



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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**

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

**Closing Date: 5/3/2019**

DEPARTMENT OF BUSINESS - WHITETAIL - BARABOO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 190419K**

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. None Listed. WORKING CONDITIONS: 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**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: 190419L**

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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CASE MANAGER- CHILD & FAMILY SERVICES (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190419E**

Qualifications: Bachelor's Degree in Human Services or related field is required. 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 case management. WORKING CONDITIONS Case Manager will work in the field for 60% of this position but will have office work 40% of the time. Case Manager is required to travel, sometimes during inclement weather. Case Managers may be required to lift up to 50 pounds. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed.

**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:**

**5/3/2019**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190419I**

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).

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**PAYROLL SPECIALIST (8a-4:30p)**

**Closing Date: 5/3/2019**

DEPARTMENT OF TREASURY - PAYROLL-TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 190419J**

Qualifications: Minimal requirement is a High School diploma. Prefers a two (2) year business degree from an accredited college or university. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Must pass a background check as dictated in Treasury Department Policy. Two (2) years' experience as Payroll Specialist or Payroll Bookkeeper with payroll runs of at least 2,000 employees per pay period. **WORKING CONDITIONS:** Work in an office setting.

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

**CONSTRUCTION II (8a-4:30p)**

**Closing Date: Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: BRF/TOMAH**

**Submit: Application and Resume**

**Pay Rate: 14.24**

**Status: FULL-TIME**

**Job Code: 190419F**

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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**ENVIRONMENTAL SERVICE SUPERVISOR (3rd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.41**

**Status: FULL-TIME**

**Job Code: 190419H**

Qualifications: High School Diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation and proper insurance. One (1) to two (2) years of supervisory experience. Two (2) to four (4) years of combined education or experience in relevant field. **WORKING CONDITIONS:** Must be able to work weekends, nights and holidays as assigned. Smoking environment. All conditions from hot/humid to sub-zero weather.

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

**CAGE CASHIER (3rd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

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

**Job Code: 190419C**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full 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 stand stoop and bend for long periods of time.

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

**Closing Date: 5/3/2019**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: NEKOOSA**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190419B**

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**

**EMINENT SPEAKER (1st SHIFT)**

**Closing Date: 5/3/2019**

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 25.40**

**Status: PART-TIME**

**Job Code: 190419G**

Qualifications: First Language Speaker. The following are preferred but not required: valid driver's license, insurance, and reliable transportation. Individual must be able to pass a criminal background investigation according to State Licensing requirements. **WORKING CONDITIONS:** Travel is required in this position.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**CAGE CASHIER (VARIES)**

**Closing Date: 5/3/2019**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 190419D**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full 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 stand stoop and bend for long periods of time.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**ACCOUNTING ASSISTANT (1st SHIFT)**

**Closing Date: 5/3/2019**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FINANCE

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 190419A**

Qualifications: Must have a high school diploma, or equivalent. Minimum three years' experience in Casino Operations. 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 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 copying/shredding duties.

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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**GRAPHIC DESIGNER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 19.63**

**Status: FULL-TIME**

**Job Code: 190208B**

Qualifications: Bachelor's Degree in Graphic Design from an accredited 4-year college or university. 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. Valid driver's license, dependable transportation and proper insurance. At least three years of experience in graphic design or related field. At least three years of experience producing computerized graphics within a PC or Macintosh environment. Experience in web page design WORKING CONDITIONS Office setting. 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 Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**BINGO FLOOR CLERK (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90 + TIPS Status: FULL-TIME**

**Job Code: 190329A**

Qualifications: 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. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. WORKING CONDITIONS Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

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

**EMERGENCY MEDICAL TECHNICIAN (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/PART-TIME**

**Job Code: 190329J**

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 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: 190329T**

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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**DEALER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.63 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 190405E**

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 Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**ENVIRONMENTAL SERVICE PERSON (3rd SHIFT)**

**Closing Date:**

**4/19/2019**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 190405F**

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**

**SHUTTLE DRIVER (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

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

**Job Code: 190409F**

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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**CASINO HOST-HOSTESS (VARIES)**

**Closing Date:**

**4/30/2019**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 190416C**

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. Must be bondable and hold a gaming license throughout employment. Previous Casino Host experience or Player Development in a gaming operation. Gaming industry experience is preferred. Customer service experience is preferred. **WORKING CONDITIONS:** Office setting. Must have the ability and willingness to work assigned schedule including nights, weekends, holidays and extended unscheduled hours when required to meet operational needs. 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.

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**VALET PARKING ATTENDANT (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.81 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 190409H**

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.

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**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: 190416A**

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.

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

**REVENUE AUDITOR (1st SHIFT)**

**Closing Date:**

**4/30/2019**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-AUDIT

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 15.27 Status: FULL-TIME**

**Job Code: 190416I**

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.

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**MAINTENANCE WORKER II - HEALTH (9a-5:30p)**

**Closing Date:**

**4/19/2019**

DEPARTMENT OF HEALTH - HEALTH - BARABOO

**Location: BARABOO/HOW**

**Submit: Application**

**Pay Rate: 15.27 Status: FULL-TIME**

**Job Code: 190405H**

Qualifications: Must have high school diploma or general education degree (GED). Must be at least 18 years of age. Must have a valid driver's license, dependable transportation and proof of automobile insurance. Must promote a healthy non-abusive lifestyle. Must have (1-2) years of experience in maintenance or housekeeping field. WORKING CONDITIONS: Ability to lift or move items weighing between 5-25 lbs. frequently. Ability to lift or move items weighing between 25-50 lbs. occasionally. Ability to use a ladder safely and properly. Majority of work is done indoors however some of the duties are done outside. Occasionally works near moving mechanical equipment and in elevated places. Potential of exposure to blood or bodily fluids. Appropriate personal protective equipment (PPE) is required to be worn. The noise level in the work environment is usually minimal.

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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: 4/19/2019

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

GAMING COMMISSIONER (DAYS)

Closing Date: 4/30/2019

LEGISLATIVE - LEGISLATIVE - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 28.00

Status: FULL-TIME

Job Code: 190416G

Qualifications: Must be an enrolled member of the Ho-Chunk Nation. Must be at least twenty-five (25) years of age or older. Must have a high school diploma or equivalent. Must have a minimum of five (5) years of any combination of the following: Post-secondary education. Gaming training. Gaming experience in one or more of the following areas: Gaming regulations. Gaming operations. Gaming licensing. Auditing. Gaming laws or Indian law. Administrative hearings or decision-making. Background investigations. Surveillance. Law enforcement. Business administration or business management. Information Technology (IT/MIS). Must possess knowledge of or experience in the Gaming Industry. Submit to and successfully comply with Criminal and Civil background investigations and suitability standards. Must have no prior criminal record of conviction of, or entry of a plea of guilty or no contest to, any of the following in any tribal, county, state or federal court, unless you have been pardoned: A felony. Any gaming-related offense. Any crimes of dishonesty, including, but not limited to fraud or misrepresentation in any connection, theft, or issuance of worthless check. A violation of any provision of chs. 562 or 565, Wis. Stats.; any rule promulgated by the Wisconsin Gaming Commission or the Ho-Chunk Nation Gaming Ordinance or any other ordinance of the Ho-Chunk Nation regulating or prohibiting gaming. Must be a person whose prior activities, criminal record, if any, or reputation, habits and associations shall not pose a threat to the public interest or to the effective regulation and control of gaming, or create or enhance the dangers of unsuitable, unfair, or illegal practices, methods or activities in the operation of gaming or the carrying on of the business and financial arrangements incidental thereto. Submit to and successfully comply with Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy (Employment Relations Act, 6 HCC § 5, ch. VI). Must promote and maintain healthy, non-abusive lifestyle. Willingness and ability to perform duties of the HCN Gaming Commission. Possess the physical capabilities requiring extensive travel; working varied hours, evenings and weekends; performing a minimum of forty (40) hours a week. Possess valid driver's license, dependable transportation and proper insurance. May not serve on the Ho-Chunk Nation Legislature during his or her term of office. May not serve on any elected or appointed committees of the Nation during his or her term of office. If a conflict of interest exists, (this prohibition does not include serving on Area or local committees.) May not be a relative of any member of the Ho-Chunk Nation Legislature. May not be a primary management official or owner or controlling person with respect to any management contract and shall not be a relative of a primary management official or owner or controlling person with respect to any management contract. May not be employed by any of the Nation's gaming operations during his or her term of office. Ho-Chunk Nation Gaming Commissioners will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Ho-Chunk Nation Gaming Commissioners will be subject to the drug and controlled substance abuse testing.

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

OPTOMETRY TECHNICIAN (1st SHIFT)

Closing Date: Open Until Filled

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 16.00

Status: FULL-TIME

Job Code: 190315F

Qualifications: High School diploma or equivalent. Must be highly motivated individual willing to be trained as an optometry technician. Must obtain CPR certification within six months of employment. Possess knowledge of operation of optometry clinic. Must live and promote a healthy, non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Optometry clinic is an office setting located in a multi-disciplinary health care facility providing eye and vision care to members and employees of the Ho-Chunk Nation. 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.

- 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: 4/19/2019

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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**

**COMMUNITY HEALTH NURSING SUPERVISOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190322C**

Qualifications: Bachelors of Science Degree in Nursing/Masters preferred. Current Wisconsin Nursing License. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. Minimum one (1) year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. General office setting in the department facilities as well as community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Traveling is a necessity

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

**TRIBAL AGING & DISABILITY RES SPECIALIST (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 190118L**

Qualifications: A Bachelor's Degree in human services or related field. Be AIRS (Alliance Information and Referrals) certified or achieve AIRS certification within one year of employment. Must maintain a valid Wisconsin driver's license and insurance. Ability to speak Ho-Chunk preferred. If not, you will be required to attend Ho-Chunk language classes. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Three (3) years' experience of work dealing with issues that affect the elderly and disabled population is preferred. Prior experience of working with Ho-Chunk elders and/or a thorough understanding of elders' roles in Native American communities. WORKING CONDITIONS: ADRS will work in the field (60% of the time) but will have office work 40% of the time. ADRS is required to travel, sometimes during inclement weather. ADRS 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**SANITARY FACILITIES COORDINATOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 190308G**

Qualifications: Must have a High School diploma or equivalent. A valid driver's license, dependable transportation and proper insurance required. At least one year of experience in plumbing, soil testing, well drilling or water analysis. Must have technical education in soil evaluation and plumbing installation of sanitary facilities or comparable experience. WORKING CONDITIONS: Must be willing to travel on a daily basis. Will work outdoors in inclement weather in all seasons. Will frequently have to lift 100 pounds. Infrequently have to lift more than 100. Requires good flexibility and movement. Frequently standing and walking on uneven terrain. Visual acuity and good hearing are required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**TRIBAL WORKFORCE DEVELOPMENT CASE MANAGER (8a-4:30p)**

**Closing Date: 4/30/2019**

DEPARTMENT OF LABOR - LABOR

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 190416L**

Qualifications: Associate's Degree or three (3) years' experience in a related field is required. Must have minimum of three (3) years' work experience working with the public. Two (2) years working in case management is preferred. One year of experience conducting training or making presentations in a public setting is preferred. Computer knowledge and data entry experience is required. Valid driver's license, dependable transportation and proper insurance is required. WORKING CONDITIONS: Must be able to perform considerable travel. Ability to hear verbal interaction continuously. Frequent sitting, repetitive use of shoulders, arms, wrists and hands and use of office equipment.

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

**SENIOR MANAGER (VARIES)**

**Closing Date: 4/23/2019**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 23.00**

**Status: FULL-TIME**

**Job Code: 190409E**

Qualifications: College degree in Hotel and Restaurant management or equivalent experience. Minimum of 5 years progressive supervisory experience in Hotel and Restaurant operations. Must have excellent knowledge of all food and beverage departments. Must have dependable transportation and show proof of valid drivers license and liability insurance.

**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 (5:30p-2a)**

**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/PART-TIME**

**Job Code: 190118M**

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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**BEVERAGE SERVER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 190222A**

Qualifications: Will train. Some food experience helpful.

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

**FOOD SERVER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 190222F**

Qualifications: High school diploma or equivalent desired.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**DEALER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 7.00**

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

**Job Code: 190118A**

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 Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SLOT SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 190118I**

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 Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 190118J**

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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**RESTAURANT BEVERAGE SERVICES SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 190312E**

Qualifications: High school diploma or GED. Minimum 1-year bar management with at least one-year supervisor experience.

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

**COUNTER SERVER CASHIER -BUFFET (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 190329F**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**COUNTER SERVER CASHIER - SNACK BAR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 190329G**

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

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

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

**Closing Date:**

**4/23/2019**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 23.00**

**Status: FULL-TIME**

**Job Code: 190409A**

Qualifications: Must have high school diploma or GED. Minimum two (2) year degree in financial or business field with GPA of 3.0 (B) or better or comparable education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Minimum of four (4) years combined education/experience in banking or financial field. WORKING CONDITIONS: Office setting and casino environment. Flexible working hour's availability. 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.

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

**BARTENDER (VARIES)**

**Closing Date:**

**4/19/2019**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 9.00**

**Status: FULL-TIME**

**Job Code: 190405A**

Qualifications: Must have a High school diploma or equivalent. One to three years of appropriate experience. State Bartender's Certification required. Must have a valid driver's license, dependable transportation and proper insurance.

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

**PRODUCTION COOK - BUFFET (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.00**

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

**Job Code: 190329P**

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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**PRODUCTION COOK - SNACK BAR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.00**

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

**Job Code: 190329Q**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**COUNT SUPERVISOR (2a-10:30a)**

**Closing Date: 4/30/2019**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BRF/TOMAH**

**Submit: Application**

**Pay Rate: 16.27**

**Status: FULL-TIME**

**Job Code: 190416D**

Qualifications: Minimum 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 be able to obtain a gaming license. Valid driver's license, dependable transportation and proper insurance is preferred. Must have a minimum of two (2) years' experience as a count associate. One (1) year training in accounting or related field is preferred. One (1) year experience in responsible cash handling position is preferred. One (1) year of previous supervisory experience is preferred. One (1) year experience in the knowledge of computer systems, personal computers and applications. WORKING CONDITIONS: Work area is NOT smoke, noise or dust free. Required to work a flexible schedule including extended hours, weekends and holidays.

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

**CAMPGROUND FRONT DESK ATTENDANT (DAYS)**

**Closing Date: 4/19/2019**

DEPARTMENT OF BUSINESS - HO-CHUNK RV RESORT & CAMPGROUND

**Location: LYNDON STATION**

**Submit: Application**

**Pay Rate: 10.32**

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

**Job Code: 190405B**

Qualifications: High school graduate or equivalent required. Minimum of one (1) year of hotel front desk experience, experience handling cash, accounting procedures, and general administrative tasks. Requires keyboarding, writing, standing, sitting, walking, repetitive motion, hearing and visual perception. Must be bondable. CPR Certification is required within 6 months of hire. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Ability to work varying hours and days (including weekends and holidays). May on occasion have to lift and carry up to 25 pounds. All conditions from hot/humid to sub-zero weather.

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

**BEVERAGE SERVER - BAR (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: 190402B**

Qualifications: Will train. Some food experience helpful.

**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: 190402C**

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: 4/19/2019

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

**RESTAURANT BEVERAGE SRV SUPERVISOR (2nd/ 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 190402H**

Qualifications: High school diploma or GED. Minimum 1-year bar management with at least one-year supervisor experience

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

**RESTAURANT BEVERAGE SRV SUPERVISOR- BAR(1st/2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 190402I**

Qualifications: High school diploma or GED. Minimum 1-year bar management with at least one-year supervisor experience

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

**SURVEILLANCE AGENT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 190402J**

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.

**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: FULL-TIME**

**Job Code: 190329R**

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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**PANTRY PREP COOK (3rd 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: 190329N**

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.

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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: 4/19/2019

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**

**BAR PORTER (VARIES) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application Pay Rate: 10.28 + TIPS Status: FULL-TIME Job Code: 190416B

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.

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

**CAGE SHIFT SUPERVISOR (11a-7:30p) 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: 190329B

Qualifications: Must have high school diploma or GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Maintain confidentiality and professionalism at all times. Two (2) years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory experience desirable. WORKING CONDITIONS: Casino setting loud, office setting. Must have good eyesight. Must have dexterity in both hands. Primary lifting requirements is 10-25 pound on a consistent basis/must be able to walk. Stoop bend and stand for long periods of time.

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

**MARKETING ASSISTANT(SHIFT VARIES) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application and Resume Pay Rate: 14.85 Status: FULL-TIME Job Code: 190315E

Qualifications: High School diploma or equivalent. Some college education 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. Two years' work experience in marketing related field with some knowledge of advertising and promotions. WORKING CONDITIONS: 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.

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

**PROMOTIONS MANAGER (8a-4:30p) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application and Resume Pay Rate: 19.41 Status: FULL-TIME Job Code: 190315G

Qualifications: High School diploma or equivalent is required. Two (2) years of college 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 three (3) years' in advertising, special events, or promotion. Marketing management experience preferred. Gaming industry background is preferred. 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.

**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: 4/19/2019

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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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**HOST HOSTESS CASHIER (1st,2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42 + TIPS Status: PART-TIME/QTR TIME**

**Job Code: 190212C**

Qualifications: High school diploma or GED.

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

**PRODUCTION COOK (SHIFT VARIES)**

**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: 190212D**

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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**CAGE CASHIER (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 190201A**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full 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 stand stoop and bend for long periods of time.

**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: 10.28**

**Status: PART-TIME**

**Job Code: 190312A**

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.

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

**SLOT FLOORPERSON (3rd SHIFT)**

**Closing Date:**

**4/30/2019**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 190416J**

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**SLOT SERVICE TECHNICIAN II (VARIES)**

**Closing Date: 4/30/2019**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 190416K**

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 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 - HEALTH - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 190315A**

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. WORKING CONDITIONS. All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

**COMMUNITY HEALTH NURSE (8a-4:30p)**

**Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190319A**

Qualifications: Bachelors of Science Degree in Nursing; will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Current Wisconsin Nursing License or Graduate Nurse from Accredited Bachelor of Science Institution. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment Minimum one (1) year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. WORKING CONDITIONS Administrative duties are performed in office/clinic setting and health care services provided in clinic and community setting. Traveling is a necessity. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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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: 4/19/2019

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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**

**DEALER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-TABLE GAMES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 7.11 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 190329H**

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 Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**DISHWASHER (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: 190329I**

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

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

**SLOT DISPATCHER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17**

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

**Job Code: 190315J**

Qualifications: Must have High School diploma, or GED. Knowledge of radio ten codes and their use. Knowledge of condition codes on machines helpful, but not required. Must have good communication skills. Must have basic computer skills. Must read, write, and understand English. Must be able to lift 30lbs. Must have dependable transportation.

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

**CHIEF FINANCIAL OFFICER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 190322D**

Qualifications: Bachelor's degree in Accounting from a four (4) year college or university. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II or III Gaming License. Must be able to obtain and maintain CPA (Certified Public Accountant) licensure in good standing. Must have valid driver's license, dependable transportation and proper insurance. Two (2) to four (4) years' experience in casino finance. Experience in Bingo, Casino, Hotel and Food & Beverage accounting. WORKING CONDITIONS: Must be able to work varying schedules in order to meet the needs of operation, including weekends and holidays. Inside work, seated at desk for the majority of the day.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**SURVEILLANCE AGENT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 190326G**

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.

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

**EXECUTIVE CASINO HOST MANAGER (DAYS)**

**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: 190219C**

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 Floor person 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 Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**FOOD & BEVERAGE JANITOR (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 190118B**

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 - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**PANTRY PREP COOK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 190329O**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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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**

**SECURITY OFFICER (SWING/GRAVE)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 190329U**

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**

**PRODUCTION COOK (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: 190402G**

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**

**RETAIL ASSOCIATE (2nd SHIFT 2:25p-12:25a )**

**Closing Date:**

**4/19/2019**

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 10.17**

**Status: FULL-TIME**

**Job Code: 190405I**

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**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 15.25**

**Status: FULL-TIME**

**Job Code: 190118K**

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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\*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: 4/19/2019

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**

**OUTREACH WORKER DRIVER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.99**

**Status: FULL-TIME**

**Job Code: 190219E**

Qualifications: Possess a high school diploma or equivalent (GED/HSED). Preferably, Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language. Valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must attend a cultural sensitivity class and show respect for Elders. Experience in working with Elders and community resource agencies. Willingness to work with Elders and their families. WORKING CONDITIONS Kitchen and office setting. Travel required.

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

**TRIBAL AGING UNIT ASSISTANT COOK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 190409G**

Qualifications: Must have a high school diploma or equivalent. Must be at least 18 years of age. Preferably Native American. Must obtain ServSafe certification within one year. Must have or acquire a CPR certificate. Must have valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Congenial and friendly and be in good physical condition. Experience in food preparation and knowledge of nutritional needs. Must be willing to work with Elders and be able to communicate with the Elders. Kitchen and 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**

**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: 190405C**

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. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**GUEST SERVICE REPRESENTATIVE (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 190405G**

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.

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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: 4/19/2019

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT SERVICE TECHNICIAN I (1p-9:30p/2p-10:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: PART-TIME**

**Job Code: 190329W**

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, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 190329X**

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 - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**ROOM ATTENDANT (1st SHIFT)**

**Closing Date:**

**4/19/2019**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

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

**Job Code: 190405J**

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 - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**DINING ROOM PORTER (VARIES)**

**Closing Date:**

**4/23/2019**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 190409B**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/19/2019

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**DISHWASHER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

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

**Job Code: 190409C**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SNACK BAR COOK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

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

**Job Code: 190409D**

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 - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**RETAIL ASSOCIATE (2nd SHIFT)**

**Closing Date:**

**4/30/2019**

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 190416H**

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. None Listed. WORKING CONDITIONS: 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 - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**COUNTER SERVER CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 190416E**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**ENVIRONMENTAL SERVICE PERSON (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 190416F**

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: 4/19/2019

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT DISPATCHER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 19022H**

Qualifications: Must have High School diploma, or GED. Knowledge of radio ten codes and their use. Knowledge of condition codes on machines helpful, but not required. Must have good communication skills. Must have basic computer skills. Must read, write, and understand English. Must be able to lift 30lbs. Must have dependable transportation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**COUNT ASSOCIATE (3:45a-12:15p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 190301C**

Qualifications: Must have a high school diploma or equivalent. MUST BE BONDABLE. Must be able to obtain a gaming license. Valid driver's license, dependable transportation and proper insurance is preferred. One year experience in responsible cash handling position is preferred. One year experience in accounting/bookkeeping skills preferred. One year experience in the operation of calculators and office machines preferred. WORKING CONDITIONS: Work area is NOT smoke, noise or dust free. Ability to work a flexible schedule including extended hours, weekends and holidays.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SURVEILLANCE AGENT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 190326H**

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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