

# TOHONO O'ODHAM NATION HEALTH CARE

**PLEASE POST**

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](http://www.tonation-nsn.gov)



**NOW RECRUITING**

**WEEKLY JOB SUMMARY November 22 - 26, 2021**

| HR 210 | DEPARTMENT                        | POSITION TITLE   | NOTE   | OPENING DATE    | CLOSING DATE | SALARY            |
|--------|-----------------------------------|--|--------|-----------------|--------------|-------------------|
| 4387   | Dental (SX)                       | Dental Assistant (Expanded Function) Advance <b>NEW</b>    | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4152   | Dental (S)                        | Dental Assistant (Expanded Function) Advance <b>NEW</b>    | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4154   | Dental (S)                        | Dental Assistant (Expanded Function) Advance <b>NEW</b>    | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4308   | Dental (SS)                       | Dental Assistant (Expanded Function) Advance               | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4311   | Dental (SS)                       | Dental Assistant (Expanded Function) Advance               | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4196   | Dental (S)                        | Dental Assistant (Expanded Function) Advance               | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4310   | Dental (S)                        | Dental Assistant (Expanded Function) Advance               | CL, DR | Open Continuous |              | \$17.36 – \$19.65 |
| 4337   | Dental (SX)                       | Dental Officer <b>NEW</b>                                  | DR     | Open Continuous |              | \$184,287.58      |
| 4338   | Dental (SX)                       | Deputy Chief Dental Officer <b>NEW</b>                     | DR     | Open Continuous |              | \$184,287.58      |
| 4295   | Dental (SX)                       | Pediatric Dentist  | DR     | Open Continuous |              | \$203,418.80      |
| 4267   | Facilities Management (S)         | General Engineer – Facilities Engineering                  | DR     | Open Continuous |              | \$79,594.74       |
| 4266   | Facilities Management (S)         | General Engineer – Facilities Engineering                  | DR     | Open Continuous |              | \$79,594.74       |
| 4050   | General Medical & Surgical (S)    | Medical Officer Administrator (Deputy Clinical Director)   |        | Open Continuous |              | \$273,575.74      |
| 4228   | General Medical & Surgical (S)    | Medical Officer (General Practice)                         |        | Open Continuous |              | \$203,418.80      |
| 4254   | General Medical & Surgical (SX)   | Medical Officer (General Practice) <b>NEW</b>              | DR     | Open Continuous |              | \$203,418.80      |
| 4354   | General Medical & Surgical (S)    | Medical Officer (General Practice) <b>NEW</b>              | DR     | Open Continuous |              | \$203,418.80      |
| 4390   | General Medical & Surgical (S)    | Medical Officer (General Practice) – 1040 hours <b>NEW</b> | DR     | Open Continuous |              | \$101,709.40      |
| 4052   | General Medical & Surgical (SX/S) | Medical Officer (General Practice) <b>NEW</b>              | DR     | Open Continuous |              | \$203,418.80      |
| 4355   | General Medical & Surgical (SX/S) | Medical Officer (Ophthalmology) <b>NEW</b>                 | DR     | Open Continuous |              | \$301,976.48      |
| 4239   | General Medical & Surgical (S)    | Nurse Practitioner   |        | Open Continuous |              | \$127,244.21      |
| 4240   | General Medical & Surgical (SS)   | Nurse Specialist (Case Management)                         | DR     | Open Continuous |              | \$77,653.47       |
| 4009   | General Medical & Surgical (All)  | Physician Assistant <b>NEW</b>                             | DR     | Open Continuous |              | \$127,244.21      |
| 4010   | General Medical & Surgical (S)    | Physician Assistant  |        | Open Continuous |              | \$127,244.21      |
| 4148   | Inpatient Nursing (S)             | Certified Nursing Assistant                                |        | Open Continuous |              | \$16.94           |
| 4146   | Inpatient Nursing (S)             | Certified Nursing Assistant                                |        | Open Continuous |              | \$16.94           |
| 4000   | Inpatient Nursing (S)             | Clinical Nurse (Inpatient)                                 |        | Open Continuous |              | \$34.67           |
| 4006   | Inpatient Nursing (S)             | Clinical Nurse (Inpatient)                                 |        | Open Continuous |              | \$34.67           |
| 4097   | Inpatient Nursing (S)             | Clinical Nurse (Inpatient)                                 |        | Open Continuous |              | \$34.67           |
| 4181   | Inpatient Nursing (S)             | Clinical Nurse (Inpatient)                                 |        | Open Continuous |              | \$34.67           |
| 4270   | Inpatient Nursing (S)             | Practical Nurse (Inpatient)                                |        | Open Continuous |              | \$24.54           |
| 4328   | Inpatient Nursing (S)             | Supervisory Clinical Nurse (Inpatient)                     | DR     | Open Continuous |              | \$104,435.14      |
| 4307   | Inpatient Nursing (S)             | Unit Clerk – Inpatient & Emergency Dept.                   |        | Open Continuous |              | \$15.73           |
| 4218   | Nutrition & Dietetics (S)         | Outpatient Dietician                                       | DR     | Open Continuous |              | \$34.67           |
| 4353   | Nutrition & Dietetics (S)         | Outpatient Dietician                                       | DR     | Open Continuous |              | \$34.67           |
| 4378   | Outpatient (SX)                   | Clinical Nurse (Ambulatory Care) <b>NEW</b>                |        | Open Continuous |              | \$34.67           |
| 4017   | Outpatient (S)                    | Clinical Nurse (Ambulatory Care)                           |        | Open Continuous |              | \$34.67           |
| 4158   | Outpatient (SX)                   | Clinical Nurse (Ambulatory Care)                           | DR     | Open Continuous |              | \$34.67           |
| 4065   | Outpatient (S)                    | Clinical Nurse (Ambulatory Care)                           |        | Open Continuous |              | \$34.67           |
| 4233   | Outpatient (S)                    | Clinical Nurse (Ambulatory Care)                           |        | Open Continuous |              | \$34.67           |
| 4053   | Outpatient (SR)                   | Supervisory Clinical Nurse (Ambulatory Care)               | DR     | Open Continuous |              | \$104,435.14      |
| 4177   | Pathology & Medical Lab (S)       | Clinical Laboratory Scientist                              | DR     | Open Continuous |              | \$33.00           |
| 4193   | Pathology & Medical Lab (S)       | Clinical Laboratory Scientist                              | DR     | Open Continuous |              | \$33.00           |
| 4364   | Pharmacy (SX)                     | Clinical Pharmacist  | DR     | Open Continuous |              | \$140,453.66      |
| 4012   | Public Health Nursing (S)         | Public Health Nurse  | DR     | Open Continuous |              | \$34.67           |

|   |                                |   |        |                 |          |                           |
|---|--------------------------------|---|--------|-----------------|----------|---------------------------|
| 4014  | Public Health Nursing (S)      | Public Health Nurse                                       | DR     | Open Continuous |          | \$34.67                   |
| 4015  | Public Health Nursing (S)      | Public Health Nurse                                       | DR     | Open Continuous |          | \$34.67                   |
| 4016  | Public Health Nursing (S)      | Public Health Nurse (1040 hours)                          | DR     | Open Continuous |          | \$34.67                   |
| 4206  | Public Health Nursing (S)      | Public Health Nurse                                       | DR     | Open Continuous |          | \$34.67                   |
| 4212  | Purchased Referred Care (S)    | Nurse Case Manager  | DR     | Open Continuous |          | \$79,594.74               |
| 4242  | Quality Assurance/Review (S)   | Employee Health Nurse                                     | DR     | Open Continuous |          | \$72,108.82               |
| 4223  | Radiology (S)                  | Diagnostic Radiologic Technologist (CT)                   |        | Open Continuous |          | \$37.33                   |
| 4222  | Radiology (S)                  | Diagnostic Radiologic Technologist (PACS/CT)              |        | Open Continuous |          | \$37.33                   |
| 4271  | Radiology (S)                  | Supervisory Diagnostic Radiological Technologist          |        | Open Continuous |          | \$104,435.14              |
| 4306  | Social Work Services (SX)      | Behavioral Medicine Therapist                             | DR     | Open Continuous |          | \$72,108.82               |
| 4063  | Social Work Services (SS)      | Behavioral Medicine Therapist                             | DR     | Open Continuous |          | \$72,108.82               |
| 4297  | Social Work Services (SX)      | Clinical Social Worker                                    | CL, DR | Open Continuous |          | \$60,662.78 - \$65,327.18 |
| 4290  | Social Work Services (S)       | Clinical Social Worker                                    | CL, DR | Open Continuous |          | \$60,662.78 - \$65,327.18 |
| 4372  | Social Work Services (S)       | Director of Social Work Services                          | DR     | Open Continuous |          | \$94,613.17               |
| <b>SELLS (S) HOSPITAL – SELLS, AZ</b>                 |                                |   |        |                 |          |                           |
| 4180  | Dental                         | Medical Support Technician                                | CL     | 7/12/21         | 11/26/21 | \$16.12 - \$18.24         |
| 4001  | Emergency Room                 | Medical Assistant   |        | 4/26/21         | 11/26/21 | \$15.73                   |
| 4274  | Environmental Health           | Director of Environmental Health                          | DR     | 4/12/21         | 11/26/21 | \$87,857.74               |
| 4350  | Executive Direction            | Chief Legal Officer                                       | DR     | 10/25/21        | 11/26/21 | \$224,536.42              |
| 4388  | Executive Direction            | Chief Operating Officer <b>NEW</b>                        | DR     | 11/22/21        | 12/7/21  | \$203,418.80              |
| 4347  | Executive Direction            | Executive Administrative Assistant                        | CL, DR | 10/20/21        | 11/26/21 | \$47,389.68               |
| 4286  | Facilities Management          | Biomedical Equipment Support Specialist                   | DR     | 8/23/21         | 11/26/21 | \$30.64                   |
| 4151  | Facilities Management          | Biomedical Equipment Support Supervisor                   | DR     | 11/16/20        | 11/26/21 | \$72,108.82               |
| 4210  | Facilities Management          | Groundskeeper/Laborer (2 positions: 4011)                 | DR     | 10/18/21        | 11/26/21 | \$13.57                   |
| 4302  | Facilities Management          | HVAC Mechanic   | DR     | 7/26/21         | 11/26/21 | \$26.42                   |
| 4318  | Health Care Property & Supply  | Materials Handler (2 positions: 4319)                     | DR     | 10/5/21         | 11/26/21 | \$14.61                   |
| 4320  | Health Care Property & Supply  | Inventory Management Specialist                           | DR     | 10/5/21         | 11/26/21 | \$19.65                   |
| 4321  | Health Care Security           | Security Guard (5 positions)                              | DR     | 9/13/21         | 11/26/21 | \$15.73                   |
| 4095  | Health Care Security           | Security Guard  | DR     | 8/23/21         | 11/26/21 | \$15.73                   |
| 4243  | Information Technology (S/SX)  | Clinical Applications Coordinator (2 positions: 4244)     | DR     | 4/5/21          | 11/26/21 | \$87,857.74               |
| 4296  | Nutrition & Dietetic           | Cook (2 positions: 4389)                                  |        | 11/15/21        | 11/30/21 | \$15.73                   |
| 4352  | Nutrition & Dietetic           | Food Service Worker                                       |        | 11/15/21        | 11/30/21 | \$19.65                   |
| 4031  | Optometry (SS/S)               | Optometrist Clinical <b>NEW</b>                           | DR     | 11/22/21        | 12/7/21  | \$127,244.21              |
| 4393  | Outpatient                     | Medical Assistant   |        | 11/8/21         | 11/26/21 | \$15.73                   |
| 4022  | Outpatient                     | Lead Clinical Nurse (Ambulatory Care)                     | DR     | 11/23/20        | 11/26/21 | \$37.33                   |
| 4195  | Outpatient                     | Supervisory Clinical Nurse (Ambulatory Care)              | DR     | 03/29/21        | 11/26/21 | \$104,435.14              |
| 4174  | Pathology & Medical Lab (S/SX) | Medical Laboratory Technician                             | DR     | 03/01/21        | 11/26/21 | \$24.54                   |
| 4168  | Pharmacy                       | Pharmacy Technician (2 positions: 4304)                   | DR     | 8/9/21          | 11/26/21 | \$18.24                   |
| 4368  | Quality Assurance/Review       | Administrative Assistant                                  | CR, DR | 11/15/21        | 11/30/21 | \$18.24                   |
| 4238  | Quality Assurance/Review       | Infection Control Nurse                                   | DR     | 11/15/21        | 11/30/21 | \$87,857.74               |
| 4112  | Quality Assurance/Review       | Utilization Review Nurse                                  | DR     | 11/15/21        | 11/30/21 | \$87,857.74               |
| <b>SAN XAVIER (SX) HEALTH CENTER – SAN XAVIER, AZ</b> |                                |   |        |                 |          |                           |
| 4333  | Facilities Management          | Maintenance Technician <b>NEW</b>                         | DR     | 11/22/21        | 12/7/21  | \$ 19.65                  |
| 4243  | Information Technology (S/SX)  | Clinical Applications Coordinator (2 positions: 4244)     | DR     | 4/5/21          | 11/26/21 | \$87,857.74               |
| 4255  | Outpatient                     | Clinical Nurse (Ambulatory Care)                          |        | 10/5/21         | 11/26/21 | \$34.67                   |
| 4200  | Outpatient                     | Clinical Nurse (Ambulatory Care)                          |        | 8/16/21         | 11/26/21 | \$34.67                   |
| 4028  | Outpatient                     | Clinical Nurse (Ambulatory Care)                          |        | 7/19/21         | 11/26/21 | \$34.67                   |
| 4312  | Outpatient                     | Medical Assistant   |        | 10/18/21        | 11/26/21 | \$15.73                   |
| 4384  | Outpatient                     | Medical Support Technician (2 positions: 4394) <b>NEW</b> | CL     | 11/22/21        | 12/7/21  | \$18.24                   |
| 4174  | Pathology & Medical Lab (S/SX) | Medical Laboratory Technician                             | DR     | 3/01/21         | 11/26/21 | \$24.54                   |
| 4316  | Patient Accounts               | Medical Business Office Manager                           |        | 8/30/21         | 11/26/21 | \$85,714.93               |
| <b>SAN SIMON (SS) HEALTH CENTER – SAN SIMON, AZ</b>   |                                |   |        |                 |          |                           |
| 4332  | Facilities Management          | Maintenance Technician <b>NEW</b>                         | DR     | 11/22/21        | 12/7/21  | \$ 19.65                  |
| 4317  | Health Care Property & Supply  | Materials Handler   | DR     | 10/5/21         | 11/26/21 | \$14.61                   |
| 4187  | Optometry (SS/SR)              | Optometric Assistant                                      | DR     | 10/26/20        | 11/26/21 | \$18.24                   |
| 4031  | Optometry (SS/S)               | Optometrist Clinical <b>NEW</b>                           | DR     | 11/22/21        | 12/7/21  | \$127,244.21              |
| 4315  | Outpatient                     | Medical Support Technician                                | CL     | 9/7/21          | 11/26/21 | \$16.12 - \$18.24         |
| 4272  | Purchased Referred Care        | Administrative Medical Assistant – PRC                    |        | 3/15/21         | 11/26/21 | \$18.24                   |
| <b>SANTA ROSA (SR) HEALTH CENTER – SANTA ROSA, AZ</b> |                                |   |        |                 |          |                           |
| 4187  | Optometry Services (SS/SR)     | Optometric Assistant                                      | DR     | 10/26/20        | 11/26/21 | \$18.24                   |

|      |            |  |        |         |          |                   |
|------|------------|--|--------|---------|----------|-------------------|
| 4185 | Outpatient | Medical Assistant (3 positions: 4226/4106) |        | 3/22/21 | 11/26/21 | \$15.73           |
| 4293 | Outpatient | Medical Records Technician                 | CL, DR | 6/21/21 | 11/26/21 | \$16.12 - \$18.24 |

**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

4387

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** DENTAL ASSISTANT (EXPANDED FUNCTION) ADVANCE

**SALARY:** \$17.36 – 19.65 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Non-Exempt

**DEPARTMENT:** TONHC/Dental

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

Responsible for providing hands-on assistance and support to Dentists and completing preparation work to care for patients efficiently. Sterilizing and organizing dental tools and assisting during dental procedures.

### **SCOPE OF WORK:**

The position is located in the TONHC. The position may be organizationally located and duty stationed at any one of the Hospital/clinic facilities located in Sells, Arizona, Santa Rosa, Arizona, San Simon, Arizona, or Tucson, Arizona. The Dentist provides assignments, and completed work is reviewed in detail for accuracy and adherence to instructions and procedures.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma

—AND—

- Must possess Dental Assistant Radiography certification
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.

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

4152

4154

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** DENTAL ASSISTANT (EXPANDED FUNCTION) ADVANCE

**SALARY:** \$17.36 – 19.65 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Non-Exempt

**DEPARTMENT:** TONHC/Dental

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

Responsible for providing hands-on assistance and support to Dentists and completing preparation work to care for patients efficiently. Sterilizing and organizing dental tools and assisting during dental procedures.

### **SCOPE OF WORK:**

The position is located in the TONHC. The position may be organizationally located and duty stationed at any one of the Hospital/clinic facilities located in Sells, Arizona, Santa Rosa, Arizona, San Simon, Arizona, or Tucson, Arizona. The Dentist provides assignments, and completed work is reviewed in detail for accuracy and adherence to instructions and procedures.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma

—AND—

- Must possess Dental Assistant Radiography certification
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.

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

4337

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

## JOB ANNOUNCEMENT

**JOB TITLE:** DENTAL OFFICER

**SALARY:** \$184,287.58 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/Dental

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

The incumbent performs a full range of professional dental duties and treatments of commonly encountered dental diseases or health problems.

### **SCOPE OF WORK:**

The position is located within the Tohono O'odham Nation Sells Hospital and any health clinics within the TONHC service area. Incumbent works under the general supervision of the Chief of the Dental Branch.

### **MINIMUM QUALIFICATIONS:**

- D.D.S. or D.M.D. from a dental school accredited by the Commission on Dental Accreditation.

—AND—

- Must possess and maintain a current and valid Dental License to practice dentistry in the state of Arizona.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.

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

4338

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** DEPUTY CHIEF DENTAL OFFICER

**SALARY:** \$184,287.58 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/Dental

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

The incumbent serves as the Deputy Chief Dental Officer for the Dental Branch and is responsible for managing the Dental Branch while performing a full range of professional dental duties in connection with the treatment of commonly encountered dental diseases or health problems. Assist in the Dental Department's strategic goals and objectives, professional leadership, and staff development and supervision.

### **SCOPE OF WORK:**

The position is located at the TONHC Hospital and Clinics. The incumbent works under the general supervision of the Chief Dental Officer.

### **MINIMUM QUALIFICATIONS:**

- Graduate of a dental school accredited by the American Dental Association's (ADA's) Commission on Dental Accreditation.

—AND—

- A current, full, and unrestricted license in any state of the U.S. or the District of Columbia.
- CPR Certification.
- Advanced general practice residency in both clinical and program administration preferred.
- Three years of supervisory experience preferred.
- A verifiable record of continuing education and post-graduate study in various aspects of dentistry.
- Experience in a Native American community dental clinic preferred.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.

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**



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4254

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL OFFICER (GENERAL PRACTICE)

Recruitment Incentive

**SALARY:** \$203,418.80 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

A physician performs and provides diagnosis, care, and treatment of inpatients, ambulatory care patients, and emergency patients for the full range of clinical scenarios. In addition, as an expert licensed provider, the incumbent is responsible for the direct and indirect specialized child, adolescent, and adult services and administrative duties, including continuing education.

### **SCOPE OF WORK:**

The position may be organizationally located in the Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent functions with considerable independence during the course of patient care.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Medicine or Doctor of Osteopath from the United States or Canadian medical school approved by a recognized accrediting body in the year of the applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Education Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.
- Completed and an approved internship and a license to practice medicine.
- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or culmination of three to four years of residency training.

—AND—

- Must possess and maintain a permanent, complete, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico, or the United States territory.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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.

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**





# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4354

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL OFFICER (GENERAL PRACTICE)

Recruitment Incentive

**SALARY:** \$203,418.80 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

A physician performs and provides diagnosis, care, and treatment of inpatients, ambulatory care patients, and emergency patients for the full range of clinical scenarios. In addition, as an expert licensed provider, the incumbent is responsible for the direct and indirect specialized child, adolescent, and adult services and administrative duties, including continuing education.

### **SCOPE OF WORK:**

The position may be organizationally located in the Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent functions with considerable independence during the course of patient care.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Medicine or Doctor of Osteopath from the United States or Canadian medical school approved by a recognized accrediting body in the year of the applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Education Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.
- Completed and an approved internship and a license to practice medicine.
- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or culmination of three to four years of residency training.

—AND—

- Must possess and maintain a permanent, complete, and unrestricted license to practice medicine in a State District of Columbia, Commonwealth of Puerto Rico, or the United States territory.
- 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4390

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL OFFICER (GENERAL PRACTICE) – 1040 hours  
Recruitment Incentive

**SALARY:** \$101,709.40 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

A physician performs and provides diagnosis, care, and treatment of inpatients, ambulatory care patients, and emergency patients for the full range of clinical scenarios. In addition, as an expert licensed provider, the incumbent is responsible for the direct and indirect specialized child, adolescent, and adult services and administrative duties, including continuing education.

### **SCOPE OF WORK:**

The position may be organizationally located in the Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent functions with considerable independence during the course of patient care.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Medicine or Doctor of Osteopath from the United States or Canadian medical school approved by a recognized accrediting body in the year of the applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Education Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.
- Completed and an approved internship and a license to practice medicine.
- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or culmination of three to four years of residency training.

—AND—

- Must possess and maintain a permanent, complete, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico, or the United States territory.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4052

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL OFFICER (GENERAL PRACTICE)

Recruitment Incentive

**SALARY:** \$203,418.80 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** San Xavier, AZ & Sells, AZ

### **POSITION SUMMARY:**

A physician performs and provides diagnosis, care, and treatment of inpatients, ambulatory care patients, and emergency patients for the full range of clinical scenarios. In addition, as an expert licensed provider, the incumbent is responsible for the direct and indirect specialized child, adolescent, and adult services and administrative duties, including continuing education.

### **SCOPE OF WORK:**

The position may be organizationally located in the Tohono O'odham Nation Sells Hospital or in any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent functions with considerable independence during the course of patient care.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Medicine or Doctor of Osteopath from the United States or Canadian medical school approved by a recognized accrediting body in the year of the applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Education Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.
- Completed and an approved internship and a license to practice medicine.
- One to two years of professional experience beyond the completion of formal internship training or progressive experience equivalent in breadth and intensity, or culmination of three to four years of residency training.

—AND—

- Must possess and maintain a permanent, complete, and unrestricted license to practice medicine in a State, District of Columbia, Commonwealth of Puerto Rico, or the United States territory.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4355

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL OFFICER (OPHTHALMOLOGY)

Recruitment Incentive

**SALARY:** \$301,976.48 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** San Xavier, AZ & Sells, AZ

### **POSITION SUMMARY:**

The incumbent is responsible for diagnostic, preventative, and therapeutic services to patients in the specialty field of Ophthalmology.

### **SCOPE OF WORK:**

The position is located in the Division of Clinical Services of the Tohono O'odham Nation Health Care (TONHC) and may require 50% travel to TON San Xavier Health Center or TON Sells Hospital. The incumbent serves as a Medical Officer in the field of Ophthalmology at TONHC. Incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent works with the Chief of Optometry in matters related to the Eye Program.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Medicine or Doctor of Osteopathy from the United States or Canadian medical school approved by a recognized accrediting body in the year of the applicant's graduation. Or, a Doctor of Medicine or equivalent degree from a medical school not of the USA or Canada that provided education and medical knowledge substantially equivalent to accredited schools in the United States, as demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG), or a Fifth Pathway Certificate.

—AND—

- Board Certified (or board eligible) by the American Board of Ophthalmology.
- Must have a permanent, complete, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or the United States territory.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4009

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

## JOB ANNOUNCEMENT

**JOB TITLE:** PHYSICIAN ASSISTANT

Recruitment Incentive

**SALARY:** \$127,244.21 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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:** Exempt

**DEPARTMENT:** TONHC/General Medical & Surgical

**JOB LOCATION:** Sells, AZ / All Facilities

### **POSITION SUMMARY:**

Under general supervision, the incumbent provides medical care and treatment to patients' needs according to policies, procedures, protocol.

### **SCOPE OF WORK:**

This position may be organizationally located in the Tohono O'odham Nation Sells Hospital or any TONHC health center. The incumbent works under the general supervision of the Clinical Director, who provides administrative oversight. Incumbent functions with considerable independence during the course of patient care. Works as a primary medical care provider at the Tohono O'odham Nation Sells Hospital and any other TONHC health center, where the supervising physician may be located some distance away. The supervising physician reviews work performance periodically.

### **MINIMUM QUALIFICATIONS:**

- Physician Assistant degree from a United States physician assistant program approved by a recognized accrediting body in the year of applicant's graduation.
- Two years of work experience in medical care and treatment or an equivalent combination of training, education, and work experience that demonstrates the ability to perform the duties of this position.

—AND—

- Certified by the National Commission on Certification of Physician Assistants (NCCPA).
- Licensed as a Physician Assistant.
- Must possess and maintain a permanent, complete, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or the United States territory.
- Upon recommendation for hire, a criminal background and fingerprint check are required to determine suitability for employment.
- Must possess and maintain a valid 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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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4378

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** CLINICAL NURSE – Ambulatory Care  
Recruitment Incentive

**SALARY:** \$34.67 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 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 Xavier Outpatient

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

The incumbent provides comprehensive nursing care and 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, including Sells Hospital, San Xavier Health Center, Santa Rosa Health Center and San Simon Health Center. This position involves providing direct care to patients in hospitals and clinics. The employee is assigned to the outpatient unit and works under the Supervisory Clinical Nurse's general supervision.

### **MINIMUM QUALIFICATIONS:**

- Degree from a professional nursing program approved by the legally designated State-accrediting agency when the applicant completed the program.

—AND—

- One (1) year of experience in ambulatory care or clinic setting is preferred but not required.
- Must have an 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.
- 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 are required to determine suitability for hire.
- Must possess and maintain a valid 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.

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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4388

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

## JOB ANNOUNCEMENT

**JOB TITLE:** CHIEF OPERATING OFFICER

**SALARY:** \$203,418.80 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 7, 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:** Exempt

**DEPARTMENT:** TONHC/Executive Direction

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

The Chief Operating Officer (COO) assumes line responsibility and authority for the administrative direction, evaluation, and coordination of the functions and activities of assigned departments within the hospital organization. To ensure operation objectives and results are in accord with overall hospital needs. In the absence of the Health Care's Chief Executive Officer (CEO) and as assigned, represents the CEO in the coordination of entire portions of the hospital organization, speaking and acting within the scope of objectives outlined in the practice and policy of the hospital.

The COO is responsible to the Health Care's CEO. The COO functions at an executive level in an active leadership role with the hospital's governing body, medical staff leadership, senior hospital leadership, and management team. Is directly responsible for managers overseeing departments and other service lines as assigned by the CEO. The incumbent is directly responsible for improving the hospital facilities in designated areas, including structure construction or renovation, and purchasing new equipment. Accountable for department leaders in establishing a measure of performance, increase productivity, quality improvement, cost controls, and efficient utilization of facilities.

### **SCOPE OF WORK:**

The COO reports directly to Health Care's Chief Executive Officer.

### **MINIMUM QUALIFICATIONS:**

- Master's Degree or Doctoral in healthcare, business or a related field.
- Five years of work experience in a health care executive position.
- Five years of supervisory experience.

—AND—

- Upon recommendation for hire, a criminal background and fingerprint check are required to determine suitability for employment.
- Must possess and maintain a valid 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, incumbent(s) 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

4031

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

## JOB ANNOUNCEMENT

**JOB TITLE:** OPTOMETRIST CLINICAL  
Recruitment Incentive

**SALARY:** \$127,244.21 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 7, 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:** Exempt

**DEPARTMENT:** TONHC/Optomerty

**JOB LOCATION:** San Simon, AZ / Sells, AZ

### **POSITION SUMMARY:**

The Optometrist provides diagnostic, preventative, and/or therapeutic eye care services to the patients of the Tohono O'odham Nation Sells hospital and health care centers.

### **SCOPE OF WORK:**

This position is located within the Tohono O'odham Nation Sells hospital and is organizationally assigned to the TONHC health center facilities. The incumbent provides direct, primary, prevention, and therapeutic optometric care to the Tohono O'odham Nation patients. The position may require 50% travel to any of the four health care facilities – the incumbent reports to the Optometry Supervisor.

### **MINIMUM QUALIFICATIONS:**

- Doctor of Optometry (O.D.) accredited by the Council on Optometric Education, and
  - One year work experience in clinical optometry practice.
- AND—
- A current license to practice optometry in a State, the District of Columbia, or a territory is required.
  - Upon recommendation for hire, a criminal background and fingerprint check are required to determine suitability for employment.
  - Must possess and maintain a valid 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, incumbent(s) 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

4333

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MAINTENANCE TECHNICIAN

**SALARY:** \$19.65 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 7, 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:** San Xavier, AZ

### **POSITION SUMMARY:**

According to established policies, procedures, and protocols, perform preventative maintenance, services, and repair on HVAC, plumbing, electrical equipment, and buildings.

### **SCOPE OF WORK:**

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

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- One year of maintenance experience.

—AND—

- Licensed in a skilled trade preferred.
- Upon recommendation for hire, a criminal background and fingerprint check are required to determine suitability for employment.
- Must possess and maintain a valid 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, incumbent(s) 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

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

4384

4394

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MEDICAL SUPPORT TECHNICIAN

**SALARY:** \$16.12 - \$18.24 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 7, 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. **\*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:** Non-Exempt

**DEPARTMENT:** TONHC/San Xavier Outpatient

**JOB LOCATION:** San Xavier, AZ

### **POSITION SUMMARY:**

Under general supervision, provides medical, clerical support in connection with the care and treatment given to patients. Performs various specialized medical records tasks and resolves problems according to established criteria within the Tohono O'odham Nation Health Care (TONHC).

### **SCOPE OF WORK:**

The purpose of the Medical Support Technician position is to assist nursing and professional medical staff with the clerical and other non-professional activities involved in the care of patients. The incumbent initiates and follows through on all clerical and registration procedures throughout the patient's care. The position includes serving as a receptionist, registration duties, performing recordkeeping duties, and providing miscellaneous support to the unit's staff. The incumbent of this position is expected to address problem-solving situations with work-related policies and procedures; and use methods such as compiling, recording, and reviewing medical record data.

### **MINIMUM QUALIFICATIONS:**

- Must have a High School Diploma or General Education Diploma (GED), and
- Three months experience in a clerical medical support position, or an equivalent combination of training, education, and work experience closely related to medical records.

—AND—

- Must enroll and successfully complete a Medical Terminology course prior to advancing to full-level Medical Support Technician.
- 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.

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**





# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4332

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

## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** MAINTENANCE TECHNICIAN

**SALARY:** \$19.65 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 7, 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:** San Simon, AZ

### **POSITION SUMMARY:**

According to established policies, procedures, and protocols, perform preventative maintenance, services, and repair on HVAC, plumbing, electrical equipment, and buildings.

### **SCOPE OF WORK:**

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

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- One year of maintenance experience.

—AND—

- Licensed in a skilled trade preferred.
- Upon recommendation for hire, a criminal background and fingerprint check are required to determine suitability for employment.
- Must possess and maintain a valid 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, incumbent(s) may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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