

**JOB ANNOUNCEMENT**

**COMMUNITY LIAISON**

**JOB POSTING:** March 3, 2017

**JOB CLOSING DATE:** OPEN UNTIL FILLED

**SALARY:** (\$13.50 - \$15.68 DOE)

**BENEFITS:** YES

**SCOPE OF WORK:** THE COMMUNITY LIAISON serves as a “communication link” between the SXAA Office and the San Xavier Allotment owners. This is an “Outreach” position which requires the position to meet with SX Allottees at his/her home or community which requires a large amount of Travel time. Position requires a thorough knowledge and practical understanding of SX Allottee issues and the ability to learn the details of Allottee land ownership within the SXD. Case management skills are required.

**QUALIFICATIONS:**

1. Associates Degree (in any relatable study area) OR three (3) years’ work experience OR any combination of training and education which demonstrates the ability to perform the duties of this position—REQUIRED
2. Must have effective oral, written, and communication skills and case management skills.
3. Must be able to work a flexible work schedule allowing travel time and evening meetings, as required.
4. Have experience with case management work, working one-to-one or with groups on the services, programs and related projects from the SXAA, San Xavier District and other agencies.
5. Proficiency and competency in the use of computer software such as Microsoft Word, Excel Data Base, PowerPoint for effective report writing, for presentations.
6. Must have a valid Arizona Driver’s License with no major driving offences.
7. Must be Bilingual (O’odham/English)—REQUIRED
8. Must successfully complete a background check

**APPLICATION AND REQUIRED FORMS ARE AVAILABLE AT:** [SXAA@sanxavierallottee.org](mailto: SXAA@sanxavierallottee.org)  
**OR CAN BE PICKED UP AT THE SXAA OFFICE OR CALL TO HAVE AN APPLICATION MAILED TO YOU. All applicants will need to submit:**

- A. SXAA Application
- B. Two letters of References.
- C. Signed and completed Authorization to Release Information document.

**EMAIL AND POSTAL DELIVERY IS ACCEPTABLE: Email:** [SXAA@sanxavierallottee.org](mailto: SXAA@sanxavierallottee.org)  
**Mailing address:** 325 East Vamori Street, Tucson, Arizona 85756 **Contact SXAA 520-807-2121 for application or email us. Thank you.**

Revised 03/03/17