

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



NOW RECRUITING

WEEKLY JOB SUMMARY **January 10 - 14, 2022** (Revised 1.12.2022)

HR 210	DEPARTMENT	POSITION TITLE	NOTE	OPENING DATE	CLOSING DATE	SALARY
4387	Dental (SX)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous		\$17.36 – \$19.65
4152	Dental (S)	Dental Assistant (Expanded Function) Advance	CL, DR	Open Continuous		\$17.36 – \$19.65
4154	Dental (S)	Dental Assistant (Expanded Function) Advance	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	DR	Open Continuous		\$184,287.58
4338	Dental (SX)	Deputy Chief Dental Officer	DR	Open Continuous		\$184,287.58
4295	Dental (SX)	Pediatric Dentist	DR	Open Continuous		\$203,418.80
4303	Emergency Room (S)	Clinical Nurse (Emergency) (12 positions)		Open Continuous		\$34.67
4343	Emergency Room (S)	Emergency Room Director		Open Continuous		\$301,976.48
4001	Emergency Room	Medical Assistant		Open Continuous		\$15.73
4258	Emergency Room	Medical Assistant (5 positions)		Open Continuous		\$15.73
4344	Emergency Room (S)	Medical Officer (Emergency) (3 positions)		Open Continuous		\$301,976.48
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)	DR	Open Continuous		\$203,418.80
4354	General Medical & Surgical (S)	Medical Officer (General Practice)	DR	Open Continuous		\$203,418.80
4390	General Medical & Surgical (S)	Medical Officer (General Practice) – 1040 hours	DR	Open Continuous		\$101,709.40
4052	General Medical & Surgical (SX/S)	Medical Officer (General Practice)	DR	Open Continuous		\$203,418.80
4355	General Medical & Surgical (SX/S)	Medical Officer (Ophthalmology)	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	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
4378	Outpatient (SX)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$34.67
4276	Outpatient (SX)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$34.67
4255	Outpatient (SX)	Clinical Nurse (Ambulatory Care)		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
4362	Pathology & Medical Lab (SS)	Clinical Laboratory Scientist	DR	Open Continuous		\$33.00

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
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
SELLS (S) HOSPITAL – SELLS, AZ						
4274	Environmental Health	Director of Environmental Health	DR	4/12/21	1/14/22	\$87,857.74
4350	Executive Direction	Chief Legal Officer	DR	10/25/21	1/14/22	\$224,536.42
4388	Executive Direction	Chief Operating Officer	DR	11/22/21	1/14/22	\$203,418.80
4347	Executive Direction	Executive Administrative Assistant	CL, DR	10/20/21	1/14/22	\$47,389.68
4286	Facilities Management	Biomedical Equipment Support Specialist	DR	8/23/21	1/14/22	\$30.64
4151	Facilities Management	Biomedical Equipment Support Supervisor	DR	11/16/20	1/14/22	\$72,108.82
4302	Facilities Management	HVAC Mechanic	DR	7/26/21	1/14/22	\$26.42
4331	Facilities Management	Maintenance Technician	DR	12/27/21	1/14/22	\$19.65
4351	Governing Body	Senior Administrative Assistant NEW	DR	1/12/22	1/26/22	\$19.65
4321	Health Care Security	Security Guard (5 positions)	DR	9/13/21	1/14/22	\$15.73
4095	Health Care Security	Security Guard	DR	8/23/21	1/14/22	\$15.73
7829	Human Resources (TONHC)	Human Resources Licensing Analyst NEW	DR	1/10/22	1/24/22	\$22.78
4244	Information Technology (S/SX)	Clinical Applications Coordinator	DR	4/5/21	1/24/22	\$87,857.74
4296	Nutrition & Dietetic	Cook Re-Advertised		1/10/22	1/24/22	\$15.73
4031	Optometry (SS/S)	Optometrist Clinical	DR	11/22/21	1/14/22	\$127,244.21
4393	Outpatient	Medical Assistant		11/8/21	1/14/22	\$15.73
4022	Outpatient	Lead Clinical Nurse (Ambulatory Care)	DR	11/23/20	1/14/22	\$37.33
4195	Outpatient	Supervisory Clinical Nurse (Ambulatory Care)	DR	03/29/21	1/14/22	\$104,435.14
4186	Pathology & Medical Lab	Medical Laboratory Technician	DR	12/6/21	1/14/22	\$24.54
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	03/01/21	1/14/22	\$24.54
4285	Pathology & Medical Lab	Phlebotomist I	DR	12/6/21	1/14/22	\$15.73
4168	Pharmacy	Pharmacy Technician (2 positions)	DR	8/9/21	1/14/22	\$18.24
4368	Quality Assurance/Review	Administrative Assistant	CR, DR	11/15/21	1/14/22	\$18.24
4238	Quality Assurance/Review	Infection Control Nurse	DR	11/15/21	1/14/22	\$87,857.74
4112	Quality Assurance/Review	Utilization Review Nurse	DR	11/15/21	1/14/22	\$87,857.74
SAN XAVIER (SX) HEALTH CENTER – SAN XAVIER, AZ						
4330	Facilities Management	Groundskeeper/Laborer	DR	12/27/21	1/14/22	\$13.57
4244	Information Technology (S/SX)	Clinical Applications Coordinator	DR	4/5/21	1/24/22	\$87,857.74
4200	Outpatient	Clinical Nurse (Ambulatory Care)		8/16/21	1/14/22	\$34.67
4028	Outpatient	Clinical Nurse (Ambulatory Care)		7/19/21	1/14/22	\$34.67
4312	Outpatient	Medical Assistant Re-Advertised		1/10/22	1/24/22	\$15.73
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	3/01/21	1/14/22	\$24.54
4278	Patient Accounts	Contact Representative NEW	CL, DR	1/10/22	1/24/22	\$24.53 - \$28.45
4395	Patient Accounts	Medical Biller NEW	CL	1/10/22	1/24/22	\$15.35 - \$16.94
4316	Patient Accounts	Medical Business Office Manager		8/30/21	1/14/22	\$85,714.93
SAN SIMON (SS) HEALTH CENTER – SAN SIMON, AZ						
4332	Facilities Management	Maintenance Technician	DR	11/22/21	1/14/22	\$ 19.65
4317	Health Care Property & Supply	Materials Handler	DR	10/5/21	1/14/22	\$14.61
4187	Optometry (SS/SR)	Optometric Assistant	DR	10/26/20	1/14/22	\$18.24
4031	Optometry (SS/S)	Optometrist Clinical	DR	11/22/21	1/14/22	\$127,244.21
4272	Purchased Referred Care	Administrative Medical Assistant – PRC		3/15/21	1/14/22	\$18.24
SANTA ROSA (SR) HEALTH CENTER – SANTA ROSA, AZ						
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	1/14/22	\$18.24

CR = Clerical Required CL = Career Ladder DR = Driving Required TOLR = Tohono O'odham Language Required

Equal Employment Opportunity and Indian Preference Employer

4185	Outpatient	Medical Assistant	(3 positions)	3/22/21	1/14/22	\$15.73
4170	Pathology & Medical Lab	Medical Laboratory Technician		12/6/21	1/14/22	\$24.54

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

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

JOB ANNOUNCEMENT

JOB TITLE: SENIOR ADMINISTRATIVE ASSISTANT

SALARY: \$19.65 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: January 12, 2022

CLOSING DATE: January 26, 2022

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.

DAILY SCHEDULE: Monday - Friday, 8:00AM– 5:00PM

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: TONHC/Governing Body

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

Under general supervision, performs a variety of complex administrative support duties as directed by the division or department management.

SCOPE OF WORK:

The work is normally reviewed upon completion, with occasional spot checks while in process, to ensure accuracy, timeliness and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor. The position is located in a hospital administrative office setting within TONHC and requires strong communication and multi-tasking skills.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and three years' work experience in the clerical field, or an equivalent combination of training, education, and which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 45 WPM.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must obtain a HIPAA Certification within six months of hire.
- Must obtain an Arizona Notary Public Commission certificate within six months of hire.
- 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.

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

7829

JOB ANNOUNCEMENT

JOB TITLE: HUMAN RESOURCES LICENSING ANALYST

SALARY: \$22.78 PER HOUR, PLUS BENEFITS

OPENING DATE: January 10, 2022

CLOSING DATE: January 21, 2022

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/HUMAN RESOURCES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of moderate difficulty in coordinating and conducting finger printing, background checks and employee assessments for employees and applicants being considered for appointment to a position designated as a sensitive position.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources Management, Criminal Justice or related field, and four years of work experience in human resource management or background and investigation processing field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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

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

4278

JOB ANNOUNCEMENT

JOB TITLE: CONTACT REPRESENTATIVE

SALARY: \$24.53 - \$28.45* PER HOUR, DOE PLUS BENEFITS

NEW

OPENING DATE: January 10, 2022

CLOSING DATE: January 24, 2022

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/Patient Accounts

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY:

Responsible for assisting families and individuals in applying alternate resources, variety of problems, questions, or situations and explaining various benefits options, qualifying, conditions, and reporting requirements. Ensure the identification of patients eligible for alternate resources and advocate for patients in effectively utilizing alternate resources.

SCOPE OF WORK:

This position is located within the Tohono O'odham Nation Health Care, including San Xavier Health Center, Santa Rosa Health Center, and San Simon Health Center of the Tohono O'odham Nation. The supervisor makes assignments by outlining or discussing issues and defining objectives, priorities and deadlines. The incumbent trains or provides instructions to other employees but does not directly oversee or direct the work of others.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public/Business Administration or closely related field, and
- One year work experience in administering benefit plans, or
- An equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire, a criminal background and 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.

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

4395

JOB ANNOUNCEMENT

JOB TITLE: MEDICAL BILLER

SALARY: \$15.35 - \$16.94* PER HOUR, DOE PLUS BENEFITS

NEW

OPENING DATE: January 10, 2022

CLOSING DATE: January 24, 2022

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/Patient Accounts

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY:

Under general supervision, the incumbent is responsible for examining, verifying, and maintaining data involved in processing medical care claims for alternate resources reimbursement and performing other third-party billing-related duties. The primary function of this position is to bill/process all medical care claims timely to ensure reimbursement from third-party payers.

SCOPE OF WORK:

The work involves the review of medical claims to ensure accuracy and completeness and obtain missing information. The incumbent performs various accounting, budget, or financial management support-related duties or assignments related to medical billing.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma; and
- Six months work experience in medical billing, third party billing, accounting, budget, or financial management support, or equivalent.

—AND—

- Must type 40 WPM.
- 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

4312

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

JOB ANNOUNCEMENT

JOB TITLE: Medical Assistant
Recruitment Incentive and Uniform Allowance

SALARY: \$15.73 PER HOUR, DOE PLUS BENEFITS

Re-Advertised

OPENING DATE: January 10, 2022

CLOSING DATE: January 24, 2022

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/Outpatient

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY:

This position aims to provide direct healthcare services to patients of various ages in a multi-specialty family practice environment. The incumbent performs basic patient care services and technical tasks.

SCOPE OF WORK:

The position serves in ambulatory care setting and located at one of the Tohono O'odham Nation Health Care facilities located in Sells, AZ Santa Rosa, AZ, San Simon, AZ, or Tucson, AZ. The incumbent receives administrative direction from the Supervisory Clinical Nurse, or the Lead Nurse of the area to which assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Completion of an approved medical assistant training program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accreditation Bureau of Health Education Schools (ABHES) or any accrediting agency recognized by the United States Department of Education. Please provide a copy of your official transcripts and diploma, **OR**;
 - A current and active Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) from The American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Please provide a copy of your certification with your application, **OR**;
 - A copy of an official record verifying the completion of a medical services training program of the Armed Forces of the United States.

—AND—

- Must have current Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- 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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The Tohono O'odham Nation is an Alcohol/Drug Free Work Place



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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4296

JOB ANNOUNCEMENT

JOB TITLE: COOK

Re-Advertised

SALARY: \$15.73 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: January 10, 2022

CLOSING DATE: January 24, 2022

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/Nutrition & Dietetic

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

Plans and prepares meals for regular, therapeutic, and modified diets; prepare meals from various menu items using standardized recipes and procedures; and prepares meals using multiple cooking methods. Ensures that meals are ready at the appropriate time that temperatures are maintained and conform to established standards.

SCOPE OF WORK:

This position is located within the Nutrition and Dietetic Services Department of the Tohono O'odham Nation Sells Hospital and is one of six (6) Cook positions. The incumbent's primary job is to produce meals for patients accurately, employees, and outside customers, provide responsive and timely customer service, and ensure that the food service section functions smoothly daily by completing job tasks within a specified time frame. The Cook position works under the direction of the Cook Supervisor, who establishes daily work assignments and spot-checks completed work assignments.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma
- Six months of experience in the foodservice industry, or an equivalent combination of training, education, and work experience that demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain ServSafe® Certification within six to twelve months after hire.
- 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.

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.