

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - November 28, 2016

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>Closing Date</u>	<u>FY17 Salary</u>
Justice						
5026	Office of Attorney General	Assistant Attorney General (CLIV Health)		10/03/16	Open Until Filled	\$ 143,013.00
5197	Office of Attorney General	Office Manager		11/07/16	Open Until Filled	\$ 49,460.00
General Support Services						
5069	Facility Management	Custodial/Grounds Worker		11/17/16	Open Until Filled	\$ 11.34
Department of Education						
5221	Special Services Program	Disabilities Specialist	NEW	11/28/16	Open Until Filled	\$ 18.12
5192	Early Childhood - Site: San Xavier	Center Coordinator		11/17/16	Open Until Filled	\$ 21.54
5111	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian	CDL	4/25/216	Open Until Filled	\$ 15.25
5108	Early Childhood - Site: Pisinemo	Teacher Aide (1680 hours)		01/19/16	Open Until Filled	\$ 11.91
5109	Early Childhood - Site: Sells	Teacher Aide (1680 hours)		09/19/16	Open Until Filled	\$ 11.91
5110	Early Childhood - Site: Santa Rosa	Teacher Aide (1680 hours)		10/17/16	Open Until Filled	\$ 11.91
5137	Early Childhood - Site: Vaya Chin	Cook (1680 hours)		08/01/16	Open Until Filled	\$ 11.91
5024	Recreation - Site: Hickiwan	Recreation Aide		10/31/16	Open Until Filled	\$ 11.34
5178	Recreation - Site: Al Jek	Recreation Specialist		10/31/16	Open Until Filled	\$ 13.15
5062	Recreation - Site: Hickiwan	Office Specialist	CR, CL	10/24/16	Open Until Filled	\$ 13.15
5131	Tohono O'odham Nation Youth Council	Youth Services Worker		10/24/16	Open Until Filled	\$ 9.30
Health and Human Services						
5113	Health Transportation - Site: Sells	Transit Dispatcher	CR	11/21/16	Open Until Filled	\$ 15.63
5116	Health Transportation - Site: Sells	Transit Driver (4 positions)		11/21/16	Open Until Filled	\$ 13.48
5123	Health Transportation - Site: San Xavier	Transit Driver (Shuttle San Xavier to Sells)		11/21/16	Open Until Filled	\$ 13.48
5205	Child Welfare	Administrative Assistant	CR	11/14/16	Open Until Filled	\$ 15.25
5048	Child Welfare	Case Manager		11/14/16	Open Until Filled	\$ 49,460.00
5065	Community Health	Registered Nurse		10/17/16	Open Until Filled	\$ 87,277.00
Natural Resources						
5077	Well Maintenance	Well Maintenance Technician	CDL	02/16/16	Open Until Filled	\$ 16.02
5155	Well Maintenance	Well Maintenance Supervisor		06/27/16	Open Until Filled	\$ 54,594.00
Membership Services						
5006	Enrollment	Enrollment Specialist	CR	11/14/16	Open Until Filled	\$ 11.91

DESERT DIAMOND WEST VALLEY RESORT

LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification.

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Executive						
5084	Law Enforcement - Site: West Valley	Police Officer	Lateral	06/22/15	Open Until Filled	\$ 24.98
5003	Gaming Office - Site: West Valley	Gaming Compliance Auditor	CR	09/19/16	Open Until Filled	\$ 66,518.00
5206	Gaming Office - Site: West Valley	Gaming Inspector	CR	11/14/16	Open Until Filled	\$ 24.98
5208	Gaming Office - Site: West Valley	Gaming Inspector	CR	11/14/16	Open Until Filled	\$ 24.98
5209	Gaming Office - Site: West Valley	Gaming Inspector	CR	11/14/16	Open Until Filled	\$ 24.98

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

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 is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

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

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

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) a signed and completed Background/MVR Investigations document, 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.

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.

OPEN CONTINUOUS RECRUITMENT

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

OTHER EMPLOYER'S RECRUITMENT

Salt River Pima-Maricopa Indian Community

Job Title: Associate Judge

Closing Date: November 30, 2016,

Salary: \$78,403.00 - \$109,767.00 Annually

Applications may be filed online at: <http://www.srpmic-nsn.gov/employment>

Intermountain Centers for Human Development

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled, Pay: DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Loan Clerk

Closing Date: December 2, 2016

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Gu Achi Trading Post

Job Title: Gu Achi Trading Post Manager

Closing Date: Open Until Filled, Pay: \$20.00/hour, No Benefits

For more information call Gu Achi Trading Post at (520) 361-2613

Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator, Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: kim.Russell@azahcccs.gov

Chukut Kuk District

Job Title: Financial Analyst

Closing Date: December 15, 2016

For more information call Chukut Kuk District at (520) 383-2080



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

5221

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

JOB ANNOUNCEMENT

JOB TITLE: DISABILITIES SPECIALIST
SALARY: \$18.12 PER HOUR, PLUS BENEFITS

OPENING DATE: November 28, 2016

CLOSING DATE: Open Until Filled

***NOTE:** To ensure consideration, apply within the first 10 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: Education/Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction on the regulations and policies that govern the Division of Early Childhood Development (DECD) Disability Program. Manages internal and external resources and distributes information regarding educational services and assistance. Designs and implements training modules for staff, personnel, and the parents associated with DECD Disability Program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education or Child Developmental or closely related field and three years work experience in education to include student learning and teaching techniques, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must satisfy health requirements as defined by the federal program standards.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic offenses within the past three years) and 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.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"