

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 October 22 - 26, 2018

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY18 Salary
Executive						
7048	Office of Attorney General	Legal Assistant	CL,CR	05/14/18	Open Until Filled	\$ 17.36-\$21.67
7060	Office of the Chairman	Assistant Executive Counsel		10/15/18	Open Until Filled	\$ 133,620.00
General Support Services						
7051	Human Resources - Site: San Xavier	Human Resources Assistant		10/15/18	Open Until Filled	\$ 16.12
7052	Human Resources	Human Resources Specialist		09/17/18	Open Until Filled	\$ 21.15
Membership						
7033	Enrollment	Enrollment Specialist	NEW CR	10/22/18	Open Until Filled	\$ 12.28
Department of Education						
7022	Early Childhood - Site: Sells	Teacher (1680 hours)		08/28/17	Open Until Filled	\$ 20.13
7021	Early Childhood - Site: Pisinemo	Bus Driver/Custodian (1680 hours)	CDL	04/02/18	Open Until Filled	\$ 15.72
7020	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian (1680 hours)	CDL	05/21/18	Open Until Filled	\$ 15.72
7015	Education Assistance Program -Site: Sells	Education Assistance Specialist		08/13/18	Open Until Filled	\$ 16.52
7016	Higher Education - Site: Sells	Education Assistance Specialist		08/20/18	Open Until Filled	\$ 16.52
7014	Recreation - Site: Hickiwan	Maintenance Technician		07/30/18	Open Until Filled	\$ 12.90
7013	Recreation - Site: Hickiwan	Recreation Program Coordinator		03/12/18	Open Until Filled	\$ 46,211.00
7012	Recreation - Site: Hickiwan	Recreation Specialist		02/26/18	Open Until Filled	\$ 13.56
7010	Recreation - Site: Sells	Recreation Specialist		09/04/18	Open Until Filled	\$ 13.56
7008	Tohono O'odham Nation Youth Council	Youth Services Worker		07/23/18	Open Until Filled	\$ 9.60
Health and Human Services						
7028	Health Transportation Services - Site: San Simon	Transit Dispatcher	CR	07/30/18	Open Until Filled	\$ 16.12
7029	Health Transportation Services - Site: Sells	Transit Dispatcher	CR	08/20/18	Open Until Filled	\$ 16.12
7040	Management of Health	Office Specialist	CL,CR	09/04/18	Open Until Filled	\$ 13.56
7074	Senior Services	Case Manager, Aide	NEW TOLR	10/22/18	Open Until Filled	\$ 13.56
Natural Resources						
7032	Cultural Center and Museum	Administrative Assistant	CL,CR	10/15/18	Open Until Filled	\$ 15.72
7080	Cultural Center and Museum	Museum Archivist	NEW	10/22/18	Open Until Filled	\$ 62,148.00
7018	Solid Waste Management Program	Equipment Operator/Driver II	CDL,CL	01/29/18	Open Until Filled	\$17.79 -\$19.16
7017	Solid Waste Management Program	Equipment Operator/Driver II	CDL,CL	07/30/18	Open Until Filled	\$17.79 -\$19.16

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 FRIDAYS.**

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) 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.

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>
Corrections	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Financial Accounting/Control Manager; **Salary:** DOE; Open Until Filled
For more information contact (520) 383-0790.

DaVita

Job Title: Dialysis Patient Care Technician, **Salary:** DOE

For more Information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at:

<http://careers.davita.com/search/310301/85634/dialysis-patient-care-technician>.

Intermountain Centers

Job Title: Counselor II - Site: Sells

To apply, please visit our website at: www.intermountaincenters.org and click on Careers, or call Eric Shafer at (520) 721-1887, ext. 5217

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.

San Xavier Allottees Association, Inc.

Job Title: Community Liaison, **Salary:** \$13.50-\$16.70/hr. DOE, plus benefits, Open until filled.

Toll Free 1-855-807-2121, Office Phone: (520) 807-2121, www.sanxavierallottees.org

San Xavier District

Position: Cultural Group Facilitator, **Salary:** \$17.05/hour, **Closing Date:** Open until filled

Position: Cultural Language Teacher (Full-Time), **Salary:** \$13.16 - \$19.74 per hour, DOE - **Closing Date:** Open Until Filled

For more information regarding the vacant positions please contact San Xavier District Human Resources Dept. at

2018 W. San Xavier Road, Tucson, AZ 85746; **Phone:** (520) 573-4000, **Fax:** (520) 807-8675

Santa Rosa Day School

Job Title: School Bus Driver **Closing; Date:** Open Until Filled, **Salary:** \$17.93 - \$25.48 per hour, DOE

Job Title: Information Technology Technician **Closing Date:** Open Until Filled, **Salary:** \$17.93 - \$25.48 per hour, DOE

For more information contact Santa Rosa Day School at HC01 Box 8400, Sells, Arizona 85634; **Phone:** (520)361-2276, **Fax:** (520)361-3516

Schuk Toak District

Position: Treasurer, **Salary:** \$39,915.20, **Closing Date:** Open Until Filled

For any questions regarding the vacant positions, please contact Schuk Toak District Office at (520) 383-4660

Tohono O'odham Community College

Job Title: Shuttle Driver (CDL Required) - **Salary:** \$18.00/hour - **Closing Date:** Open Until Filled

Job Title: Phoenix Center Coordinator - **Salary:** \$40,000 annual - **Closing Date:** Open Until Filled

Job Title: Data Entry Clerk - **Salary:** \$13.00 per hour - **Closing Date:** Open Until Filled

For more information on the vacant positions contact mramon@tocc.edu or sowsley@tocc.edu Visit the link below for our online application.

<https://www2.appone.com/Search/Search.aspx?ServerVar=tohonoodhamcommunitycollege.appone.com>

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029

Tohono O'odham High School

Job Title: Cultural & Traditional Leader - **Salary:** \$12.76 - \$25.94/hour

Job Title: Education Technician - **Salary:** \$12.50 - \$25.48/hour

Teacher Positions: (Science; Social Studies; Language Arts; Math) **Salary:** \$217.86 - \$437.54/day

Job Title: Teacher (Special Education Transition) - **Salary:** \$217.86 - \$437.54/day

Job Title: Information Technology Technician - **Salary:** \$17.93 - \$25.48/hour

Positions are Full-time, School Year.

(520) 362-2400 between Monday through Friday; 7:30 a.m. - 4:00 p.m.

HC01 Box 8513 Sells, Arizona 85634; **Phone:** (520) 362-2400, **Fax:** (520) 362-2256

Green Valley Justice Court

Job Title: Case Processing Clerk - **Salary:** \$12.05/hour - **Closing Date:** September 14, 2018

Please submit an online application at the following:

External Career Center (for non-Pima County Employees) <https://www.apply2jobs.com/PimaCounty>

Internal Career Center (for employees with an EIN) <https://portal.adp.com/public/index.htm>

For Inquiry Only: Contact (520) 222-0200

Chukut Kuk District

Job Title: Activity Coordinator - **Salary:** \$12.50/hr. - **Closes:** October 26, 2018

Phone: (520) 383-2080 - Fax: (520) 383-5788

P.O. Box 278, Sells, Arizona 85634 - **Email:** ckoffice@chukut-kuk.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

7033

JOB ANNOUNCEMENT

JOB TITLE: ENROLLMENT SPECIALIST
SALARY: \$12.28 PER HOUR, PLUS BENEFITS

OPENING DATE: October 22, 2018

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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- 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.

—AND—

- Must type 25 Words Per Minute and demonstrate 45% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations 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.
- Must submit a 39-month driving record with the employment application.

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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7074

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER, AIDE
SALARY: \$13.56 PER HOUR, PLUS BENEFITS

OPENING DATE: October 22, 2018

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: HHS/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, performs clerical work assisting staff in managing cases.

SCOPE OF WORK: To provide nutritious and healthy meals for both home bound and congregate meals at the nine Elder Centers on the Nation. The Division also provides services that support and promote the well being of Tohono O'odham Elders, Caregivers and Adult with Disabilities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in an office or clerical field, 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 and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations 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.
- Must submit a 39-month driving record with the employment application.
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7080

JOB ANNOUNCEMENT

JOB TITLE: MUSEUM ARCHIVIST
SALARY: \$62,148.00, PLUS BENEFITS

OPENING DATE: October 22, 2018

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: Exempt

DEPARTMENT: NR/Cultural Center and Museum

JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under limited supervision, provides professional direction and leadership for the library and archives special collections. The incumbent works with school children, members of the community, researchers, and other interested individuals and groups.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Library, Museum Studies, or closely related field, and two years' work experience as an archivist or librarian; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation to hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's License (No DUI's or major traffic citations 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.
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