

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

September 19 - September 23, 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	09/23/22	\$ 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	09/23/22	\$ 16.94
7810	Gaming (Tucson)	Gaming Inspector	CR	08/01/22	09/23/22	\$ 22.23
7823	Office of Attorney General	Assistant Attorney General (CL IV)	CL	08/01/22	09/23/22	\$ 158,910.54
7952	Advocate	Advocate Attorney, Senior (Part-Time)		08/08/22	09/30/22	\$ 52,217.57
7076	Gaming (Tucson)	Office Specialist	CL/CR	08/22/22	09/30/22	\$ 16.94
7595	Veterans Affairs	Program Coordinator		08/29/22	09/23/22	\$ 48,574.45
7617	Office of the Treasurer	Office Specialist	CL/CR	09/12/22	09/23/22	\$ 16.94
7732	Advocate	Office Specialist RE-AD	CL/CR	09/19/22	09/30/22	\$ 16.94
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	09/23/22	\$ 13.57
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	09/23/22	\$ 15.73
7950	Early Childhood Headstart (San Xavier)	Cook Aide		08/08/22	09/30/22	\$ 14.61
7009	Recreation (San Xavier)	Recreation Specialist		08/08/22	09/30/22	\$ 14.61
7214	Early Childhood Headstart (Vaya Chin)	Cook		08/22/22	09/30/22	\$ 15.73
7839	Early Childhood Headstart (Pisinimo)	Child Care Specialist		09/05/22	09/30/22	\$ 13.57
7838	Early Childhood Headstart (San Xavier)	Child Care Specialist		09/05/22	09/30/22	\$ 13.57
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker	RE-AD	09/19/22	09/30/22	\$ 13.57
General Support Services						
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	09/23/22	\$ 22.78
7862	Human Resources	Training Coordinator		03/07/22	09/23/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	09/23/22	\$ 59,183.07
7904	Accounting	Budget Analyst		05/23/22	09/23/22	\$ 59,183.07
7910	Facility Management	HVAC Technician		07/04/22	09/23/22	\$ 21.16
7826	Grants and Contracts	Senior Accountant		07/11/22	09/30/22	\$ 72,108.82
7926	Human Resources	Safety Coordinator		07/18/22	09/23/22	\$ 59,183.07
7927	Human Resources	Benefits Specialist		07/18/22	09/23/22	\$ 21.16
7790	Accounting	Principal Accountant		07/25/22	09/30/22	\$ 59,183.07
7349	Department of Information and Technology	Network Administrator		08/22/22	09/30/22	\$ 72,108.82
7956	Motor Pool	Fleet Mechanic		08/22/22	09/30/22	\$ 22.78
7882	Accounting	Purchasing Agent		08/22/22	09/30/22	\$ 59,183.07
7820	Department of Information and Technology	Network Technician	CL	09/12/22	09/23/22	\$ 24.54
7970	Department of Information and Technology (Sells/Tucson)	PC Technician NEW	CL	09/19/22	09/30/22	\$ 22.78
7641	Department of Information and Technology (Glendale)	PC Technician NEW	CL	09/19/22	09/30/22	\$ 22.78
7821	Department of Information and Technology	Systems Administrator	RE-AD	09/19/22	09/30/22	\$ 72,108.00
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	09/23/22	\$ 15.73
Health and Human Services						
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	09/23/22	\$ 15.73
7884	Behavioral Health	Director of Clinical Services		04/25/22	09/23/22	\$ 94,613.17

7897	Child Welfare	Cook		05/16/22	09/23/22	\$	15.73
7914	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$	59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$	59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$	59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	09/23/22	\$	53,616.99
7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide		08/01/22	09/23/22	\$	14.61
7937	Behavioral Health (Sawkud Ke:k)	Counselor		08/01/22	09/23/22	\$	21.16
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator		08/01/22	09/23/22	\$	53,616.99
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker		08/01/22	09/23/22	\$	16.94
7944	Child Welfare (Sells) (2 Positions)	Case Manager		08/01/22	09/23/22	\$	53,616.99
7894	Behavioral Health (3 Positions)	Peer Specialist		08/22/22	09/30/22	\$	14.61
7850	Child Welfare	Case Manager		08/22/22	09/30/22	\$	53,616.99
7857	Health Transportation Services (San Simon)	Transit Driver		09/05/22	09/30/22	\$	15.73
7788	Health Transportation Services (Ak Chin)	Transit Driver		09/05/22	09/30/22	\$	15.73
7786	Health Transportation Services (San Lucy)	Transit Driver		09/05/22	09/30/22	\$	15.73
7964	Health Transportation Services (San Lucy)	Transit Dispatcher	CR	09/12/22	09/23/22	\$	16.94
7736	Management of Health	Security Guard	NEW	09/19/22	09/30/22	\$	15.73
7885	Senior Services	Cook	RE-AD	09/19/22	09/30/22	\$	15.73
7815	Community Health Services	Certified Nurses Assistant	RE-AD	09/19/22	09/30/22	\$	16.94
7971	Behavioral Health	Case Manager	NEW	09/19/22	09/30/22	\$	53,616.99
7976	Behavioral Health	Case Manager	NEW	09/19/22	09/30/22	\$	53,616.99
7973	Behavioral Health	Billing Technician	NEW	09/19/22	09/30/22	\$	19.65
7974	Behavioral Health	Behavioral Health Therapist	NEW	09/19/22	09/30/22	\$	59,183.07
7975	Behavioral Health	Counselor Specialist	NEW	09/19/22	09/30/22	\$	22.78
Planning							
7006	Administration	Administrative Assistant	CR	08/15/22	09/23/22	\$	18.24
7485	Realty	Office Specialist	NEW CL/CR	09/19/22	09/30/22	\$	16.94
Natural Resources							
7842	Veterinary Program	Veterinarian		02/14/22	09/23/22	\$	99,402.99
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	09/23/22	\$	24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	09/23/22	\$	16.94
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	09/23/22	\$	22.78
7962	Cultural Center & Museum	Maintenance Technician		08/29/22	09/23/22	\$	19.65
7843	Veterinary Program	Veterinarian Technician		09/12/22	09/23/22	\$	19.65
Public Safety							
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	09/23/22	\$	21.16
7961	Environmental Protection Office	Environmental Specialist	CL	08/29/22	09/23/22	\$	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

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 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

Native SOAR (Student Outreach, Access and Resiliency)

https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdjpGVfpF5BwPR_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGuI

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

agnes@arizona.edu

Sif-Oidak District

JOB TITLE: Administrative Assistant **SALARY:** \$19.35/hour **CLOSING DATE:** September 29, 2022

To apply contact the Sif-Oidak District at 520-361-2360 or email

sif.oidak@toua.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7732

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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: EXEC/ADVOCATE

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 legal representation to enroll tribal member in criminal, civil, juvenile who have matters in the Tohono O'odham Judicial Court.

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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7623

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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/RECREATION

JOB LOCATION: Menager's Dam,
AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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7970
7641

JOB ANNOUNCEMENT

JOB TITLE: PC TECHNICIAN (2 POSITIONS)

SALARY: \$22.78* PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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 PC Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/INFORMATION & TECHNOLOGY

JOB LOCATION: Sells/Tucson, AZ
& Glendale, AZ

POSITION SUMMARY: Under general supervision, investigates and resolves software and hardware problems of computer user by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Computer Science, Information Systems, and three years' of work experience in computer science, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess Comp TIA A+ Certification.
- 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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7821

JOB ANNOUNCEMENT

JOB TITLE: SYSTEMS ADMINISTRATOR

SALARY: \$72,108.82 PER ANNUM, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 2022

NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/INFORMATION AND TECHNOLOGY

JOB LOCATION: Sells/Tucson, AZ

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or related field and three years work experience in system administration, computer operations, system networks, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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7736

JOB ANNOUNCEMENT

JOB TITLE: SECURITY GUARD

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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/MANAGEMENT OF HEALTH

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides security and surveillance services for area of assignment under the Department of Health & Human Services; according to policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in related field.

—AND—

- Upon recommendation for hire, a criminal background check 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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P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

7885

JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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/SENIOR SERVICES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; 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.
- Food Handler's Card must be obtained within three (3) 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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7815

JOB ANNOUNCEMENT

JOB TITLE: CERTIFIED NURSES ASSISTANT

SALARY: \$16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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, works closely with patients, provides basic care services and important social and emotional support, and vital information on patients conditions to the immediate supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year of work experience in a nursing 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 Certified Nursing Assistant Certification by the Arizona Board of Nursing.
- 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.
- 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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7971
7976

JOB ANNOUNCEMENT

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

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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 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 comprehensive services to achieve an improved state of physical, emotional, mental and spiritual wellbeing.

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.

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

7973

JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$19.65 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, 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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7974

JOB ANNOUNCEMENT

JOB TITLE: BEHAVIORAL HEALTH THERAPIST

SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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 limited supervision, performs assessment, crisis intervention, mental health therapy, substance abuse therapy, case management, referrals to contract agencies and helps support other tribal departments.

MINIMUM QUALIFICATIONS:

- Master's Degree in Counseling, Psychology, or closely related field and one year work experience in a 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 possess certification from the National Board of Certified Counselors or from the Association of Social Work Board.
- 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 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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7975

JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR SPECIALIST
SALARY: \$22.78 PER HOUR, PLUS BENEFITS

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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

JOB LOCATION: Sells, 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 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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7485

JOB ANNOUNCEMENT

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

OPENING DATE: September 19, 2022

CLOSING DATE: September 30, 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: PED/REALTY

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 property management and real estate services for the Tohono O'odham 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.
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