



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

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

**COUNTER SERVER CASHIER (SHIFT VARIES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

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

**Job Code: 180710A**

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

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

**ENVIRONMENTAL SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.54**

**Status: FULL-TIME**

**Job Code: 180710B**

Qualifications: High School Diploma or equivalent and two (2) to four (4) years of combined education/experience in relevant field. One (1) to two (2) years of supervisory experience. Knowledge of inventory of all units, tools, and materials of real property. Knowledge of chemical usage, storage, and disposal. Knowledge of personal protective equipment preferred. Knowledge of Microsoft Office products. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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

**FOOD SERVER (SHIFT VARIES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 8.13**

**Status: PART-TIME**

**Job Code: 180710C**

Qualifications: High school diploma or equivalent desired.

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

**GROUP SALES REPRESENTATIVE (SHIFT VARIES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.45**

**Status: FULL-TIME**

**Job Code: 180710D**

Qualifications: High School diploma or equivalent. Two years of 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. Minimum of two (2) years prior experience in Customer Service, Sales or Gaming Operations. WORKING CONDITIONS Office setting. Ability to work varying hours and days including 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.

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**HCN LAW ENFORCEMENT OFFICER (SHIFT VARIES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF JUSTICE - LAW ENFORCEMENT BUILDING

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 21.00**

**Status: FULL-TIME**

**Job Code: 180710E**

Qualifications: Must be 21 years or older. Completed at least a two (2) year Associate Degree from an accredited collegiate or technical school in Criminal Justice or Law Enforcement. Shall have at least two (2) years' experience working in the Law Enforcement field. Must be a certified law enforcement officer by the State of Wisconsin Training and Standards Board or have the capacity to attain this certification within six months of start of employment. Pass a formal background check. Professional mature adult. Must be of good moral character. Must maintain residency in one of the 14 county service areas. Knowledge of federal laws of criminal justice and of state laws as they apply to law enforcement. Knowledge of principles and practices of crime prevention, detection and criminal investigation. Knowledge of general methods of apprehension and physical control of unruly persons. Must not have been convicted of any felony or domestic abuse violation. Must be willing and able to obtain additional education/training. Thorough knowledge of the goals and objectives of the HCN Police Department. Must have a valid Wisconsin motor vehicle operator's license and proper insurance. **WORKING CONDITIONS:** Patrolling HCN communities and properties on HCN land.

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

**RESTAURANT BEVERAGE SERVS SUPERVISOR (SHIFT VARIE)**

**Closing Date: 7/24/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180710F**

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

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

**RURAL LANDS FORESTER (1st SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.00**

**Status: FULL-TIME**

**Job Code: 180710G**

Qualifications: Bachelor's degree in forestry (management emphasis). Valid driver's license, dependable vehicle, and proper insurance. Must demonstrate a minimum of three (3) years' experience performing the below required skills. Experience managing natural & cultural resources. Experience in wildland fire fighting & prescribed use of fire as a resource management tool is a plus. **WORKING CONDITIONS** Work performed indoors & outdoors. Some travel & overnight stays will be required. Fieldwork requires working in a variety of weather and bug conditions over non-level terrains such as forests, wetlands, and agricultural fields. Must meet the physical demands for specific job functions.

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

**SURVEILLANCE AGENT (GRAVES)**

**Closing Date: 7/24/2018**

DEPARTMENT OF JUSTICE - SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 180710H**

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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PREVIOUS POSTINGS - FOR ALL FACILITIES

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

**BAKERS ASSISTANT (DAYS/EVENING)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 180105D**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.22**

**Status: QUARTER-TIME**

**Job Code: 180105F**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 180105Z4**

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

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

**DEALER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

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

**Job Code: 180109F**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 180109I**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 180109K**

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

**APPLY & INQUIRE AT: Ho-Chunk 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: 180109Z4**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180119C**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180119E**

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

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

**LANDS SPECIALIST (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES - LAND MANAGEMENT

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 180119J**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 180119M**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180123A**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180123B**

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

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

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17**

**Status: FULL-TIME**

**Job Code: 180126H**

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

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

**LINE COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: PART-TIME**

**Job Code: 180126I**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application**

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

**Job Code: 180126N**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

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

**Job Code: 180202C**

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

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

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19 Status: FULL-TIME**

**Job Code: 180202N**

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

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

**VALET PARKING ATTENDANT (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 9.14 Status: FULL-TIME**

**Job Code: 180202P**

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

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\*Ho-Chunk Preference will be applied in hiring.

\*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.

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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: 7/10/2018

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

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

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

**FORESTRY DIVISION MANAGER (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 22.00**

**Status: FULL-TIME**

**Job Code: 180220B**

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

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

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 180220F**

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

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

**DINING ROOM PORTER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302B**

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

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

**FOOD SERVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 8.37+TIPS**

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

**Job Code: 180302G**

Qualifications: High school diploma or equivalent desired.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302H**

Qualifications: High school diploma or GED.

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\*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: 7/10/2018

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: PART-TIME**

**Job Code: 180302M**

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

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

**SNACK BAR COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180302P**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: PART-TIME**

**Job Code: 180309i**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

**CHILD AND FAMILY SERVICES SPECIALIST (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: 180330D**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 180406P**

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**

**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 Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180413B**

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

**PANTRY PREP COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180413F**

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: 7/10/2018

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

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

**SLOT SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 180417P**

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 I (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180417Q**

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 - 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: 180417R**

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**

**BEVERAGE SERVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 8.37+ TIPS**

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

**Job Code: 180420A**

Qualifications: Will train. Some food experience helpful.

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

**DEALER (SHIFT VARIES) TRAINING PROVIDED**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-TABLE GAMES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 7.11+TIPS**

**Status: PART-TIME**

**Job Code: 180420C**

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.

- 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: 7/10/2018

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

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

SECURITY OFFICER (SHIFT VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application and Resume

Pay Rate: 14.85

Status: FULL-TIME

Job Code: 180420M

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

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

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

Location: BARABOO

Submit: Application

Pay Rate: 13.08

Status: FULL-TIME

Job Code: 180420O

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

YOUTH COORDINATOR (1st AND 2nd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: WITTENBERG

Submit: Application, Resume and Letter of Application

Pay Rate: 15.69

Status: FULL-TIME

Job Code: 180420S

Qualifications: High School Diploma or equivalent. Must adhere to all applicable confidentiality laws. Must lead a non-abusive lifestyle; alcohol-free, substance-free, and free of domestic violence required throughout employment. CPR certified or must be certified within 90 days of hire. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance. Two (2) years' experience working with youth in a structured program. Working experience facilitating youth discussion groups. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher. Office setting. Classroom setting. Transportation setting. Large group setting. Frequent travel as assigned. 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.

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

SHUTTLE DRIVER (2nd AND 3rd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

Location: BARABOO

Submit: Application

Pay Rate: 13.08

Status: FULL-TIME

Job Code: 180501H

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.

NOTE

\*Ho-Chunk Preference will be applied in hiring.

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

**SURVEILLANCE AGENT (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 180501J**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.81**

**Status: FULL-TIME**

**Job Code: 180501M**

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

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

**TRAFFIC CONTROL (SHIFTS VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180504E**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - ENROLLMENT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180511D**

Qualifications: High School Diploma. Two years post-secondary education. Must have valid drivers' license, dependable transportation and proper insurance. At least two consecutive years of experience in an office setting. Preferred experience in case management. **WORKING CONDITIONS** Job duties are primarily in the office requiring long hours of computer usage and long periods of sitting. Occasional travel to attend meetings.

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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: 7/10/2018

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

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

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

**EXECUTIVE CHEF (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 25.08**

**Status: FULL-TIME**

**Job Code: 180511F**

Qualifications: Degree from Culinary or Hotel school. Minimum of 3-5 years previous experience as an Executive Chef in a large, full service hotel and restaurant or 5-7 years as an executive Sous Chef. Must have dependable transportation, valid driver's license and liability insurance.

**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: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 180515B**

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

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

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 180515F**

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**

**INITIAL RESPONSE 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 Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180518F**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

**MAINTENANCE SPECIALIST ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 180518G**

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

**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: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.25**

**Status: FULL-TIME**

**Job Code: 180518M**

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

**FOOD SERVER (1st,2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14 + TIPS**

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

**Job Code: 180522B**

Qualifications: High school diploma or equivalent desired.

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

**MARKETING RESEARCH ANALYST (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 22.35**

**Status: FULL-TIME**

**Job Code: 180525I**

Qualifications: A Bachelor's Degree in Business, Marketing or related field 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. Minimum of three-years gaming experience. Marketing management experience is preferred. Must have feasibility analysis writing experience.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

SECRETARY I (1st SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH & WELLNESS

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 180529F

Qualifications: High School diploma or GED equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. This job description 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 check investigation as a condition of employment. (For positions that work directly with elders and children) Three (3) months prior work experience WORKING CONDITIONS Office setting.

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

GRAPHIC DESIGNER (DAYS)

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: 180601D

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

PANTRY PREP COOK (1st AND 2nd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 11.42

Status: FULL-TIME

Job Code: 180601E

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

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

CASINO HOST (11a-9:30p)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application and Resume

Pay Rate: 13.08

Status: FULL-TIME

Job Code: 180605A

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180605B**

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.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180608B**

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

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

**GRANTS SPECIALIST (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - PLANNING & DEVELOP. - TOB

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 180612E**

Qualifications: Bachelor's Degree with emphasis in English, creative writing, education, business, or a closely related field is required. Demonstrated four years of experience in the following is preferred: Grant writing proposals Grant implementation and management of grants Research and analysis Evaluation of grant performance Grant tracking valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Work in an office setting. Travel is required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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

**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: 180615D**

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

**APPLY & INQUIRE AT: Ho-Chunk 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: 180615G**

Qualifications: High School Diploma or equivalent and two (2) to four (4) years of combined education/experience in relevant field. One (1) to two (2) years of supervisory experience. Knowledge of inventory of all units, tools, and materials of real property. Knowledge of chemical usage, storage, and disposal. Knowledge of personal protective equipment preferred. Knowledge of Microsoft Office products. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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

**LAUNDRY ATTENDANT (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 180615I**

Qualifications: High school graduate or equivalent desired. Ability to communicate clearly and effectively verbally and in writing. Able to work varied hours, shifts, including evenings, and weekends if needed. Must understand and follow organizational chain of command. Requires standing, walking, writing, and hearing and visual perception. Must be able to lift and carry up to 25 pounds on a regular basis, and up to 50 pounds as required. Must be bondable. 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**

**SURVEILLANCE AGENT (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180615R**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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**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+ TIPS Status: PART-TIME**

**Job Code: 180622A**

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

**BELL PERSON (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72**

**Status: FULL-TIME**

**Job Code: 180622B**

Qualifications: High school graduate or equivalent. Ability to communicate clearly and effectively verbally and in writing. Able to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires standing, walking, writing, and hearing and visual perception. Must be able to lift and carry up to 25 pounds on a regular basis, up to 50 pounds on occasional basis. Must be bondable. Must have dependable transportation. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 180622E**

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

**ENVIRONMENTAL SERVICE PERSON (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 180622F**

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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\*Ho-Chunk Preference will be applied in hiring.

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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: 7/10/2018

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

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

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

PARKING TRANSPORTATION SUPERVISOR (3rd AND VARIES

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

Location: BARABOO

Submit: Application

Pay Rate: 16.36

Status: FULL-TIME

Job Code: 180622P

Qualifications: Strong planning and organizational skills. Good communication, written and oral skills. Valid driver's license with proof of insurance and excellent driving record. Must be skilled in operating both standard and automatic vehicles. High School Diploma or equivalent, GED. Three to five years of appropriate experience. A commercial driver's license with a passenger endorsement a plus.

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

SLOT FLOORPERSON (3rd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application

Pay Rate: 12.56

Status: FULL-TIME

Job Code: 180622T

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.

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

HOME SCHOOL COORDINATOR (1st AND 2nd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: WITTENBERG

Submit: Application, Resume and Letter of Application

Pay Rate: 15.69

Status: FULL-TIME

Job Code: 180622U

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

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

ACCOUNTANT I (1st SHIFT)

Closing Date:

7/10/2018

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FINANCE

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 18.83

Status: FULL-TIME

Job Code: 180626A

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

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- 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: 7/10/2018

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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: 180626B

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. MUST BE BONDABLE. Valid driver's license, dependable transportation and proper insurance, is preferred. 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

COURT SECURITY DIRECTOR (8a-4:30p)

Closing Date:

7/10/2018

DEPARTMENT OF JUSTICE - TRIAL COURT

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 23.00

Status: FULL-TIME

Job Code: 180626C

Qualifications: Must have a high school diploma. Bachelor's degree in Criminal Justice preferred. All Judiciary employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation and as may be required by Federal grant acceptance. Must be free from conviction of a misdemeanor crime of domestic violence in accordance with Title 18, Section 922(g) (9) of the United States Code. Must be able to obtain and maintain appropriate court security training. Must maintain confidentiality. Must be bondable. Must have a valid driver's license, dependable transportation and liability insurance and maintain same. Minimum of four (4) years of formal Security, Corrections or Law Enforcement training (military or civilian). Seven (7) years of supervisory experience preferred in Security or Law Enforcement (military or civilian). WORKING CONDITIONS The duties and responsibilities of a Court Security Director require frequent and prolonged walking, standing, running, sitting, and stooping. In addition, may be required to subdue violent or potentially violent people. Physical stamina in all of its forms (i.e., mental, climatic) is a basic requirement of this position. Vision --corrected distant visual acuity must be 20/30 or better, as measured with both eyes viewing (binocular). Complete loss of vision in one eye is disqualifying. Ability to distinguish basic colors, as well as shades of color is required. Normal peripheral vision is required. Statement certifying vision status from an ophthalmologist or other eye doctor provided it is recent; --within one year-- is acceptable proof. Hearing must be able to hear well enough to safely and efficiently carry out the essential requirements of the job. Binaural hearing and ability to localize sounds; comprehend speech; and hear sounds that require investigation of that alert to danger. Complete loss of hearing in one ear is disqualifying. Statement certifying hearing status from an audiologist or personal physician-- provided it is recent; --within one year-- is acceptable proof. Ability to work occasional irregular hours and extended shifts including late nights, early mornings, weekends. Generally inside the court facility, occasionally in a remote location as court needs dictate. May be exposed to a smoking environment frequently, typically this is in relation to the Traditional Court which generally meets once per week for approximately four (4) hours. While performing the duties of this job, is required to stand, walk, talk, see 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 fifty (50) pounds and may be required to lift and/or move up to one hundred fifty (150) pounds or more with assistance. Occasionally be exposed to all outside weather conditions for varying periods. May be exposed to x-ray, metal detector. May be exposed to emergency situations, hostile behavior, and those with active substance use.

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

FACILITIES PERSON ( 3rd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application

Pay Rate: 13.70

Status: FULL-TIME

Job Code: 180626D

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

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

**HOST HOSTESS CASHIER (SHIFT VARIES)**

**Closing Date: 7/10/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

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

**Job Code: 180626E**

Qualifications: High school diploma or GED.

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

**JUDICIARY APPLICATION SPECIALIST (8a-4:30p)**

**Closing Date: 7/10/2018**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 25.00**

**Status: FULL-TIME**

**Job Code: 180626F**

Qualifications: Minimum of two-year degree in Business/IT, or a related field, or completion of Ho-Chunk Nation certified application program. Minimum: Comp Tia + Certification, Recommended: Comp Tia Network + Certification. Valid driver's license, dependable transportation and proper insurance only when required. Experience with Microsoft Windows Operating Systems and PC Networking. Experience with SQL Server 2000 database maintenance. Project Management experience preferred. Experience working in a mixed environment of technologies and protocols. WORKING CONDITIONS May be exposed to a smoking environment infrequently. May be required to work on ladders, under or behind equipment and in tight spaces. Business office setting, ADA-compliant facility. Must be available for flexible work schedules on an occasional basis; routine hours are Monday-Friday, 8:00 a.m. to 4:30 p.m. Occasional weekend work required. Must be able to lift 50 pounds from floor to overhead occasionally. Physical demands are set forth on Physical Demands worksheet.

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

**MEDICAL LABORATORY TECHNICIAN (7:45a-4:15P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.54**

**Status: FULL-TIME**

**Job Code: 180626G**

Qualifications: Must have an Associate Degree in Laboratory Science or Medical Laboratory Technology. Have ability to understand complex concepts and apply that knowledge to laboratory testing to include pre-analytic, analytic and post-analytic testing. Be able to multi-task and prioritize workflow in laboratory during times of low as well as high volume. Must be proficient in all areas of laboratory to include chemistry, hematology, urinalysis, microbiology, coagulation, kit testing and phlebotomy as well as patient care. Must meet the CLIA 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Must have qualified as a Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must have current license and maintain such through CEUs during employment. Must promote healthy, non-abusive lifestyle. Must have valid driver's license, dependable transportation and proper insurance. Laboratory work in clinic setting in all aspects of Clinical Laboratory to include work with analyzers, equipment, patients, etc. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

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

**NIGHT AUDITOR (3rd SHIFT)**

**Closing Date:**

**7/10/2018**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180626H**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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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**

**ROOM ATTENDANT (1st SHIFT)**

**Closing Date: 7/10/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 180626J**

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**

**ROOM ATTENDANT (1st SHIFT)**

**Closing Date: 7/10/2018**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: PART-TIME**

**Job Code: 180626J**

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

**SURVEILLANCE AGENT (SHIFT 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: 180626K**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

**WELLNESS COURTS CASE MANAGER (8a-4:30p)**

**Closing Date: 7/10/2018**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 180626L**

Qualifications: High School graduate. Associates Degree in AODA related field, as an executive assistant, or paralegal. Must adhere to applicable confidentiality laws. Must be drug free; promote a safe, healthy and positive lifestyle. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance. Three (3) years preferred, two (2) years minimum experience working in a treatment setting or with a treatment court for AODA clients, in a responsible position that required daily contact, monitoring and coordination with clients of relevant experience is the minimum. Experience with a treatment court for more than one (1) year is preferred. **WORKING CONDITIONS** Wellness Courts Case Manager will primarily work in the office (70% of the time) but will have fieldwork 30% of the time. This may change as additional clients are added to services. Wellness Courts Case Manager is required to travel, sometimes in inclement weather. Work hours are subject to change, requiring flexibility as needed. Home visits, or resource checks may be conducted, sometimes in unsafe environments. Wellness Courts Case Manager will be trained to, and will be responsible to perform observed UA collections for drug testing purposes. This may result in handling drug-laced liquids in a controlled environment. May occasionally be required to lift up to 50 pounds infrequently. May require operation of a motor vehicle and compliance with Ho-Chunk Nation Fleet policies.

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

**BEVERAGE SERVICES MANAGER (SHIFT VARIES)**

**Closing Date: 7/13/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 180629A**

Qualifications: In-depth knowledge and controls of bar/beverage industry. Knows patron profile to tailor programs and promotions. Lifting up to 50 pounds may be required. College degree (or related experience). Minimum of 4 years previous bar/beverage and/or restaurant/club management supervision with large volume operation(s). State Bartending Certificate.

**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**

**Status: FULL-TIME**

**Job Code: 180629B**

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

**COUNT ASSOCIATE (GRAVEYARD)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 180629C**

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. **MUST BE BONDABLE.** Valid driver's license, dependable transportation and proper insurance, is preferred. 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: 7/10/2018

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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**

**EXPEDITOR (2nd SHIFT)**

**Closing Date: 7/13/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.00**

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

**Job Code: 180629D**

Qualifications: High School diploma or equivalent desired AND a minimum of 1 year experience in full service restaurant.State sanitation certification. Must maintain confidentiality.

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

**KITCHEN STEWARD (1st SHIFT)**

**Closing Date: 7/13/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 180629E**

Qualifications: High school diploma or equivalent desired. Experience in food and beverage. Must have dependable transportation.

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

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

**Closing Date: 7/13/2018**

DEPARTMENT OF PERSONNEL - HUMAN RESOURCES

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180629F**

Qualifications: High School Diploma or equivalent. Valid driver's license, dependable transportation, and proper insurance are required. Minimum of three (3) years of pertinent work experience in the personnel/human resource field. Office setting.

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

**RESTAURANT BEVERAGE SERVS SUPERVISOR (SHIFT VARIES)**

**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: 180629G**

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

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

**SECURITY OFFICER (2nd SHIFT)**

**Closing Date: 7/13/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180629H**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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

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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 (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 180629I**

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

**OPTOMETRY TECHNICIAN (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH - BARABOO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 17.45**

**Status: FULL-TIME**

**Job Code: 180703A**

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.

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

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

**Closing Date:**

**7/20/2018**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 180706A**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.), plus license/credentialing; LCSW, PC, or LP Must have a valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. Able to document two years of continuous abstinence if in recovery. Three (3) years Mental Health/Substance Abuse clinical experience. Clinical experience with children, youth, adults and families. Previous experience in working with Native Americans a plus. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment. The duties of this position are routinely performed 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 client's work hours

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

**CAGE CASHIER (SHIFT VARIES)**

**Closing Date:**

**7/20/2018**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 180706B**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/10/2018

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**GUEST SERVICE REPRESENTATIVE (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 180706C**

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

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

**MAINTENANCE SPECIALIST (3rd SHIFT)**

**Closing Date:**

**7/20/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180706D**

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

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

**POOL-GROUNDSKEEPER-MAINTENANCE PERSON (VARIES)**

**Closing Date:**

**7/20/2018**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 180706E**

Qualifications: High school diploma or equivalent. Must have positive attitude, team player and be willing to follow through on assigned tasks with minimal or no supervision. Certification by the National Swimming Pool Foundation as a Certified Pool Operator. Must have through knowledge of building systems, HVAC, electrical, structural, and plumbing and grounds. Knowledge of inventory of all units, tools and materials of real property. Must be able to read and write effectively and to communicate effectively with the public. Must be willing to work in extreme varied weather conditions all year. Ability to work varying hours and days (including weekends and holidays). Must be physically able to stand, bend, stoop, walk and do heavy – lifting (50 pounds) and effectively move heavy objects from one location to another safely. Valid driver's license, dependable transportation and proper insurance.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 180706F**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

**RESTAURANT BEVERAGE SERVS SUPERVISOR (SHIFT VARIES)**

**Closing Date: 7/20/2018**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 180706G**

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

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