



Job Openings - Tribal As of 2026-04-29

Workforce Development Specialist

Job Summary:

We are seeking a dynamic and dedicated Workforce Development Specialist to empower individuals through comprehensive employment and training programs. In this role, you will coordinate, and implement workforce initiatives that enhance skills, promote independence, and foster community integration. Your passion for social impact and expertise in workforce development will drive positive change.

Responsibilities:

- Oversee day-to-day operations of the Career and Training Center (CTC), including the On-the-Job Training (OJT) Program, career/employment support for program participants and employment-based workshops.
- Continually update resources and assessment tools, maintain information on current job fairs, employment-based workshop information, hiring events and current job openings.
- Administer and interpret standardized career assessment tools and convey results to participants.
- Connect participants with the resources necessary to assess career aspirations and teach them how to research education/experience requirements and search for employment.
- Create individualized training plans and maintain documentation of participant interactions, while tracking progress.
- Provide encouragement to participants seeking employment.
- Assist participant in developing measurable goals and objectives and evaluate participant's progress.
- Mentor participants regarding policies on professional expectations and other practices and procedures.
- Facilitate group processes including (but not limited to) testing, workshops, orientations and job clubs.
- Plan, develop and coordinate outings to provide vocational exposure and inter-cultural occupational experiences.

Requirements:

- Bachelor's degree in Social Work, Human Services, Business, Education or a related field.
- Three (3) years of experience as a case manager, employment case manager, career counselor, or social worker in tribal, non-profit, or community-based organizations.
- One (1) year workforce development experience.
- Experience with entrepreneurial/self-employment programs/ventures a plus.

3/4 Time (30-39 hours per week), benefited position, starting rate \$21.70 - \$28.86 hourly DOE.

The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

Open until filled.

Administrative Assistant-Real Estate Department

Responsibilities: Responsible for coordination of administrative functions in the Real Estate Department. Duties include reception, filing, data entry, report preparation, oversight of budget, tenant's records, security and storage, purchasing, and similar functions.

Requirements: Must have a High School Diploma or GED equivalent. Must have excellent communication skills verbally, by email correspondence, presentation, telephone and in written documents with the ability to absorb and retain information quickly. Ability to sit for extended periods of time and lifting and transporting of moderately heavy objects, such as boxes and able to lift, pull or push a minimum of 50lbs. Must also pass a background check and be insurable under the Tribe's auto insurance carrier.

Full-time, benefited position, \$18.27-\$24.31 hourly DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

Open until filled.

Surveillance Operator I

Responsibilities: Will conduct the operation of closed-circuit television system monitoring in all areas of the casino. Must be alert, attentive and focused at all times and able to prepare comprehensive reports. Must be computer literate with the knowledge of Windows OS, Microsoft software, keyboards, etc.

Requirements: Requires a High School Diploma or GED. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.

Full-time, Midnight Shift schedule (2300-0700), excellent benefits, starting at \$16.61-\$22.10 hourly DOE. \$1.50 differential for Midnight Shift only. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants.

Complete an application and submit to the Yavapai Gaming Commission Office, PO Box 10190, Prescott, AZ 86301.

Open until filled.

Human Resources Assistant

Responsibilities: Performs a variety of human resource administrative tasks required to maintain efficient personnel services for the Tribe.

Requirements: At least two (2) years experience in Personnel/Human Resources Field. High School Diploma or G.E.D. equivalent and two years clerical experience. Ability to make basic mathematical calculations and draws logical conclusions. Possess excellent oral and written communication skills. Handle multiple projects simultaneously and use good judgment in prioritizing work assignments. The ability to work independently and meet strict timelines. Establish and maintain courteous and respectful working relationships with employees, Tribal Members, and vendors. Will remain unbiased at all times. Will remain calm, cool, and collected at all times. Must have a working knowledge of office equipment and advanced computer skills in word processing, spreadsheets, and presentation software. Physically able to frequently lift, pull or push 15 lbs., occasionally lift, pull or push 25 lbs. Ability to sit/stand for extended periods. Ability to report to work on time and perform the duties of the job for an entire workday. Possess a valid Arizona Driver's License (upon hire) and be insurable under the Tribe's Auto Insurance Carrier. Must pass a pre-employment drug screening and adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment. Must pass a background security check prior to and during the course of employment with the Tribe in order to meet the Tribal State Compact and/or the Tribal Gaming Ordinance. Adhere to all Tribal Personnel Policies and procedures.

Full-time, excellent benefits, starting at \$15.67 - \$20.84 per hour DOE. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.*

NOTE: A completed, signed YPIT Employment Application **MUST** be submitted before being considered for an interview. **Resumes are welcomed but are not a substitute.** YPIT Employment Application is available for download at Buckycasino.com under "Careers". Check "Tribal Business Office" specifying "Position Applying For". Complete, sign and save to your device. Kindly forward saved file as an email attachment addressed to recruitment@ypit.com or submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott AZ 86301

Open until filled.

Controller

Responsibilities: Controls organization activities concerned with the financial administration and general accounting including financial reporting, accounting policy, cash management, budgeting, fixed asset control, and Grant reporting for both the Tribal, Gaming, and Resort Operations and programs.

Requirements: Bachelor's Degree in Accounting or related field and a minimum of 5 years' experience in financial management as a supervisor. Must obtain and renew, annually, Tribal and Arizona State Gaming Agency certifications.

Full-time, benefited position, \$86,278-\$114,750 annually, DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

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Construction Painter Worker

Responsibilities: Painting, remodeling and or assist with the construction, repair of Tribal Facilities. The position will require the following essential functions: application of paint and other finishes to a variety of surfaces, drywall repair, communicating and planning with department supervisor to determine painting requirements, survey building and painting sites, review work orders from department supervisor and determine work plans and requirements, removing the old finish properly, mixing and matching paint, stain, and other finishes, tracking and maintaining inventory supplies, providing estimates for time and materials for each project, removing and reinstalling fixtures, preparing surfaces by washing, filling holes and cracks, and sanding, setting up proper ventilation, safety equipment and compliantly follows all safeguards, rules and regulations. Assistance with constructions tasks may include carpentry, plumbing, masonry, welding, electrical, site preparation and roofing.

Requirements: High School Diploma or GED. Two (2) years of painting experience. Skill in selecting and applying paint in associated products. Skill in applying coatings and/or caulking and completing repairs to exterior and interior surfaces. Ability to follow safety procedures. Able to perform the manual tasks that may be required such heavy lifting, operation of manual and/or power tools, climbing ladders, etc. Frequently lift, pull or push 50 lbs. occasionally lift, pull or push 70 lbs.

Full-time, excellent benefits, \$18.27 - \$24.31 hourly, DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

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Elder Care Assistant

Responsibilities: Develops activities for Tribal Elders including: trips, excursions and activities including luncheons, Bingo, educational activities and cultural events. Transports Tribal Elders to appointments and events at the request of the Elders, including medical appointments out of the local area to other cities. Ensures that Tribal Elders are in contact with other people and engaged in social activities to prevent isolation and deterioration of quality of life and to maintain independent living in their own home. Provides homemaking services, such as cooking and housekeeping, arranges for other services as requested or needed by the Elder, coordinates and supports services with the CHR Community Health Representative staff as needed. Basic duties include but are not limited to: developing activities for Tribal Elders, maintaining frequent contact with Tribal Elders, listening to the requests and needs of the Elders and being alert to changes in an Elder's health and/or mental health needs.

Requirements: High School diploma or GED certificate and three (3) years' experience in the Elderly/Home Care field. Must have Food Handlers Card and be CPR Certified or complete within one (1) month of hiring; CNA preferred. Must have a sense of responsibility, compassion, emotional stability and the ability to develop strong relationships with Tribal Elders. Yavapai-Prescott Tribal member, Community member or someone knowledgeable of Yavapai culture preferred.

Three-Quarter Time (30-39 hours per week) Non-Exempt, \$15.67 – \$20.84 per hour

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Open until filled.

Police Lieutenant

The Yavapai-Prescott Tribal Police Department, a progressive, professional and community-based policing agency, is seeking a Police Lieutenant. Must be AZ POST Certified and/or will be certified within 6 months. This vital role offers an exciting opportunity to serve and protect the community while demonstrating strong leadership and operational expertise. Will protect life and property through the enforcement of applicable Tribal, State and Federal laws and regulations.

Responsibilities:

- Supervises the overall operation of the Yavapai-Prescott Tribal Police Department
- Assists in developing administrative and operating policies and procedures
- Will assist the Chief of Police in developing and implementing objectives, goals, and strategies to ensure the law enforcements needs of the Tribal Community are met effectively and efficiently.
- Provides lead supervision over police field operations and is subject to on-call status
- Responsible for training, and overall supervision of all police staff
- Determines staffing needs
- Responsible for planning, developing, coordinating and implementing community policing initiatives and tribal youth prevention programs in accordance with established community-oriented policing practices, policies, and procedures withing the Tribal community

Requirements:

- Two years of college with experience in police science, criminal science, political science, criminal justice, public administration or related field or equivalent field experience.
- Have at least five years of police experience as a commissioned police officer, preferably an Indian Tribal jurisdiction.
- Must have at least three years' experience with community policing programs and services.
- Must have at least two years' full-time supervisory experience and at least one-year administrative experience.

Full time Police Lieutenant. Starting salary: \$71,305 - \$94,835/AnnuallyDOE + medical benefits, paid vacation & holidays, 401K retirement plan and Arizona Public Safety Personnel Retirement System. Must pass a background check medical physical exam, drug test and be insurable under the Tribe's auto insurance carrier. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants.

Open Until Filled
