



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**BEVERAGE SERVER (SHIFT VARIES)**

**Closing Date: 3/27/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 8.37+TIPS**

**Status: FULL-TIME**

**Job Code: 180313A**

Qualifications: Will train. Some food experience helpful.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**HVAC-GEOTHERMAL ENGINEER (8a-4:30p)**

**Closing Date: 3/27/2018**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180313B**

Qualifications: High school diploma. Certified in HVAC and refrigeration applications for a large facility. Stationary Engineer License. EPA Universal Certification. Certified Forced Air Universal Certification. Valid driver's license, dependable transportation and proper insurance. Must have five (5) years of experience with HVAC systems such as compressors, computer components, electric, boiler, and piping. Must have experience of five (5) years with knowledge of low voltage systems and of blue print reading. WORKING CONDITIONS Must be able to travel. Will be working in a large facility complete with geo-thermal machinery and technology. Possesses manual dexterity, agility, good color vision good use of hand tools (screwdrivers, pliers, knives, hacksaw, power tools and testing equipment: voltmeters and test lamp).

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**LANGUAGE AUDIO RESEARCHER (8a-4:30p)**

**Closing Date: 3/27/2018**

DEPARTMENT OF HERITAGE PRESERVATION - HERITAGE-LANGUAGE

**Location: MAUSTON**

**Submit: Application and Resume**

**Pay Rate: 20.63**

**Status: FULL-TIME**

**Job Code: 180313C**

Qualifications: High School Diploma or GED. Three years of experience performing work-related in regards to recording or any acceptable combination of relevant education and experience. Knowledge of Hoocak language, tribal traditions, values and social mores is required. Ability to communicate effectively both orally and in writing is required. Must be a positive role model at all times. Must lead a healthy non-abusive lifestyle. Must be willing to submit to a background check as mandated by the Ho-Chunk Nation. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Travel is required for this position.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**MAINTENANCE WORKER II (8a-4:30p)**

**Closing Date: 3/27/2018**

DEPARTMENT OF HERITAGE PRESERVATION - HERITAGE-LANGUAGE

**Location: MAUSTON**

**Submit: Application and Resume**

**Pay Rate: 14.44**

**Status: FULL-TIME**

**Job Code: 180313D**

Qualifications: Must have high school diploma or equivalent. Must be 18 years of age or older. Must be valid driver's license, liability insurance and dependable transportation. WORKING CONDITIONS Must be willing to work in all types of weather conditions. Must be able to lift up to 10 pounds, occasionally lift up to 50 pounds. Seldom lift up to more than 100 pounds with assistance. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception and eye-hand coordination. May be required to work weekends and evenings.

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APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

OFFICE MANAGER- CASINO (DAYS)

Closing Date: 3/27/2018

DEPARTMENT OF BUSINESS - HCG-BRF-EXECUTIVE

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application Pay Rate: 17.00 Status: FULL-TIME Job Code: 180313E

Qualifications: High School Diploma or GED certificate is required. Associate's or Bachelor's Degree in Business Administration preferred or equivalent related work experience. Minimum four (4) years of office management experience required. Must be able to type 45 WPM. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft applications. Must pass Office Manager Test at time of interview.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

RETAIL ASSOCIATE (2:30p-12:30a)

Closing Date: 3/27/2018

DEPARTMENT OF BUSINESS - WHITETAIL - BARABOO

Location: BARABOO

Submit: Application Pay Rate: 10.90 Status: FULL-TIME Job Code: 180313F

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. Preferred experience within the convenience stores/fuel sales industry. Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

ROOM ATTENDANT (1st SHIFT)

Closing Date: 3/27/2018

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

Location: BLACK RIVER FALLS

Submit: Application Pay Rate: 10.00 Status: PART-TIME Job Code: 180313G

Qualifications: Preferred High school diploma or equivalent is preferred. Previous hotel-related experience beneficial. Must be 18 years of age or older. Must be able to read, write, and follow written documentation and verbal instruction. Must be bondable. WORKING CONDITIONS: Must be able to perform the Physical Demand requirements as a Room Attendant. Able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception, sense of smell, and eye-hand coordination. Continually lift up to 25 pounds occasionally lift up to 50 pounds, and seldom lift up to 100 pounds, with assistance. Must be able to work in a smoking environment. Must be able to work holidays, weekends, varying hours, and forty-hours/week. Must be able to work with various chemicals. Must be able to wear Personal Protective Equipment, including required Safety Shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

PREVIOUS POSTINGS - FOR ALL FACILITIES

APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

ACCOUNTANT I (8a-4:30p)

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 18.00 Status: FULL-TIME Job Code: 180105A

Qualifications: A two (2) YEAR Associates Degree in Accounting is required. Minimum two (2) year general ledger experience or one year in a Casino Finance Department. Must be bondable and be able to retain a Gaming Class II and/or III Gaming License. Must have a working knowledge of computer systems. Must be able to work varying schedules in order to meet the needs of the operation. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS Inside work, seated at desk for the majority of the day. Some light lifting required with file boxes and some standing associated with the copying and inventory count duties.

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**BAKERS ASSISTANT (DAYS/EVENING)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 180105D**

Qualifications: Minimum 1-year experience in the food and beverage industry. State sanitation certificate. Must maintain confidentiality.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**BUS DRIVER CDL W/S ENDORSEMENT (8-10a-2-4p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.22**

**Status: QUARTER-TIME**

**Job Code: 180105F**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**CAGE SHIFT SUPERVISOR (3rd AND GRAVE)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 180105H**

Qualifications: MUST BE BONDABLE. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 pounds. Primary lifting requirements is 10-25 pounds on a consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. Two years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory skills desirable. Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CERTIFIED NURSING ASSISTANT (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180105I**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 21 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. Ability to work independently. Ability to work with a diverse cultural population. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA. All health care services are in the home and community setting. Traveling is a necessity.

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**ROOM ATTENDANT (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME/PART-TIME**

**Job Code: 180105Z3**

Qualifications: Preferred High school diploma or equivalent is preferred. Previous hotel-related experience beneficial. Must be 18 years of age or older. Must be able to read, write, and follow written documentation and verbal instruction. Must be bondable. WORKING CONDITIONS: Must be able to perform the Physical Demand requirements as a Room Attendant. Able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception, sense of smell, and eye-hand coordination. Continually lift up to 25 pounds occasionally lift up to 50 pounds, and seldom lift up to 100 pounds, with assistance. Must be able to work in a smoking environment. Must be able to work holidays, weekends, varying hours, and forty-hours/week. Must be able to work with various chemicals. Must be able to wear Personal Protective Equipment, including required Safety Shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**SLOT SERVICE TECHNICIAN II (11p-7:30a)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 180105Z4**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass the Slot Service Technician II test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**DEALER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.63 + TIPS**

**Status: PART-TIME**

**Job Code: 180109F**

Qualifications: Must have high school diploma or equivalent. Must have successfully completed a recognized dealer training school with proficiency in math. Must successfully complete required orientation and training in Title 31 requirement, Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have perfect or corrected eyesight. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**ENVIRON HLTH PREPARED & PREVENT COORD (8-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 180109I**

Qualifications: Bachelor of Science Degree. Must have a valid driver's license, dependable transportation and proper insurance. Must have two (2) years of relative experience in project coordination, preparedness activities or prevention programs. Must have experience in grant and budget management. Must have experience in grant application and reporting processes. WORKING CONDITIONS This position requires frequent physical activity. Twenty percent to the work may expose the employee to extreme conditions. Daily car travel may be required. Must be able to lift and carry 25 pounds. Visual acuity and hearing are necessary for daily activities.

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ENVIRONMENTAL SERVICE PERSON (2nd AND 3rd SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application Pay Rate: 10.90 Status: FULL-TIME Job Code: 180109K

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

FLOOR CHECKER/CALLER (2nd SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application Pay Rate: 8.00 +TIPS Status: FULL-TIME Job Code: 180109L

Qualifications: Must have high school diploma or equivalent. BE BONDABLE. One-year steady, dependable work record; reliable transportation; neat appearance. Demonstrate positive mental attitude and be willing to follow through on task assignments. Demonstrate salesmanship; congenial personality and ability to establish and maintain a courteous and friendly attitude toward the general public/customers. Experience in using math skills, with ability to make change rapidly and accurately, count and add accurately. Possess good voice projection and effective oral and written communication skills. Possess aptitude for accepting increased job responsibilities, follow safety standards, work well with others and perform work without close supervision. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

FLOOR SALES (2nd SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application Pay Rate: 8.00 +TIPS Status: FULL-TIME Job Code: 180109M

Qualifications: Must be a high school graduate or equivalent. MUST BE BONDABLE. Must be free of money related convictions. One (1) year prior work experience; keyboard skills helpful. Knowledge of cash register operations, ability to make change rapidly and accurately. Must be a steady, honest and dependable worker. Able to add, subtract, multiply and divide; learn to use adding machine or calculator. Ability to count accurately and prepare accurate simple records. Establish and maintain rapport with the general public. Possess aptitude for accepting increased job responsibilities, good safety standards and doing work without close supervision. Ability to accept supervisor's suggestions and ready to accept job changes as needed. Possess aptitude for getting along with fellow employees on the job. Valid driver's license, dependable transportation and proper insurance may be required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

SHUTTLE DRIVER (2nd AND 3rd SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

Location: BARABOO

Submit: Application Pay Rate: 13.08 Status: FULL-TIME Job Code: 180109Y

Qualifications: High School Diploma or equivalent, GED. Must currently hold and provide proof of Commercial Driver's License with a passenger endorsement, and proper insurance. Must be able to possess a gaming license. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. WORKING CONDITIONS: Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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**SOCIAL WORKER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180109Z4**

Qualifications: Bachelor's Degree in Social Work or related field required. Master's Degree in Social Work or related field is preferred. Possess a Wisconsin Social Work Certification or License. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred. Social Worker will work in the field (60% of the time) but will have office work 40% of the time. Social Worker is required to travel, sometimes during inclement weather. Social Workers may be required to lift up to 50 pounds infrequently. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**TRAFFIC CONTROL (SHIFTS VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180109Z6**

Qualifications: No previous experience necessary. Must be able to work in all types of weather conditions, from hot and humid to subzero weather. Must be physically able to be on your feet for your shift. Must have a valid driver's license, liability insurance, and dependable transportation. Must have an excellent driving record, with the ability to drive both standard and automatic vehicle is a plus, but not required. Will train, no skills necessary. Must be personable and polite. High School Diploma or equivalent, GED.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**VALET PARKING ATTENDANT (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.81**

**Status: FULL-TIME**

**Job Code: 180109Z7**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**BEVERAGE SERVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14**

**Status: PART-TIME**

**Job Code: 180112B**

Qualifications: Will train. Some food experience helpful.

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**CONSTRUCTION II (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

HOUSING AND PUBLIC WORKS - HOUSING - TOMAH

**Location: MILWAUKEE**

**Submit: Application and Resume**

**Pay Rate: 15.21**

**Status: FULL-TIME**

**Job Code: 180112D**

Qualifications: High School diploma or equivalent. Desirable additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' Experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**GUEST SERVICE REPRESENTATIVE (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.99**

**Status: FULL-TIME**

**Job Code: 180112G**

Qualifications: High school graduate or equivalent. Must have 1 year of customer service experience. Must have a minimum of 3 months of cash handling experience. Requires keyboarding, standing, walking, writing, and hearing and visual perception. Must have dependable transportation. WORKING CONDITIONS: Office setting.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**REVENUE AUDITOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-REVENUE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 180112L**

Qualifications: Two (2) year Associates Degree in Auditing, Accounting, or Business field is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a Gaming Class II and/or III Gaming License. Minimum of two (2) year auditing or business field experience. WORKING CONDITIONS Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk, for the majority of the day. Some lifting and standing required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**SLOT FLOOR PERSON (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180112M**

Qualifications: MUST BE BONDABLE. High school diploma, GED or in the process of acquiring the same. Must be able to stand for long periods of time, exceeding an 8-hour shift. Must have dexterity in both hands, ability to carry up to 30 pounds. Knowledge of condition codes on machines helpful, but not required. Good communication and public relations skills. Accounting or money handling experience. Ability to read, write and understand English. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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\*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**COUNT ASSOCIATE (2a-12:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180119C**

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. **MUST BE BONDABLE.** Valid driver's license, dependable transportation and proper insurance, is preferred. Work area is NOT: Smoke, noise, or dust free. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**EMERGENCY MEDICAL TECHNICIAN (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180119E**

Qualifications: Must have a high school diploma or equivalent. A valid/current State of Wisconsin Emergency Medical Technician License is required. A current Healthcare Professional level CPR certification is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain complete patient confidentiality. Must be bondable. Must be able to obtain and maintain a Gaming License. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must be able to write, speak, and understand English. Must be physically able to perform all duties. Security experience is preferred.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**HOME SCHOOL COORDINATOR (1st AND 2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: WITTENBERG**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 180119G**

Qualifications: Associate Degree in combination with experience #1. Must maintain a valid driver's license and insurance. CPR certified or must be certified within 90 days of hire. Must promote a positive, non-abusive, healthy lifestyle. Two (2) years' experience working with students in a school setting in combination with Education #1. Experience working with students with disabilities a plus. **WORKING CONDITIONS** Office setting. Large Group Setting Classroom setting. Frequent travel as assigned. Transportation setting.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**HVAC TECHNICIAN I (1st SHIFT/VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 22.84**

**Status: FULL-TIME**

**Job Code: 180119H**

Qualifications: Two years vocational training and/or four years minimum experience. State certified. Commercial HVAC background. Computer literate with programming experience. Strong background in commercial roof top units. Must have knowledge of HVAC compressors and related equipment.

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\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.





DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**LANDS SPECIALIST (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - LAND MANAGEMENT

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 180119J**

Qualifications: Must possess two (2) years higher education in technically related field. Possession of working vehicle, valid driver's license and proper insurance. Experience in wildland fire fighting and prescribed use of fire as a resource management tool. Must have experience with chainsaw operations and safety. Chainsaw training/certification preferred. Must have experience with various machinery operations and proper maintenance. Work indoors and outdoors. Fieldwork requires working in a variety of weather conditions. Frequent walking sitting, standing, bending, lifting activities will be necessary.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**SECURITY OFFICER (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180119M**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. WORKING CONDITIONS May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SURVEILLANCE AGENT (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180119O**

Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. Must have some experience in surveillance/military or criminal justice related field, one (1) year preferred. Four (4) years of casino gaming experience will waive surveillance or criminal justice requirement. WORKING CONDITIONS Must have eyesight correctable to 20/20 with no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CERTIFIED PHARMACY TECHNICIAN (8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180123A**

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) is required. Prefer applicants who have a strong educational background in physical sciences especially chemistry. Experience working in a pharmacy or related health care facility. Works under the direct supervision of a registered pharmacist. Willing and able to complete additional training in medical/pharmacy terminology, pharmaceutical and mathematical calculations, billing and insurance procedures, inventory control, and other related skills. Utilize sanitary procedures in the handling of prescription medications. Maintain CPR certification. Comply with the Ho-Chunk Nation Drug and Alcohol Policy. **WORKING CONDITIONS:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Energetic and at times vigorous. Ability to work required long periods of standing, bending, reaching and lifting of boxes of medications weighing twenty pounds or less. Standing and walking are greater than 90% of time. Maintain a clean and healthy working environment.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CERTIFIED PHARMACY TECHNICIAN (8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180123B**

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) is required. Prefer applicants who have a strong educational background in physical sciences especially chemistry. Experience working in a pharmacy or related health care facility. Works under the direct supervision of a registered pharmacist. Willing and able to complete additional training in medical/pharmacy terminology, pharmaceutical and mathematical calculations, billing and insurance procedures, inventory control, and other related skills. Utilize sanitary procedures in the handling of prescription medications. Maintain CPR certification. Comply with the Ho-Chunk Nation Drug and Alcohol Policy. **WORKING CONDITIONS:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Energetic and at times vigorous. Ability to work required long periods of standing, bending, reaching and lifting of boxes of medications weighing twenty pounds or less. Standing and walking are greater than 90% of time. Maintain a clean and healthy working environment.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**BAR PORTER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14**

**Status: FULL-TIME/PART-TIME**

**Job Code: 180126A**

Qualifications: Able to lift 50 pounds. Must be able to read, write and understand English. High school graduate or equivalent desired. Will train. No previous experience needed.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CHILD CARE PROVIDER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 180126C**

Qualifications: Must be 18 years of age. Must have high school diploma or equivalent. Must have completed 80 working days Experience as a full-time worker providing direct childcare as a childcare worker or volunteer in licensed day care center. Must have earned two years of documented credit at an institution of higher education with at least 3 credits equivalent to early childhood education, or have satisfactorily completed 80 hours of early childhood education. Trained in first aid, including CPR. Must have not be convicted of an offense, which is related to children. Must have knowledge of the Ho-Chunk culture. Valid Wisconsin driver's license, liability insurance, and dependable transportation may be required. Must be fully immunized and free of communicable disease. Must show documentation of continuing in-service training. Must be able to lift up to 30 lbs.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FLOOR SALES (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72 + TIPS Status: FULL-TIME**

**Job Code: 180126F**

Qualifications: Must be a high school graduate or equivalent. MUST BE BONDABLE. Must be free of money related convictions. One (1) year prior work experience; keyboard skills helpful. Knowledge of cash register operations, ability to make change rapidly and accurately. Must be a steady, honest and dependable worker. Able to add, subtract, multiply and divide; learn to use adding machine or calculator. Ability to count accurately and prepare accurate simple records. Establish and maintain rapport with the general public. Possess aptitude for accepting increased job responsibilities, good safety standards and doing work without close supervision. Ability to accept supervisor's suggestions and ready to accept job changes as needed. Possess aptitude for getting along with fellow employees on the job. Valid driver's license, dependable transportation and proper insurance may be required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17 Status: FULL-TIME**

**Job Code: 180126H**

Qualifications: Excellent cooking skills, able to follow proper sanitation and food safety guidelines. High school diploma or GED. 1-3 years of appropriate experience preferred.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**LINE COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16 Status: PART-TIME**

**Job Code: 180126I**

Qualifications: High School diploma or equivalent. 1 – 3 years of appropriate experience preferred. Health card required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**VALET PARKING ATTENDANT (3:30p-MIDNIGHT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 9.00 + TIPS Status: FULL-TIME**

**Job Code: 180126N**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CERTIFIED MEDICAL ASSISTANT (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ Status: FULL-TIME**

**Job Code: 180130A**

Qualifications: Graduation from an accredited Medical Assistant program. Maintain certification as a Medical Assistant. Possess or obtain within 30 days of hire and maintain CPR certification. Competent in phlebotomy. Must promote a healthy, non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Hours of work 8:00 a.m. – 4:30 p.m. Hours may change depending on clinic need. Potential exposure to hazardous and bio-hazardous materials. Must be able to lift up to 35 lbs. Assistive devices available for situations requiring lifting above 35 lbs. requires ability to wear gloves and other protective equipment. Requires clear verbal communication.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**LEGISLATIVE ATTORNEY (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ Status: FULL-TIME**

**Job Code: 180130I**

Qualifications: Must be a graduate of a law school accredited by the ABA. Must possess a law degree or must be eligible for or admitted to the practice of law in the State of Wisconsin and the Ho-Chunk Bar Association. Must be a member in good standing of the Wisconsin State Bar. Must also be eligible for admission to practice in the federal courts. Possess knowledge of Indian Law. Must demonstrate superior written and oral communication skills. Must be able to work in a cross-cultural environment. This is an entry level position, salary may be negotiated to reflect experience and specialized skills/practices.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**BANKER CASHIER (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08 Status: FULL-TIME**

**Job Code: 180202A**

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have demonstrated competence in the use of mathematical skills. WORKING CONDITIONS Loud, smoky, fast-paced environment. Must be able to lift up to 20lbs.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**CAGE CASHIER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180202B**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**DENTIST (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180202C**

Qualifications: DDS or DMD from an accredited school. Licensed to practice dentistry in the State of Wisconsin. Must be credentialed by the Health Center to practice. Maintain CE continuing education per State of Wisconsin Requirements. Current DEA number in order to prescribe antibiotics and narcotic drugs (Schedule 2, 2N, 3, 3N, 4, 5,). Must promote a healthy, non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Clean, well-lit surroundings in clinic setting.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**ENROLLMENT SECRETARY (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - HERITAGE-ENROLLMENT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 180202E**

Qualifications: High School Diploma. Must have Notary Public commission or acquire commission within 30-60 days upon start of regular employment. Must have valid driver's license, dependable transportation and proper insurance. Minimum of one-year prior work experience in a comparable position. WORKING CONDITIONS Job duties are primarily in the office setting requiring long hours of computer use and long periods of sitting, occasional travel to attend meetings.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**MAINTENANCE SPECIALIST(2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 180202I**

Qualifications: High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrated working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, Dependable transportation and proper insurance Smoking environment. All conditions from hot/humid to sub-zero weather. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**N** \*Ho-Chunk Preference will be applied in hiring.  
**O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.  
**T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.  
**E** \*Some of the jobs posted may require a gaming license.  
\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 180202N**

Qualifications: High School Diploma or equivalent, GED. Must currently hold and provide proof of Commercial Driver's License with a passenger endorsement, and proper insurance. Must be able to possess a gaming license. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. **WORKING CONDITIONS:** Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**VALET PARKING ATTENDANT (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 9.14**

**Status: FULL-TIME**

**Job Code: 180202P**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**DIETITIAN-TAU**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180209D**

Qualifications: Bachelor's degree from an accredited institution with a Major in Dietetics. Currently credentialed as a Registered Dietitian or willing to take, and successfully pass, the Registered Dietitian exam within one year from date of hire. Must have valid driver's license, dependable transportation, and insurance. Must promote a positive and healthy lifestyle, non-abusive, healthy lifestyle. Must obtain and maintain Wisconsin certification/licensure as a Registered Dietitian. Completion of a dietetic internship or equivalent program approved by the American Dietetic Association. Preferred experience with food safety standards, nutrition screening, menu analysis, and general supervision. Office setting. Some travel required.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**LEAD SOCIAL WORKER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180213C**

Qualifications: Master's Degree in Social Work or related field is required. Possess a Wisconsin Social Work Certification or License. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. At least four (4) years of experience in related field in direct line services is required. **WORKING CONDITIONS** Travel is required for 50% of this position and may be during inclement weather. Lead Social Workers may be required to lift up to 50 pounds. Home visits must be conducted, sometimes in unsafe environments.

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**PROGRAM MANAGER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180213F**

Qualifications: Bachelor's Degree in Social Service Administration, Social Sciences, or related field. Must maintain a valid driver's license, dependable transportation and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Three (3) years' experience in program management, preferably in health or social services related field. Experience in grant management, developing budgets, and general supervision. Familiarity with funding agencies, contract negotiations, and contract compliance a plus. WORKING CONDITIONS Program Manager will work in the field (40% of the time) but will have office work 60% of the time. Program Manager is required to travel, sometimes in inclement weather. Work hours are subject to change, requiring flexibility as needed. Home visits or supervised visits may be conducted, sometimes in unsafe environments. Program Manager may be required to lift up to 50 pounds infrequently.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**BEHAVIORAL HEALTH CLINICIAN I (8a-4:30p/EVENS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180216A**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.) Must complete requirements for licensure within two (2) years. Must have a valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. One (1) year of mental health/substance abuse clinical experience. Previous experience in working with Native Americans a plus. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment. Ability to apply cultural values and traditions to all areas of client and community contact. WORKING CONDITIONS The duties of this position are routinely carried out in an office setting. Sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate people's work hours.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CONSTRUCTION II (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

HOUSING AND PUBLIC WORKS - RENTAL DIVISION

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 14.24**

**Status: FULL-TIME**

**Job Code: 180216C**

Qualifications: High School diploma or equivalent. Desirable additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' Experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**EXECUTIVE CASINO HOST MANAGER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 18.28**

**Status: FULL-TIME**

**Job Code: 180216E**

Qualifications: High School diploma or equivalent is required. A two-year college degree is preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Must have excellent supervisory skills and scheduling experience. Minimum of two-year Slot Floorperson experience (knowledge of machine play). Must have Casino Host experience. WORKING CONDITIONS Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**FACILITIES SPECIALIST (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180216G**

Qualifications: Must have a high school diploma or equivalent. Must have Aquatic Facility Operator Certification. (AFO) Must be dependable and work effectively with little or no supervision. General knowledge in building, ground maintenance and other related fields. Possess good personal disposition and work well with others. Basic knowledge of heating and air conditioning units. One-year vocational training and/or a minimum of one year related work experience. Valid driver's license, dependable transportation and proper insurance.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**HOUSING PROJECTS COORDINATOR (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

HOUSING AND PUBLIC WORKS - HOME OWNERSHIP PROGRAM

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 18.30**

**Status: FULL-TIME**

**Job Code: 180216I**

Qualifications: BS in Project Management or BS in Construction Management or Associates degree in Construction Technology. Other degrees may be considered if relevant to this position. No convictions of any felony or a misdemeanor involving dishonesty. Must comply with the Ho-Chunk Nation's drug testing policy. Valid driver's license, transportation, and proper insurance. State of Wisconsin Dwelling Contractor Qualifier certification required within one year. Minimum of two (2) years' work experience in residential home construction and/or home improvement required. Minimum of two (2) years' work experience in construction project management, construction procurement, or general contracting preferred. Minimum of two (2) years' work experience as a licensed home inspector or building inspector preferred. Other work experience may be accepted if relevant to this position. WORKING CONDITIONS Work in both an office setting and construction setting. Must be able to work flexible hours and travel may be required for this position.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**LEAD COOK/.SHIFT SUPERVISOR (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 180216K**

Qualifications: College degree (may substitute additional experience for degree). 2-4 years of appropriate experience. Strong organization, culinary, and supervisory skills.

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.





DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**MAINTENANCE WORKER II (1st AND 2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 180216M**

Qualifications: Must be 18 years of age, or older. Must be dependable and work effectively with little or no supervision. Must have high school diploma or equivalent. Must have valid driver's license, liability insurance and dependable transportation. General knowledge in building, ground maintenance and other related fields.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**PANTRY PREP COOK (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: FULL-TIME**

**Job Code: 180216N**

Qualifications: Able to follow rules of food sanitation and safety. Excellent cooking skills. High school diploma or equivalent desired. 2-4 years of appropriate experience preferred.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**TRIBAL INSPECTOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180216P**

Qualifications: Minimum of four (4) year degree in financial or business related field. Must be bondable. Must be able to obtain and maintain a Class II and Class III gaming license. Maintain a valid driver's license and proper insurance. Minimum of three (3) years gaming or three (3) years auditing experience. Experience in Generally Accepted Accounting Principles (GAAP), preferably a CPA. Demonstrated experience with computer skills. WORKING CONDITIONS Office setting during normal business hours. May require travel to the different Nation gaming facilities. Ability to work flexible hours and travel, as needed.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**ENVIRONMENTAL SERVICE PERSON (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: FULL-TIME**

**Job Code: 180220A**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

FORESTRY DIVISION MANAGER (1st SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF NATURAL RESOURCES - DNR

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 22.00

Status: FULL-TIME

Job Code: 180220B

Qualifications: Bachelor's degree in forestry with an emphasis on rural and/or urban forest management. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to forestry management. Must demonstrate a minimum of two (2) years' experience in a forestry supervisory role. Must demonstrate a minimum of five (5) years' experience working in urban and/or rural forestry. Previous forestry experience working for a tribe is a plus. WORKING CONDITIONS This position will include both work in an office setting and outdoor fieldwork. Some travel & overnight stays will be required. Fieldwork requires working in a variety of weather & bug conditions over non-level terrains such as forests, prairie and agricultural fields.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX

PROMOTIONS HOST/HOESSTESS (SHIFT VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application

Pay Rate: 15.99

Status: FULL-TIME

Job Code: 180220D

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. No experience is required. Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX

SHUTTLE DRIVER (SHIFT VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application

Pay Rate: 13.70

Status: FULL-TIME

Job Code: 180220F

Qualifications: High School Diploma or equivalent, GED. Must currently hold and provide proof of Commercial Driver's License with a passenger endorsement, and proper insurance. Must be able to possess a gaming license. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. WORKING CONDITIONS: Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX

HOST/HOESSTESS CASHIER (2nd AND 3rd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 11.42

Status: PART-TIME

Job Code: 180223D

Qualifications: High school diploma or GED.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CHILD AND FAMILY SERVICES SPECIALIST (8a-4:30p)**

**Closing Date: 3/13/2018**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180227A**

Qualifications: High School diploma. Possess at least two (2) years of formal post high school education. Preferred Associates Degree in human services discipline (i.e. Psychology, Sociology, etc.) This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. One to two years of experience working with families. WORKING CONDITIONS Child and Family Services Specialist will primarily work in the field (70% of the time) but will have office work 30% of the time. Child and Family Services Specialist is required to travel, sometimes in inclement weather. Work hours are subject to change, requiring flexibility as needed. Home visits or supervised visits may be conducted, sometimes in unsafe environments. Child and Family Services Specialist may be required to lift up to 50 pounds infrequently.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**INITIAL RESPONSE WORKER (8a-4:30p)**

**Closing Date: 3/13/2018**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180227B**

Qualifications: Bachelor's Degree in Human Services related field is required. Must adhere to all applicable confidentiality laws. Must maintain a valid Wisconsin driver's license and insurance. Must promote a positive, non-abusive, healthy lifestyle. A minimum of two (2) years' experience in child welfare and/or adult services required. Experience in receiving and referring timely to ensure service needs are met. Prior experience in Initial Response or Access Response preferred. Initial Response Worker will work in the field (10% of the time) but will have office work 90% of the time. Initial Response Worker is required to travel, sometimes during inclement weather. Initial Response Worker may be required to lift up to 50 pounds infrequently. Home visits must be conducted, sometimes in unsafe environments.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**INVENTORY CONTROL SUPERVISOR (1st SHIFT)**

**Closing Date: 3/13/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 180227C**

Qualifications: Bachelor's Degree is preferred or 4 years' experience as custodian of assets in excess of a million dollars annually. Knowledge of computerized inventory control systems and procedures used in the receipt, storage and issuance of a variety of goods. Must be bondable and be able to obtain necessary permits in order to perform job duties. For example, state sanitation permits, etc. Valid driver's license, dependable transportation, and proper insurance are preferred. WORKING CONDITIONS: Warehouse setting. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX**

**MAINTENANCE WORKER (8a-4:30p)**

**Closing Date: 3/13/2018**

HO-CHUNK HOUSING AND COMMUNITY DEVELOPMENT AGENCY - HHCDA

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 180227D**

Qualifications: Must have high school diploma or equivalent. Must be in good physical condition, able to bend, climb, stoop, crawl, etc. Must have ability to lift up to 100lbs. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Experience in safety, handling saws, hammers, and all tools related to job assignment. Ability to work in all weather conditions. Must be willing and able to work the hours needed to meet the time constraints of the work order timelines. Must be willing to travel, in order to work in the other areas of the Agency. Must have valid driver's license and proper insurance and qualify to be insurable by the Agency's auto insurance carrier. Preference will be provided to Native Americans.

**APPLY & INQUIRE AT: First Nations Community Financial, 206 South Roosevelt Road Suite 123, Black River Falls, WI 54615, (715) 284-2471**

**MORTGAGE LOAN OFFICER (8a-4:30p)**

**Closing Date: 3/13/2018**

FIRST NATIONS COMMUNITY FINANCIAL - FIRS NATIONS COMMUNITY FINANCIAL

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180227E**

Qualifications: Two (2) year associates degree from an accredited institution in Finance, Economics, and Accounting or related field or (5) years of progressively increasing lending experience with emphasis in mortgage lending. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. Possess a combination of education experience; skills aptitude and trainability, which in the judgment of hiring the Executive Director deems skills, are sufficient for performance of duties. Knowledge and working application of all regulatory requirements applicable to data collection, reporting and approving loans. NMLS mortgage license or obtain within 6 months of regular employment status. No convictions for felony or misdemeanor involving dishonesty or breach of public trust. Willingness to comply with FNCFs drug testing policy.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**PRODUCTION COOK (2nd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: PART-TIME**

**Job Code: 180227F**

Qualifications: Excellent cooking skills, able to follow proper sanitation and food safety guidelines. High school diploma or GED. 1-3 years of appropriate experience preferred.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**PROGRAM MANAGER- CHILD CARE ASSIST. PROGRAM**

**Closing Date: Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 21.00**

**Status: FULL-TIME**

**Job Code: 180227G**

Qualifications: Bachelor's Degree in Social Service Administration, Social Sciences, or related field. Must maintain a valid driver's license, dependable transportation and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Three (3) years' experience in program management, preferably in health or social services related field. Experience in grant management, developing budgets, and general supervision. Familiarity with funding agencies, contract negotiations, and contract compliance a plus. WORKING CONDITIONS Program Manager will work in the field (40% of the time) but will have office work 60% of the time. Program Manager is required to travel, sometimes in inclement weather. Work hours are subject to change, requiring flexibility as needed. Home visits or supervised visits may be conducted, sometimes in unsafe environments. Program Manager may be required to lift up to 50 pounds infrequently.

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\*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**SLOT SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date: 3/13/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.27**

**Status: FULL-TIME**

**Job Code: 180227H**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year of experience in Slot Floor Operations and/or Repair. Must have one (1) year of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass Slot Service Supervisor Test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX**

**TENANT SERVICES SPECIALIST (8a-4:30p)**

**Closing Date: 3/13/2018**

HO-CHUNK HOUSING AND COMMUNITY DEVELOPMENT AGENCY - HHCDA

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180227I**

Qualifications: Must have a high school diploma or equivalent. At least one year of experience in housing counseling and/or knowledge of the financial sector preferred. Must have or willing to obtain certification in Homeownership Counseling. Good oral and written skills. Must have professional demeanor and networking skills. Ability to work with clients on an individual basis along with group setting and public speaking events. Experience in office procedures and working with a variety of personalities. Experience with government and private loan programs preferred. Experience with HUD/Native American programs and with LIHTC's mortgage financing and loan guarantees preferred. Knowledge of computers programs. Be available to work weekends and evenings as needed. Valid driver's license and proper insurance may be required. Preference will be provided to Native Americans.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**COUNTER SERVICE CASHIER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302A**

Qualifications: Should have experience in work with assembling food products/merchandising. High school diploma or GED.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**DINING ROOM PORTER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302B**

Qualifications: Must be able to lift 50 pounds. Will train, some food service experience helpful. High school diploma or equivalent desired.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**DISHWASHER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302C**

Qualifications: Will train. High school diploma or equivalent desired.

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**ENVIRONMENTAL SERVICE PERSON (SHIFT VARIES)**

**Closing Date: 3/16/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302D**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FACILITIES PERSON (SHIFT VARIES)**

**Closing Date: 3/16/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 180302E**

Qualifications: High school diploma or equivalent. No experience needed, will train. Basic knowledge of electrical, plumbing, masonry, carpentry and grounds preferred. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work night, weekends, and holidays as assigned. Must have dependable transportation. Smoking Environment. All conditions from hot/humid to sub-zero weather. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**FOOD & BEVERAGE JANITOR (3rd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302F**

Qualifications: Will train, but some food service or custodial experience is preferred. Must be able to lift 50 pounds. High school diploma or equivalent desired.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**FOOD SERVER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 8.37+TIPS**

**Status: FULL-TIME/PART-TIME**

**Job Code: 180302G**

Qualifications: High school diploma or equivalent desired.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**HOST/HOSTESS CASHIER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302H**

Qualifications: High school diploma or GED.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**MAINTENANCE SPECIALIST( SHIFT VARIES)**

**Closing Date: 3/16/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 180302I**

Qualifications: High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrated working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, Dependable transportation and proper insurance Smoking environment. All conditions from hot/humid to sub-zero weather. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**NIGHT AUDITOR (3rd SHIFT)**

**Closing Date: 3/16/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180302J**

Qualifications: High school diploma or equivalent. Minimum of two-year experience in accounting and bookkeeping; and one-year experience at a hotel front desk and handling cash preferred. Must have good written and oral communication skills. Ability to work varying hours and days (including weekends and holidays). Requires keyboarding, writing, standing, sitting, and walking. Must be bondable. Must have dependable transportation. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 180302K**

Qualifications: Excellent cooking skills, able to follow proper sanitation and food safety guidelines. High school diploma or GED. 1-3 years of appropriate experience preferred.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**PROMOTIONS HOST/HOSTESS (SHIFT VARIES)**

**Closing Date: 3/16/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 180302L**

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. No experience is required. Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**ROOM ATTENDANT (1st AND 2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: PART-TIME**

**Job Code: 180302M**

Qualifications: Preferred High school diploma or equivalent is preferred. Previous hotel-related experience beneficial. Must be 18 years of age or older. Must be able to read, write, and follow written documentation and verbal instruction. Must be bondable. **WORKING CONDITIONS:** Must be able to perform the Physical Demand requirements as a Room Attendant. Able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception, sense of smell, and eye-hand coordination. Continually lift up to 25 pounds occasionally lift up to 50 pounds, and seldom lift up to 100 pounds, with assistance. Must be able to work in a smoking environment. Must be able to work holidays, weekends, varying hours, and forty-hours/week. Must be able to work with various chemicals. Must be able to wear Personal Protective Equipment, including required Safety Shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SECURITY SHIFT SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**3/16/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 180302N**

Qualifications: Must have a high school diploma or equivalent. An Associate Degree in Criminal Justice or Police Science is required or in process of or willing to obtain a degree. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain and maintain a Gaming License. Must be bondable. Must be certified in First Aid, AED and CPR. Valid Driver's License, dependable transportation, and proper insurance. Required to have three (3) years of supervisory experience in Security or Law Enforcement (military or civilian). Required a minimum of three (3) years of formal Security or Law Enforcement training (military or civilian). May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, will be required to stand, walk, talk and hear. May occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SHIFT LEADER (SHIFT VARIES)**

**Closing Date:**

**3/16/2018**

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 180302O**

Qualifications: Must have a high school diploma or GED. Two to four years of experience as a Retail Associate or lower management, preferably in convenience store/fuels sales. One to two years of supervisory experience. Is flexible and responsive to convenience store needs. CPR and Food Safety Certification is required within 6 months of hire. Knowledge of chemical usage, storage and disposal. Valid driver's license, dependable transportation and proper insurance is required. **WORKING CONDITIONS:** Able to work nights, weekends and holidays as assigned. Ability to lift a maximum of fifty (50) pounds from floor to shelf. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SNACK BAR COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302P**

Qualifications: Excellent cooking/preparation skills. High school diploma or GED. 2-4 years of appropriate experience preferred. Must have a valid driver's license, liability insurance, and dependable transportation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**SURVEILLANCE CCTV TECHNICIAN (SHIFT VARIES)**

**Closing Date:**

**3/16/2018**

DEPARTMENT OF JUSTICE - HCG-WI DELLS-SURVEILLANCE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 180302Q**

Qualifications: High school diploma or equivalent. Must have one (1) year of higher education in CCTV courses or pertinent electronics field or one (1) year working knowledge/experience in the video technician field. Degree in electronic technology preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. One (1) year working knowledge/experience in the video technician field. WORKING CONDITIONS must have eyesight correctable to 20/20 with no color blindness. Travel required in and out of state. Must be able to work flexible hours as required by the Surveillance Division. Be on-call as needed. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Must be physically able to work at heights in excess of 10 feet. Confined spaces. Manual labor.

**APPLY & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**TRIBAL COUNSEL (8a-4:30p)**

**Closing Date:**

**3/16/2018**

DEPARTMENT OF JUSTICE - JUSTICE

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180302R**

Qualifications: Must possess a law degree. Must be of legal age and never been convicted of a felony, unless pardoned. Must be eligible to practice law or licensed to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Valid driver's license, dependable transportation, and proper insurance. Licensed or eligible to practice law in Federal jurisdiction, federal court experience desirable. Minimum of five (5) years of experience. Litigation and advocacy experience. Must become and maintain membership in the Ho-Chunk Nation Bar Association. WORKING CONDITIONS Office setting. Travel required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**ENVIRONMENTAL SERVICE PERSON (2nd AND 3rd SHIFT)**

**Closing Date:**

**3/20/2018**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FACILITIES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 180306A**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**FRONT DESK MANAGER (SHIFT VARIES)**

**Closing Date: 3/20/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180306B**

Qualifications: Associate Degree in Hospitality Management. A minimum of three- (3) years' progressively responsible experience Sales/Marketing Management positions. Knowledge of hotel lodging, telephone and fire systems. Must present a neat, clean, professional appearance and able to make firm decisions. Ability to work varying hours and days (including weekends and holidays). Maintains a high personal visibility throughout the property. Maximizes sales potential of the property, maintains appropriate levels of local competition and general industry trends. Experience working with Native Americans is highly desired. Must have valid driver's license, dependable transportation and proper insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SENIOR AUDITOR (DAYS)**

**Closing Date: 3/20/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-REVENUE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 17.79**

**Status: FULL-TIME**

**Job Code: 180306C**

Qualifications: Must have strong analytical, technical and organizational skills. Must have effective personnel management skills. Must have working knowledge of computer systems and IRS reporting requirements. Computer and supervisory skills desirable. Proficiency in communication skills. Minimum two-year degree, preferably in financial or business field, with GPA of 3.0 (B) or better or comparable educational and/or life experience.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT SERVICE TECHNICIAN I (SHIFT VARIES)**

**Closing Date: 3/20/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180306D**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year money handling experience. Must be bondable and licensable according to tribal policy. Must pass a basic mathematics test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the HCN. All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**ADMINISTRATIVE ASSISTANT (SHIFT VARIES)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-GROUP SALES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180309A**

Qualifications: High school diploma or equivalent with emphasis in clerical and/or office procedures. Two years' experience or education in a business or office setting. Excellent English comprehension skill in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Ability to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction and procedures, and maintain confidentiality. Use IBM compatible, word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs and procedures. Valid driver's license, dependable transportation and proper insurance may be required.

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\*Some of the jobs posted may require a gaming license.

\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

\*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**BANQUET COORDINATOR (SHIFT VARIES)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-GROUP SALES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 180309B**

Qualifications: Must have a high school diploma or GED equivalent. Must have a minimum of two years education in Education, Business or Human Resources, Training or Management; or equivalent combination of education and/or experience. A working knowledge of food and beverage operations is preferred. Should be familiar with all policy and procedures concerning the gaming environment and its laws. Must have good written and oral communication skills. Must read, write, speak, and understand English. Must possess good instructional skills. Should have a working knowledge of the casino. Should be familiar with standard record keeping and file systems. Should have an operational knowledge of current computer word processing, spreadsheet, and presentation operating systems. Must have a valid driver's license and valid vehicle insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**CAGE CASHIER (2nd AND 3rd SHIFT)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.85 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 180309C**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**CAGE CASHIER (SWING)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180309D**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**DINING ROOM SERVICES SUPERVISOR (SHIFT VARIES)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 180309E**

Qualifications: Lifting up to 50 pounds may be required. High school diploma or GED. 3-4 years proven experience in restaurant industry.

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DEPARTMENT OF PERSONNEL

**HO-CHUNK NATION JOB POSTING**  
**POST DATE: 3/13/2018**

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**PANTRY PREP COOK (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: QUARTER-TIME**

**Job Code: 180309F**

Qualifications: Able to follow rules of food sanitation and safety. Excellent cooking skills. High school diploma or equivalent desired. 2-4 years of appropriate experience preferred.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**RETAIL ASSOCIATE (SHIFT VARIES)**

**Closing Date:**

**3/23/2018**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 180309G**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. Preferred experience within the convenience stores/fuel sales industry. Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**SECURITY OFFICER (SHIFT VARIES)**

**Closing Date:**

**3/23/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 180309H**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. WORKING CONDITIONS May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**SECURITY OFFICER (SWING/GRAVE)**

**Closing Date:**

**3/23/2018**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 180309i**

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. WORKING CONDITIONS May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/13/2018

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT SERVICE TECHNICIAN I (SHIFT VARIES)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180309J**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year money handling experience. Must be bondable and licensable according to tribal policy. Must pass a basic mathematics test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the HCN. All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT SERVICE TECHNICIAN II (SHIFT VARIES)**

**Closing Date: 3/23/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 180309K**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass the Slot Service Technician II test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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