

TOHONO O'ODHAM NATION

HEALTH CARE

HUMAN RESOURCES OFFICE

P.O. Box 837 Sells, Arizona 85634

Sells - Ph: (520) 383-6540 Fx: (520) 383-4676

San Xavier - Ph: (520) 547-8197 Fx: (520) 295-2626

Website: www.tonation-nsn.gov



PLEASE POST

NOW RECRUITING WEEKLY JOB SUMMARY July 26 - 30, 2021

HR 210	DEPARTMENT	POSITION TITLE	NOTE	OPENING DATE	CLOSING DATE	SALARY
4117	Dental (SX)	Dental Hygienist	DR	Open Continuous		\$36.42
4295	Dental (SX)	Pediatric Dentist	DR	Open Continuous		\$198,455.71
4267	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open Continuous		\$77,652.85
4266	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open Continuous		\$77,652.85
4050	General Medical & Surgical (S)	Medical Officer Admin (Deputy Clinical Director)		Open Continuous		\$266,901.02
4008	General Medical & Surgical (S)	Medical Officer Emergency		Open Continuous		\$294,608.70
4228	General Medical & Surgical (S)	Medical Officer GP (General Practice Physician)		Open Continuous		\$198,455.71
4215	General Medical & Surgical (SS)	Nurse Practitioner		Open Continuous		\$124,139.60
4239	General Medical & Surgical (S)	Nurse Practitioner		Open Continuous		\$124,139.60
4240	General Medical & Surgical (SS)	Nurse Specialist (Case Management)	DR	Open Continuous		\$75,758.80
4010	General Medical & Surgical (S)	Physician Assistant		Open Continuous		\$124,139.60
4097	Inpatient Nursing Services (S)	Clinical Nurse (Inpatient)		Open Continuous		\$33.82
4181	Inpatient Nursing Services (S)	Clinical Nurse (Inpatient)		Open Continuous		\$33.82
4218	Nutrition & Dietetics (S)	Outpatient Dietician	DR	Open Continuous		\$70,349.55
4300	Outpatient (SS)	Clinical Nurse (Ambulatory Care) NEW		Open Continuous		\$33.82
4053	Outpatient (SR)	Supervisory Clinical Nurse (Ambulatory Care)	DR	Open Continuous		\$101,887.14
4176	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous		\$32.19
4177	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous		\$32.19
4193	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous		\$32.19
4015	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous		\$33.82
4162	Public Health Nursing (S)	Public Health Nurse (Part-Time)	DR	Open Continuous		\$33.82
4206	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous		\$33.82
4014	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous		\$33.82
4012	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous		\$33.82
4212	Purchased Referred Care (S)	Nurse Case Manager	DR	Open Continuous		\$77,652.85
4242	Quality Assurance/Review (S)	Employee Health Nurse	DR	Open Continuous		\$70,349.55
4238	Quality Assurance/Review (S)	Infection Control Nurse	DR	Open Continuous		\$85,714.10
4112	Quality Assurance/Review (S)	Utilization Review Nurse	DR	Open Continuous		\$85,714.10
4301	Radiology (S)	Diagnostic Radiologic Technologist (CT) NEW		Open Continuous		\$36.42
4223	Radiology (S)	Diagnostic Radiologic Technologist (CT)		Open Continuous		\$36.42
4222	Radiology (S)	Diagnostic Radiologic Technologist (PACS/CT)		Open Continuous		\$36.42
4077	Radiology (S)	Diagnostic Ultrasound Technologist NEW		Open Continuous		\$33.82
4271	Radiology (S)	Supervisory Diagnostic Radiological Technologist		Open Continuous		\$101,887.14
4017	Sells Outpatient (S)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$33.82
4063	Social Work Services (SS)	Behavioral Medicine Therapist	DR	Open Continuous		\$70,349.55
4297	Social Work Services (SX)	Clinical Social Worker NEW	CL, DR	Open Continuous		\$59,182 - \$63,733
4290	Social Work Services (S)	Clinical Social Worker	CL, DR	Open Continuous		\$59,182 - \$63,733
SELLS HOSPITAL – SELLS, AZ						
4180	Dental	Medical Support Technician	CL	7/12/21	7/30/21	\$15.73 - \$17.80
4085	Diabetes Prevention Program	Health Technician (Education)	CL, DR	7/12/21	7/30/21	\$23.35 - \$27.76
4001	Emergency Room	Medical Assistant		4/26/21	7/30/21	\$15.35

4274	Environmental Health	Director of Environmental Health	DR	4/12/21	7/30/21	\$85,714.10
4279	Executive Direction	Chief Financial Officer	DR	4/13/21	7/30/21	\$198,455.71
4151	Facilities Management	Biomedical Equipment Support Supervisor	DR	11/16/20	7/30/21	\$70,349.55
4210	Facilities Management	Groundskeeper/Laborer (2 positions: 4211)	DR	6/7/21	7/30/21	\$13.23
4302	Facilities Management	HVAC Mechanic NEW	DR	7/26/21	8/6/21	\$25.78
4243	Information Technology (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	7/30/21	\$85,714.10
4022	Outpatient	Lead Clinical Nurse	DR	11/23/20	7/30/21	\$36.42
4195	Outpatient	Supervisory Clinical Nurse (Ambulatory Care)	DR	03/29/21	7/30/21	\$101,887.14
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	03/01/21	7/30/21	\$23.94
4122	Pharmacy	Chief Supervisory Pharmacist		05/17/21	7/30/21	\$179,791.25
4219	Purchased Referred Care	Director of Purchased Referred Care	DR	2/16/21	7/30/21	\$94,612.34
4110	San Xavier Patient Accounts	Patient Registration Specialist	CL, CR	6/21/21	7/30/21	\$13.90 - \$15.35
SAN XAVIER HEALTH CENTER – SAN XAVIER, AZ						
4243	DoIT (IT Health) (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	7/30/21	\$85,714.10
4115	Medical Records	Medical Coding Office Manager	CR	6/21/21	7/30/21	\$57,739.14
4284	Medical Records	Medical Records Technician	CL	6/21/21	7/30/21	\$15.73 - \$17.80
4028	Outpatient	Clinical Nurse (Ambulatory Care)		7/19/21	7/30/21	\$33.82
4276	Outpatient	Clinical Nurse (Ambulatory Care)		6/14/21	7/30/21	\$33.82
4298	Outpatient	Medical Support Technician (2 positions: 4299)	CL	7/19/21	7/30/21	\$15.73 - \$17.80
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	3/01/21	7/30/21	\$23.94
4167	San Xavier Patient Accounts	Patient Registration Specialist (2 positions: 4168)	CL, CR	6/21/21	7/30/21	\$13.90 - \$15.35
SAN SIMON HEALTH CENTER – SAN SIMON, AZ						
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	7/30/21	\$17.80
4272	Purchased Referred Care	Administrative Medical Assistant – PRC		3/15/21	7/30/21	\$17.80
SANTA ROSA HEALTH CENTER – SANTA ROSA, AZ						
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	7/30/21	\$17.80
4289	Outpatient	Administrative Officer	DR	6/21/21	7/30/21	\$101,887.14
4055	Outpatient	Medical Records Technician (2 positions: 4293)	CL, DR	6/21/21	7/30/21	\$15.73 - \$17.80
4185	Outpatient	Medical Assistant		3/22/21	7/30/21	\$15.35
4226	Outpatient	Medical Assistant		3/29/21	7/30/21	\$15.35
4106	Outpatient	Medical Assistant		3/29/21	7/30/21	\$15.35

Open Continuous: The closing date for any open continuous examination may be set at any time.

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: You 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).

Career Ladder (CL): Positions that include career ladder opportunities, are identified as "CL" after the job title. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the career ladder until full level is met.

Clerical Testing (CR): Clerical testing is reserved for Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays). If applying for a position that requires clerical testing, please 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.

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) 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 copy of a valid driver's license and 39-month motor vehicle record. 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.

Immunization Requirement: Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4300

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

JOB ANNOUNCEMENT

NEW

JOB TITLE: CLINICAL NURSE – Ambulatory Care
Uniform Allowance

SALARY: \$33.82 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: July 26, 2021

CLOSING DATE: Open Continuous

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

HRS/WK: Non-Exempt

DEPARTMENT: TONHC/San Simon Outpatient

JOB LOCATION: San Simon, AZ

POSITION SUMMARY: The incumbent provides comprehensive nursing care and/or patient services in a clinic or ambulatory care setting, and assists physicians and patients.

SCOPE OF WORK: This position is within the Tohono O'odham Nation Health Care, to include Sells Hospital, San Xavier Health Center, Santa Rosa Health Center and San Simon Health Center, in the Division of Nursing Services as assigned. This position involves providing direct care to patients in hospitals and clinics. The employee is assigned to the outpatient unit and works under general supervision of the Supervisory Clinical Nurse.

MINIMUM QUALIFICATIONS:

- **Education:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.
- **Registration:** Applicants must have active, current and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- One year experience in ambulatory care or clinic setting is preferred but not required.

—AND—

- Must have current certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (no DUIs or major traffic citations within the last three years).
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4301

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JOB ANNOUNCEMENT

NEW

JOB TITLE: Diagnostic Radiologic Technologist (CT)
Uniform Allowance

SALARY: \$36.42 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: July 26, 2021

CLOSING DATE: Open Continuous

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: TONHC/Radiological Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

The incumbent provides x-ray studies for diagnoses and treatment of patients, such Computerized Axial Tomography (CT) scanning of the head and/or body.

MINIMUM QUALIFICATIONS:

- Registered Radiologic Technologist: Must complete at least two years of formal education in an accredited hospital-based program or a two- or four-year educational program at an academic institution and must pass a national certification examination.
- Two years of experience as a Registered Radiologic Technologist performing Computed Tomography.

—AND—

- Certification in radiography is required and certification in computed tomography is preferred.
- 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 DUIs or major traffic citation within the last three years).
- Must submit a 39-month driving record with the employment application.
- 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

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

JOB ANNOUNCEMENT

NEW

JOB TITLE: Diagnostic Ultrasound Technologist
Recruitment Incentive and Uniform Allowance

SALARY: \$33.82 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: July 26, 2021

CLOSING DATE: Open Continuous

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: TONHC/Radiological Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

This position provides diagnostic imaging examinations utilizing frequency sound waves emitted by sophisticated ultrasound equipment. The work involves the performance of a variety of complex diagnoses and treatments.

SCOPE OF WORK:

This position is located within the Tohono O'odham Nation Health Care Medical Imaging. The work performed has direct and substantial impact on the care and wellbeing of the patient. The incumbent received administrative supervision from the Supervisory Radiology Technologists; however, as a technical authority on ultrasound, the incumbent independently plans and carries out most activities and examinations as required.

MINIMUM QUALIFICATIONS:

- Licensure or Certification is not required for this occupation; however, meeting the requirements for eligibility to be registered by the American Registry of Radiologic Technologist in Ultrasound or by the American Registry of Diagnostic Medical Sonographers (ARDMS) through formal education and clinical experience is required.
- One year of experience as an Ultrasound Technologist.

—AND—

- Certification in Basic Life Support (BLS) for healthcare providers.
- 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 DUIs or major traffic citation within the last three years).
- Must submit a 39-month driving record with the employment application.
- 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

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JOB ANNOUNCEMENT

NEW

JOB TITLE: CLINICAL SOCIAL WORKER

Recruitment Incentive

SALARY: \$59,182 - 63,733 PER ANNUM, DOE PLUS BENEFITS

OPENING DATE: July 26, 2021

CLOSING DATE: Open Continuous

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 is met.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: TONHC/Social Work Services

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: The Clinical Social Worker supports the delivery of health care by providing social work services to identified beneficiaries. Under limited supervision, plans, implements services and resources that include approved activities that best meet the clients' needs, based on the program's goals and objectives.

The work is generally reviewed upon completion to ensure compliance with general organization/ department goals, policies and procedures. Procedures or guidelines cover major work activities permitting flexibility in selecting methods to utilize, processes to follow, determining work priorities, and the planning and coordinating projects.

SCOPE OF WORK: The position is located within the Tohono O'odham Nation Sells Hospital, San Xavier Health Center, and San Simon Health Center. The incumbents assist with alleviating the social and emotional impact of physical and mental illness and disability. Supervisor and incumbent outline or discuss possible problem areas and define program objectives, plans, priorities and deadlines. The social worker makes independent professional decisions and recommendations.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work (MSW) from an institution accredited by the Council on Social Work Education, and
- Must commit to obtaining an independent license as Licensed Clinical Social Worker (LCSW);
- Begin accumulating the necessary clinical and supervisory hours required by licensing board and successfully pass the required examination.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid State or U.S. Territory driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- 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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4302

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JOB ANNOUNCEMENT

NEW

JOB TITLE: HVAC Mechanic

SALARY: \$25.78 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: July 26, 2021

CLOSING DATE: August 6, 2021

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: TONHC/Facilities Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

Installs, services, and repairs new and existing, venting, air conditioning or cooling systems in accordance with building and safety codes and regulations.

SCOPE OF WORK:

This position is located at TONHC, under the general supervision of the Facility Manager or Maintenance Supervisor, and the incumbent is required to be on-call in a 24/7 position.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED, and
- Three years journeyman level HVAC experience.

—AND—

- Licensed Journeyman HVAC Technician or equivalent licensure.
- EPA Type II Certification.
- 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 DUIs or major traffic citation within the last three years).
- Must submit a 39-month driving record with the employment application.
- 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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