

TOHONO O'ODHAM NATION HEALTH CARE

HUMAN RESOURCES OFFICE

P.O. Box 837 Sells, Arizona 85634

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

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PLEASE POST

NOW RECRUITING WEEKLY JOB SUMMARY October 11 - 15, 2021

HR 210	DEPARTMENT	POSITION TITLE	NOTE	OPENING DATE	CLOSING DATE
4308	Dental (SS)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous	
4311	Dental (SS)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous	
4196	Dental (S)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous	
4310	Dental (S)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous	
4295	Dental (SX)	Pediatric Dentist	DR	Open Continuous	
4267	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open Continuous	
4266	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open Continuous	
4050	General Medical & Surgical (S)	Medical Officer Admin (Deputy Clinical Director)		Open Continuous	
4008	General Medical & Surgical (S)	Medical Officer Emergency		Open Continuous	
4228	General Medical & Surgical (S)	Medical Officer GP (General Practice Physician)		Open Continuous	
4239	General Medical & Surgical (S)	Nurse Practitioner		Open Continuous	
4240	General Medical & Surgical (SS)	Nurse Specialist (Case Management)	DR	Open Continuous	
4010	General Medical & Surgical (S)	Physician Assistant		Open Continuous	
4307	Inpatient Nursing (S)	Unit Clerk – Inpatient & Emergency Dept.		Open Continuous	
4146	Inpatient Nursing (S)	Certified Nursing Assistant		Open Continuous	
4006	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open Continuous	
4097	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open Continuous	
4181	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open Continuous	
4218	Nutrition & Dietetics (S)	Outpatient Dietician	DR	Open Continuous	
4158	Outpatient (SX)	Clinical Nurse (Ambulatory Care)	DR	Open Continuous	
4053	Outpatient (SR)	Supervisory Clinical Nurse (Ambulatory Care)	DR	Open Continuous	
4176	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous	
4177	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous	
4193	Pathology & Medical Lab (S)	Medical Technologist	DR	Open Continuous	
4249	Pharmacy (SX)	Clinical Pharmacist	DR	Open Continuous	
4015	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous	
4162	Public Health Nursing (S)	Public Health Nurse (Part-Time)	DR	Open Continuous	
4206	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous	
4014	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous	
4012	Public Health Nursing (S)	Public Health Nurse	DR	Open Continuous	
4212	Purchased Referred Care (S)	Nurse Case Manager	DR	Open Continuous	
4238	Quality Assurance/Review (S)	Infection Control Nurse	DR	Open Continuous	
4112	Quality Assurance/Review (S)	Utilization Review Nurse	DR	Open Continuous	
4301	Radiology (S)	Diagnostic Radiologic Technologist (CT)		Open Continuous	
4223	Radiology (S)	Diagnostic Radiologic Technologist (CT)		Open Continuous	
4222	Radiology (S)	Diagnostic Radiologic Technologist (PACS/CT)		Open Continuous	
4271	Radiology (S)	Supervisory Diagnostic Radiological Technologist		Open Continuous	
4017	Sells Outpatient (S)	Clinical Nurse (Ambulatory Care)		Open Continuous	
4306	Social Work Services (SX)	Behavioral Medicine Therapist	DR	Open Continuous	
4063	Social Work Services (SS)	Behavioral Medicine Therapist	DR	Open Continuous	
4297	Social Work Services (SX)	Clinical Social Worker	CL, DR	Open Continuous	
4290	Social Work Services (S)	Clinical Social Worker	CL, DR	Open Continuous	

SELLS (S) HOSPITAL – SELLS, AZ					
4180	Dental	Medical Support Technician	CL	7/12/21	10/15/21
4001	Emergency Room	Medical Assistant		4/26/21	10/15/21
4274	Environmental Health	Director of Environmental Health	DR	4/12/21	10/15/21
4286	Facilities Management	Biomedical Equipment Support Specialist	DR	8/23/21	10/15/21
4151	Facilities Management	Biomedical Equipment Support Supervisor	DR	11/16/20	10/15/21
4302	Facilities Management	HVAC Mechanic	DR	7/26/21	10/15/21
4318	Health Care Property & Supply	Materials Handler (2 positions: 4319)	DR	10/5/21	10/18/21
4320	Health Care Property & Supply	Inventory Management Specialist	DR	10/5/21	10/18/21
4321	Health Care Security	Security Guard (5 positions)	DR	9/13/21	10/15/21
4095	Health Care Security	Security Guard	DR	8/23/21	10/15/21
4243	Information Technology (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	10/15/21
4269	Medical Records	Lead Medical Records Technician		8/9/21	10/15/21
4294	Medical Records	Medical Records Technician	CL	8/9/21	10/15/21
4022	Outpatient	Lead Clinical Nurse	DR	11/23/20	10/15/21
4195	Outpatient	Supervisory Clinical Nurse (Ambulatory Care)	DR	03/29/21	10/15/21
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	03/01/21	10/15/21
4168	Pharmacy	Pharmacy Technician (2 positions: 4304)	DR	8/9/21	10/15/21
4219	Purchased Referred Care	Director of Purchased Referred Care	DR	2/16/21	10/15/21
4110	San Xavier Patient Accounts	Patient Registration Specialist	CL, CR	6/21/21	10/15/21
SAN XAVIER (SX) HEALTH CENTER – SAN XAVIER, AZ					
4243	Information Technology (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	10/15/21
4292	Medical	Medical Coder	CL, CR	8/9/21	10/15/21
4291	Medical Records	Medical Records Technician	CL	8/9/21	10/15/21
4255	Outpatient	Clinical Nurse (Ambulatory Care)		10/5/21	10/18/21
4200	Outpatient	Clinical Nurse (Ambulatory Care)		8/16/21	10/15/21
4028	Outpatient	Clinical Nurse (Ambulatory Care)		7/19/21	10/15/21
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	3/01/21	10/15/21
4316	Patient Accounts	Medical Business Office Manager		8/30/21	10/15/21
SAN SIMON (SS) HEALTH CENTER – SAN SIMON, AZ					
4317	Health Care Property & Supply	Materials Handler	DR	10/5/21	10/18/21
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	10/15/21
4315	Outpatient	Medical Support Technician	CL	9/7/21	10/15/21
4272	Purchased Referred Care	Administrative Medical Assistant – PRC		3/15/21	10/15/21
SANTA ROSA (SR) HEALTH CENTER – SANTA ROSA, AZ					
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	10/15/21
4055	Outpatient	Medical Records Technician (2 positions: 4293)	CL, DR	6/21/21	10/15/21
4185	Outpatient	Medical Assistant (3 positions: 4226/4106)		3/22/21	10/15/21

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.