

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) 547-8134

Website: www.tonation-nsn.gov



NOW RECRUITING

WEEKLY JOB OPPORTUNITIES June 21 - 24, 2022

HR 210	DEPARTMENT	POSITION TITLE	NOTE	OPENING DATE	CLOSING DATE	SALARY
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
4338	Dental (SX)	Deputy Chief Dental Officer	DR	Open Continuous		\$184,287.58
4295	Dental (SX)	Pediatric Dentist	DR	Open Continuous		\$203,418.80
4001	Emergency Room (S)	Medical Assistant		Open Continuous		\$15.73
4102	Emergency Room (S)	Clinical Nurse (Emergency)		Open Continuous		\$34.67
4305	Emergency Room (S)	Clinical Nurse (Emergency) (11 positions)		Open Continuous		\$34.67
4258	Emergency Room	Medical Assistant (5 positions)		Open Continuous		\$15.73
4345	Emergency Room (S)	Medical Officer (Emergency) (2 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
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
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
4318	HC Property & Supply (S)	Materials Handler	DR	Open Continuous		\$14.61
4148	Inpatient Nursing (S)	Certified Nursing Assistant		Open Continuous		\$16.94
4146	Inpatient Nursing (S)	Certified Nursing Assistant		Open Continuous		\$16.94
4004	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open Continuous		\$34.67
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
4353	Nutrition & Dietetic (S)	Outpatient Dietitian	DR	Open Continuous		\$34.67
4255	Outpatient (SX)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$34.67
4379	Outpatient (SX)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$34.67
4053	Outpatient (SR)	Supervisory Clinical Nurse (Ambulatory Care)	DR	Open Continuous		\$104,435.14
4381	Outpatient (SR)	Clinical Nurse (Ambulatory Care)		Open Continuous		\$34.67
4017	Outpatient (S)	Clinical Nurse (Ambulatory Care)		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
4073	Physical Therapy (S)	Physical Therapist	CL, DR	Open Continuous		\$79,594.74 - \$87,857.74

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
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
4401	Social Work Services (SX)	Behavioral Medicine Therapist		Open Continuous	\$72,108.82
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

SELLS (S) HOSPITAL – SELLS, AZ

4274	Environmental Health	Director of Environmental Health	DR	4/12/21	6/24/22	\$87,857.74
4388	Executive Direction	Chief Operating Officer	DR	5/2/22	6/24/22	\$203,418.80
4151	Facilities Management	Biomedical Equipment Support Supervisor	DR	5/31/22	6/24/22	\$34.66
4286	Facilities Management	Biomedical Equipment Support Specialist	DR	8/23/21	6/24/22	\$30.64
4320	HC Property & Supply	Inventory Management Specialist	DR	1/18/22	6/24/22	\$19.17
4334	HC Security	Lead Security Guard	DR	4/26/22	6/24/22	\$18.24
4094	HC Security	Security Guard	DR	5/31/22	6/24/22	\$15.73
4321	HC Security	Security Guard (4 positions)	DR	4/26/22	6/24/22	\$15.73
4236	Housekeeping	EVS Technician (2 positions)	DR	2/28/22	6/24/22	\$18.24
7829	Human Resources (TONHC)	Human Resources Licensing Analyst	DR	1/10/22	6/24/22	\$22.78
4244	Information Technology (S/SX)	Clinical Applications Coordinator	DR	4/5/21	6/24/22	\$87,857.74
4359	Nursing Administration	Administrative Assistant	DR	4/26/22	6/24/22	\$16.94
4057	Nutrition & Dietetic	Cook		4/4/22	6/24/22	\$15.73
4031	Optometry (SS/S)	Optometrist Clinical	DR	11/22/21	6/24/22	\$127,244.21
4393	Outpatient	Medical Assistant		11/8/21	6/24/22	\$15.73
4022	Outpatient	Lead Clinical Nurse (Ambulatory Care)	DR	11/23/20	6/24/22	\$37.33
4195	Outpatient	Supervisory Clinical Nurse (Ambulatory Care)	DR	03/29/21	6/24/22	\$104,435.14
4186	Pathology & Medical Lab	Medical Laboratory Technician	DR	12/6/21	6/24/22	\$24.54
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	03/01/21	6/24/22	\$24.54
4234	Pharmacy	Pharmacy Technician NEW	DR	6/21/22	7/5/22	\$18.24
4194	Pharmacy	Pharmacy Technician	DR	6/13/22	6/24/22	\$18.24
4304	Pharmacy	Pharmacy Technician	DR	8/9/21	6/24/22	\$18.24
4078	Physical Therapy	Physical Therapist	CL	3/21/22	6/24/22	\$79,594.74 – 87,857.74
4137	Purchase Referred Care	Administrative Medical Assistant – PRC	DR	3/21/22	6/24/22	\$18.24
4335	Purchase Referred Care	Administrative Medical Assistant (2 positions)	DR	1/18/22	6/24/22	\$18.24
4385	Purchase Referred Care	Administrative Medical Assistant – PRC	DR	1/18/22	6/24/22	\$18.24
4212	Purchase Referred Care	Nurse Case Manager	DR	1/18/22	6/24/22	\$38.27
4368	Quality Assurance/Review	Administrative Assistant	CR, DR	11/15/21	6/24/22	\$18.24
4238	Quality Assurance/Review	Infection Control Nurse	DR	11/15/21	6/24/22	\$87,857.74
4110	San Xavier Patient Accounts	Patient Registration Specialist	CL, CR	3/28/22	6/24/22	\$14.35 - \$15.73

SAN XAVIER (SX) HEALTH CENTER – TUCSON, AZ

4330	Facilities Management	Groundskeeper/Laborer	DR	12/27/21	6/24/22	\$13.57
4404	General Administrative	Executive Administrative Assistant	CR	5/31/22	6/24/22	\$22.78
4096	HC Security	Security Guard NEW	DR	6/21/22	7/5/22	\$15.73
4402	Housekeeping	EVS Technician	DR	5/31/22	6/24/22	\$18.24
4244	Information Technology (S/SX)	Clinical Applications Coordinator	DR	4/5/21	6/24/22	\$87,857.74
4291	Medical Records	Medical Records Technician	CL, DR	3/28/22	6/24/22	\$16.12 - \$18.24
4276	Outpatient	Clinical Nurse (Ambulatory Care)		5/24/22	6/24/22	\$34.67
4200	Outpatient	Clinical Nurse (Ambulatory Care)		8/16/21	6/24/22	\$34.67
4403	Outpatient	Medical Assistant		6/13/22	6/24/22	\$15.73
4251	Outpatient	Medical Assistant		3/21/22	6/24/22	\$15.73
4312	Outpatient	Medical Assistant		3/21/22	6/24/22	\$15.73
4394	Outpatient	Medical Support Technician	CL	4/18/22	6/24/22	\$16.12 - \$18.24
4130	Outpatient	Medical Support Technician	CL	5/31/22	6/24/22	\$16.12 - \$18.24

4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	3/01/21	6/24/22	\$24.54
4395	Patient Accounts	Medical Biller	CL, CR	5/9/22	6/24/22	\$15.35 - \$16.94
4336	Purchase Referred Care	Administrative Medical Assistant (2 positions)	DR	1/18/22	6/24/22	\$18.24
4272	Purchase Referred Care	Administrative Medical Assistant – PRC	DR	1/18/22	6/24/22	\$18.24

SAN SIMON (SS) HEALTH CENTER – SAN SIMON, AZ

4332	Facilities Management	Maintenance Technician	DR	11/22/21	6/24/22	\$ 19.65
4317	Health Care Property & Supply	Materials Handler	DR	10/5/21	6/24/22	\$14.61
4187	Optometry (SS/SR)	Optometric Assistant	DR	10/26/20	6/24/22	\$18.24
4031	Optometry (SS/S)	Optometrist Clinical	DR	11/22/21	6/24/22	\$127,244.21
4272	Purchased Referred Care	Administrative Medical Assistant – PRC		3/15/21	6/24/22	\$18.24
4406	San Simon Administration	Medical Records Technician NEW	CL	6/21/22	7/5/22	\$16.12 – \$18.24
4377	San Simon Administration	Supervisory Medical Records Admin. Specialist	DR, TOLR	3/28/22	6/24/22	\$68,634.38

SANTA ROSA (SR) HEALTH CENTER – SANTA ROSA, AZ

4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	6/24/22	\$18.24
4289	Outpatient	Administrative Officer		3/29/22	6/24/22	\$104,435.14
4106	Outpatient	Medical Assistant (2 positions)		3/22/21	6/24/22	\$15.73
4170	Pathology & Medical Lab	Medical Laboratory Technician		12/6/21	6/24/22	\$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 will be conducted on-line only. 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".

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

4234

P.O. Box 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4010

JOB ANNOUNCEMENT

JOB TITLE: PHARMACY TECHNICIAN

SALARY: \$18.24 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: June 21, 2022

CLOSING DATE: July 5, 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: SCHEDULED SHIFT, 24/7, MONDAY - SUNDAY

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: TONHC/Pharmacy

JOB LOCATION: Sells, AZ

POSITION SUMMARY:

The incumbent performs various pharmacy-related duties for the Pharmacy Department, such as maintaining medication supplies, ordering drugs from the supply department, and stocking medications.

SCOPE OF WORK:

This position is located in the Tohono O'odham Nation Sells Hospital or Health Care Centers within the service area. Incumbent provides pharmacy services as directed or assigned by a Clinical Pharmacist. The incumbent is under the immediate supervision of the Clinical Pharmacist.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Certificate as a Pharmacy Technician or one-year prior experience as a Pharmacy Technician/Aid.

—AND—

- Certified Pharmacy Technician preferred.
- Upon recommendation for hire, a criminal background and National FBI fingerprint check are required to determine suitability for employment, including a 39-month driving record.
- May require possessing and maintaining a valid driver's license (no DUIs or major traffic citations within the last three years).
- If required, 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

4406

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

JOB ANNOUNCEMENT

NEW

JOB TITLE: MEDICAL RECORDS TECHNICIAN

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

OPENING DATE: June 21, 2022

CLOSING DATE: July 5, 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.**

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

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: TONHC/Health Care Security

JOB LOCATION: San Simon, AZ

POSITION SUMMARY: Maintain medical record information in manual and automated record systems. Reviews, analyzes, abstracts, and compiles data; compiles statistics; and performs routine clerical duties supporting the Tohono O'odham Nation Health Care (TONHC).

SCOPE OF WORK: The position is located in the TONHC Hospital and Clinics. The incumbent works under the general supervision of the Medical Records Supervisor.

MINIMUM QUALIFICATIONS – This is a career ladder position (career ladder I & full level qualifications below):

- Must have a High School Diploma or General Education Diploma (GED), and
- Three months of work experience in medical records, or an equivalent combination of training, education, and work experience closely related to medical records.
- *Must enroll and successfully complete a Medical Terminology course prior to advancing to full level Medical Records Technician.*

Full Level

- High School Diploma or General Education Diploma (GED), and
- Three years' experience in medical records, or an equivalent combination of training, education, and work experience closely related to the maintenance of medical records.
- Must have successfully completed a Medical Terminology course.

—AND—

- RPMS experience preferred.
- Upon recommendation for hire, a criminal background and National FBI fingerprint check are required to determine suitability for employment, including a 39-month driving record.
- May require possessing and maintaining a valid driver's license (no DUIs or major traffic citations within the last three years).
- If required, 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

4096

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

JOB ANNOUNCEMENT

JOB TITLE: SECURITY GUARD

SALARY: \$15.73 PER HOUR, DOE PLUS BENEFITS

OPENING DATE: June 21, 2022

CLOSING DATE: July 5, 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/Health Care Security

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY:

Under the general supervision, security and surveillance services for areas of the assignment may include the Sells Hospital along with San Simon, Santa Rosa, and San Xavier Health Care Centers according to security policies and procedures.

SCOPE OF WORK:

Security positions are located at the Tohono O'odham Nation Sells Hospital, San Simon, Santa Rosa, and San Xavier Health Care Centers. Work includes assignments to second, third, or rotating shifts, including weekends and holidays. Work products or services affect the acceptance of law enforcement and security program services and actions at each Health Care facility. Incumbents are required to wear uniform. The supervisor makes individual assignments for the shift, and the employee uses personal initiative in carrying out recurring tasks independently. The incumbent's work is review for technical adequacy, adherence to standard procedures and methods, and compliance with special instructions.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- Six months' work experience in a related field.

—AND—

- Maintain current certification or licenses in first aid, self-defense, operation of security equipment, and Cardiopulmonary Resuscitation (CPR).
- Upon recommendation for hire, a criminal background and National FBI fingerprint check are required to determine suitability for employment, including a 39-month driving record.
- May require possessing and maintaining a valid driver's license (no DUIs or major traffic citations within the last three years).
- If required, 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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