Native SOAR (Student Outreach, Access and Resiliency)

[https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdjPGVfpF5BwPR\\_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGul](https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdjPGVfpF5BwPR_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGul)

For more information, please call 520-626-4727 or email

[agnes@arizona.edu](mailto:agnes@arizona.edu)



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

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

7595

## JOB ANNOUNCEMENT

**JOB TITLE:** PROGRAM COORDINATOR

**SALARY:** \$48,574.45 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** August 29, 2022

**CLOSING DATE:** September 9, 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/VETERANS AFFAIRS

**JOB LOCATION:** Sells, AZ

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

**SCOPE OF WORK:** Provide services to the Veterans, families, dependents and other relevant parties.

### 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 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.
- 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

7962

## JOB ANNOUNCEMENT

**JOB TITLE:** MAINTENANCE TECHNICIAN

**SALARY:** \$19.65 PER HOUR, PLUS BENEFITS

**OPENING DATE:** August 29, 2022

**CLOSING DATE:** September 9, 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:** NR/CULTURAL CENTER & MUSEUM

**JOB LOCATION:** Topawa, AZ

**POSITION SUMMARY:** Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

**SCOPE OF WORK:** To protect and preserve Tohono O'odham Himdag through educational activities, public outreach and cultural programming.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, 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.

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

7961

## JOB ANNOUNCEMENT

**JOB TITLE:** ENVIRONMENTAL SPECIALIST

**SALARY:** \$28.45\* PER HOUR, PLUS BENEFITS

**OPENING DATE:** August 29, 2022

**CLOSING DATE:** September 9, 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 Environmental Specialist level is met.*

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

**HRS/WK:** Non-Exempt

**DEPARTMENT:** DPS/ENVIRONMENTAL PROTECTION OFFICE    **JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, protects the land, natural resources, and ecosystem conditions of the Tohono O'odham Nation by assessing environmental impacts of past, present and future operations. Conducts tests and field investigations to obtain data for use in determining sources and methods of controlling pollutants in air, water, and land.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Environmental Science, Environmental Health or closely related field, and two years' work experience in environmental field administering programs for the management and protection of resources, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess certification in Hazardous Materials per 29 CFR Standards – 1910.120 App E.
- Upon recommendation for hire a criminal background and fingerprint 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.