



DEPARTMENT OF PERSONNEL

**HO-CHUNK NATION JOB POSTING**  
**POST DATE: 11/29/2016**

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

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

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

**BEVERAGE SERVER ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 7.00**

**Status: FULL-TIME**

**Job Code: 161129A**

Qualifications: Will train. Some food experience helpful.

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

**COUNTER SERVER CASHIER (2nd SHIFT)**

**Closing Date:**

**12/13/2016**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161129B**

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

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

**DINING ROOM PORTER ( 2ND SHIFT)**

**Closing Date:**

**12/13/2016**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161129C**

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

**DISHWASHER ( 2nd SHIFT)**

**Closing Date:**

**12/13/2016**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161129D**

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

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

**INVENTORY CLERK (2nd SHIFT)**

**Closing Date:**

**12/13/2016**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161129E**

Qualifications: Must have a high school diploma or GED. Have demonstrated competence in the use of mathematical skills. Knowledge of inventory control systems and procedures. Ability to count, record and prepare simple accurate records. Ability to lift, move and store heavy objects. Must have a positive mental attitude and be willing to follow through on task assignments. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**PROMOTIONS HOST/HOSTESS (SWING AND GRAVE)**

**Closing Date: 12/13/2016**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161129F**

Qualifications: Must be able to handle multiple tasks in a noisy, smoky and stressful environment. Must be bondable and hold gaming license. Must adhere to strict confidentiality at all times. Some knowledge of computers a plus. Ability to use sound judgment. Must be able to work well on a team. Ability and willingness to work nights, weekends and holidays is required. Ability to deal with stressful situations and conditions is required. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation

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

**REGISTERED DENTAL HYGIENIST (8a-12p)**

**Closing Date: 12/13/2016**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 25.00**

**Status: FULL-TIME**

**Job Code: 161129G**

Qualifications: Associate Degree in Dental Hygiene from an accredited school. Dental Hygienist license in the State of Wisconsin is required. Must be CPR certified and acquire radiology certification within 90 days of hire. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Clean, well-lit surroundings in a clinic setting.

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

**ROOMS CONTROL AUDITOR( 1st SHIFT)**

**Closing Date: 12/13/2016**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161129H**

Qualifications: High School or equivalent diploma (advanced education desirable). Minimum of two (2) years' experience in housekeeping and laundry operations and two (2) years' experience in Front Desk Operations. Must have a working knowledge of database, word processing, spreadsheet applications, property management systems, and have basic familiarity with the Microsoft Windows operating system environments. Must communicate clearly and effectively verbally and in writing. Must be able to type 40 wpm. Must be able to work varying hours and days (including weekends and holidays). Must have good hearing, visual perception, and manual dexterity. Must be able to on occasion lift and carry up to 25 pounds. Must be dependable and have a steady work history. Must have valid driver's license, dependable transportation, and proper insurance. **WORKING CONDITIONS:** Inside and Outside of the building as needed.

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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

**FLOOR CHECKER/CALLER (2ND SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 7.00**

**Status: FULL-TIME**

**Job Code: 140723F**

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

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**SHUTTLE DRIVER (3RD SHIFT CDL REQUIRED)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 141112N**

Qualifications: Must currently hold and provide proof of Commercial Drivers License with a passenger endorsement, and insurance. Must be bondable. High School Diploma or equivalent, GED. Experience a plus. 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**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.00**

**Status: FULL-TIME**

**Job Code: 141112Q**

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 Drivers License with a passenger endorsement is a plus. High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**FLOOR SALES (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 150120D**

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

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

**CAGE CASHIER (EVE/GRAVE SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 150317C**

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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**FLOOR SALES (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 150616C**

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

**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 (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 150703L**

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: Jon Sprehm, 540 Birch Street, Nekoosa, WI 54457,**

**HO-CHUNK LANGUAGE & CULTURE TEACHER**

**Closing Date:**

**Open Until Filled**

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**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: PART-TIME**

**Job Code: 150814G**

Qualifications: Niikuusra Community School is a 5-8 charter school. Our purpose is to provide students with language, culture and history of the Ho-Chunk Nation through an integrated project-based learning format. We are looking for a teacher with a strengths based, growth mindset, focused on student learning (both academic and social/emotional). Teachers collaborate very closely with their PLCs, and a qualified candidate should be an individual willing to work in a collaborative team environment. Please submit resume to Jon Sprehm by either mailing or via email to [Jon\\_Sprehm.nekoosa.k12.wi.us](mailto:Jon_Sprehm.nekoosa.k12.wi.us).

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**REWARDS CLUB AMBASSADOR (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 150904G**

Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Noise, stress, fast paced multi-tasking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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**SOCIAL WORKER (1ST SHIFT)**

**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: 151002I**

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. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred. Knowledge of laws and tribal codes associated with program of employment. Knowledge of the Social Work Code of Ethics and confidentiality. Knowledgeable of the Ho-Chunk Nation government structure, kinship system and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Must promote a positive, non-abusive, healthy lifestyle. Valid driver's license, dependable transportation and proper insurance are required. **WORKING CONDITIONS:** Travel is required for this position. 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 - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**INVENTORY EQUIPMENT SPECIALIST ( 2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 151009C**

Qualifications: High School Diploma or equivalent required. Two (2) years experience inventory and one (1) year experience in Industrial Cleaning Equipment Maintenance and Repair. Computer literate with emphasis in Word and Excel. Experience and ability to operate various hand and power tools. Experience and/or ability to operate and repair industrial cleaning equipment. Must be able to read, write and follow English written documentation and verbal instruction. Valid driver's license, dependable transportation and proper insurance required. **WORKING CONDITIONS:** Must be able to perform the Physical Demand requirements as an Inventory/Equipment Specialist and Environmental Service Person. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, and climb. This position requires visual acuity, color perception and eye hand coordination. Continuously lift up to 10 pounds, occasionally lift up to 50 pounds, and seldom lift up to 100 pounds with assistance. Must be able to work holidays, weekends, varying hours, and forty hours/week. 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 follow the chain of command and dress code.

**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 (8:00a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 151030A**

Qualifications: Must have a High School Diploma or equivalent. Certified Nurse Assistant Certification is required. Must be certified in CPR and First Aid. Must be 21 years of age or older. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance are required. **WORKING CONDITIONS:** All health care services are provided in the home or community setting. Traveling is a necessity. Be available to "float" to other areas as assigned by the supervising CHN. 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.

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**DEALER (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 7.00**

**Status: PART-TIME**

**Job Code: 151106F**

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

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

**GAMING PARALEGAL (8:00a-4:30p)**

**Closing Date:**

**Open Until Filled**

LEGISLATIVE OFFICE - GAMING COMMISSION

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 151124D**

Qualifications: Minimum of two years Associate Degree in paralegal training. Must have at least three years experience as a Paralegal or comparable experience. Possess Policy and Procedure development, analysis and management. Advanced development in oral, written and interpersonal skills. Complete knowledge of Indian Gaming Regulatory Act, Tribal/State Compact and the Ho-Chunk Nation Gaming Ordinance. Must obtain a Gaming License. Possess skill in establishing and maintaining working relationships in a team environment or work independently as needed. Knowledge of Casino and Bingo Gaming Operations. General management skills including budgeting, information management, planning and supervision. Ability to maintain confidentiality and possess a professional demeanor. 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**

**SOUS CHEF-HO-CHUNK CASINO (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 151215P**

Qualifications: Vocational/Culinary Certification or 2-4 years of Culinary/Commercial experience. State sanitation certification. Strong organizational, culinary and supervisory skills. Must have dependable transportation and show proof of valid driver's license and liability insurance.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**SLOT FLOORPERSON (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 151229D**

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

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**BELLPERSON (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.00+TIPS**

**Status: FULL-TIME**

**Job Code: 160216A**

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.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**HOST/HOSTESS CASHIER (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00+TIPS**

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

**Job Code: 160226E**

Qualifications: High school diploma or GED.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**LEAD COOK/SHIFT SUPERVISOR (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 160311D**

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

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

**ROOMS CONTROL AUDITOR (DAY SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 10.00**

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

**Job Code: 160311J**

Qualifications: High School or equivalent diploma (advanced education desirable). Minimum of two (2) years experience in housekeeping and laundry operations and two (2) years experience in Front Desk Operations. Must have a working knowledge of database, word processing, spreadsheet applications, property management systems, and have basic familiarity with the Microsoft Windows operating system environments. Must communicate clearly and effectively verbally and in writing. Must be able to type 40 wpm. Must be able to work varying hours and days (including weekends and holidays). Must have good hearing, visual perception, and manual dexterity. Must be able to on occasion lift and carry up to 25 pounds. Must be dependable and have a steady work history. Must have valid driver's license, dependable transportation, and proper insurance. **WORKING CONDITIONS:** Inside and Outside of the building as needed.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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

**BANQUET HOUSEMAN (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-GROUP SALES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.00+tips**

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

**Job Code: 160329A**

Qualifications: EDUCATION: High School diploma or GED equivalent, or must be working toward earning a High School diploma or GED equivalent, required. EXPERIENCE: Must have previous Food & Beverage and/or Convention Center experience. Audio visual experience a plus. KNOWLEDGE: Knowledge of Hotel and Convention Center industry preferred. Knowledge of audio visual equipment setup and/or maintenance preferred. PHYSICAL REQUIREMENTS: Must be able to reach, bend, crouch, twist, lift, and carry. Must be able to lift, push, or pull 50+ pounds. Able to be on feet for 8+ hours per day. Able to move in a fast paced environment. WORKING CONDITIONS: Must be able to work inside and outside of building as needed. Must be able to work, briefly, in a smoking environment if needed. Must be able to work around loud noise.

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

**ROOM ATTENDANT (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 160329C**

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.

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

**ENVIRONMENTAL SERVICE PERSON (2ND & 3RD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160408H**

Qualifications: High School Diploma or equivalent is required. No experience needed, will train. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Dependable transportation is required. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**EXECUTIVE CHEF (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 160408I**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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

**INVENTORY CLERK (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160426F**

Qualifications: Must have a high school diploma or GED. Have demonstrated competence in the use of mathematical skills. Knowledge of inventory control systems and procedures. Ability to count, record and prepare simple accurate records. Ability to lift, move and store heavy objects. Must have a positive mental attitude and be willing to follow through on task assignments. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers.

**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 (11p-7:30a)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160506E**

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 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**

**LIFE SKILLS COORDINATOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 160510C**

Qualifications: Associate's Degree in Human Services or Social Sciences and two years relevant experience or three to five years relevant work experience. Knowledge of Ho-Chunk culture and traditions a strong plus. Maintain a healthy, non-abusive lifestyle. Must pass a background check in accordance with Social Services Program policies. Valid driver's license and vehicle insurance. 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**

**SECURITY OFFICER (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 11.00**

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

**Job Code: 160510E**

Qualifications: Must be certified in First Aid and CPR. Must have basic knowledge of investigative procedures. MUST BE BONDABLE. Must be able to read, write and understand English. Must be able to speak effectively and clearly. Must be familiar with or willing to learn about alarm, access control, and identification systems and uses. Must have a basic knowledge or be willing to learn about security procedures, techniques, and systems. Must be of sound character with the ability to make sound judgments. Must have the ability to write clear and concise reports, and be able to work well with other casino and Tribal personnel. Must be able to take direction and complete all tasks and assignments in a timely manner. Must be physically able of performing all duties. Must have a high school diploma or GED equivalent. Must have a minimum of one year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two years military service. 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: 11/29/2016

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

**SLOT SERVICE TECHNICIAN II (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 160513J**

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

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

**NIGHT AUDITOR (3RD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160520D**

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.

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

**FACILITIES PERSON (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160531A**

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.

**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**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160531B**

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. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**CAGE CASHIER (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00 +TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 160603D**

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

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

**SECURITY OFFICER (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 160603M**

Qualifications: Must be certified in First Aid and CPR. Must have basic knowledge of investigative procedures. MUST BE BONDABLE. Must be able to read, write and understand English. Must be able to speak effectively and clearly. Must be familiar with or willing to learn about alarm, access control, and identification systems and uses. Must have a basic knowledge or be willing to learn about security procedures, techniques, and systems. Must be of sound character with the ability to make sound judgments. Must have the ability to write clear and concise reports, and be able to work well with other casino and Tribal personnel. Must be able to take direction and complete all tasks and assignments in a timely manner. Must be physically able of performing all duties. Must have a high school diploma or GED equivalent. Must have a minimum of one year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two years military service. 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**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - JUSTICE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 160603P**

Qualifications: Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Licensed or eligible to practice law in Federal Bar. Entry level to five (5) years of experience. Litigation and advocacy experience. Must become and maintain membership in the Ho-Chunk Bar Association.

**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-MARKETING

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160607D**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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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**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 160610D**

Qualifications: Bachelor of Science in Environmental and Public Health or closely related field. Must obtain the License of Registered Sanitarian within one year of starting date. Must be knowledgeable of computer software applications, specifically Microsoft Word and Excel, to complete projects and keep records. Must be willing to obtain additional certifications in Life Safety Codes, OSHA Regulations, Pool Operator, and other program related requirements. Must have a valid driver's license, dependable transportation, and proper insurance. WORKING CONDITIONS: Physical Demands: Approximately 50% of the work duties require walking and standing. Must be able to carry light-weight equipment and boxes of training supplies. The remaining of the work will be office work and will require stooping, bending, and record retrieval in addition to computer station work. Daily car travel may be required. Eighty percent of the work will be indoors. Twenty percent of the work may expose the employee to extreme conditions. 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 - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**CAGE CASHIER (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-CAGE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160614A**

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

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

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160712J**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**BEVERAGE SERVER (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 7.00+TIPS**

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

**Job Code: 160715B**

Qualifications: Will train. Some food experience helpful.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

**NIGHT AUDITOR (GRAVEYARD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

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

**Job Code: 160722D**

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.

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

**GUEST SERVICE REPRESENTATIVE (SWING & GRAVEYARD)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 160726B**

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 - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT DISPATCHER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160726D**

Qualifications: Must have High School diploma, or GED. Knowledge of radio ten codes and their use. Knowledge of condition codes on machines helpful, but not required. Must have good communication skills. Must have basic computer skills. Must read, write, and understand English. Must be able to lift 30lbs. Must have dependable transportation. 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 53713, (608) 224-1801 - FAX**

**COUNT ASSOCIATE (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-COUNT

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 160729B**

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. WORKING CONDITIONS: Work area is NOT: Smoke, noise, or dust free.

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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: 11/29/2016

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

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

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

**TRAINING & DEVELOPMENT SPECIALIST (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-TRAINING & DEVELOPMENT

**Location: WITTENBERG**

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

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 160802G**

Qualifications: Minimum two year education beyond high school in Education, Business or Human Resources, Training or Supervisory experience; OR an equivalent combination of education and experience. Tribal Gaming Industry, Training or Customer Service experience is highly desired. Ability to interact effectively with department directors, managers, supervisors and fellow employees. Computer skills: MS Word 6.0, Excel 5.0, PowerPoint 4.0. Possess efficient organizational skills and ability to adapt to a flexible schedule. Valid driver's license, dependable transportation and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**EMERGENCY MEDICAL TECHNICIAN (2ND & 3RD SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 160805B**

Qualifications: Must have a High School Diploma or GED or equivalent. Must have State of Wisconsin Emergency Medical Technician License and current CPR certification. Must be bondable. Must be able to write, read, speak, and understand English. Must be of sound mind and good moral character. WORKING CONDITIONS: Must be able to physically perform all duties including, but not limited to: standing, stooping, squatting, pushing, pulling, bending, crouching, climbing, kneeling, twisting, walking, running and lifting (frequently 50 lbs. or more). Controlled environment but has the potential to be able to work in adverse weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**BANKER-CASHIER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160809A**

Qualifications: Must have a high school diploma or GED. MUST BE BONDABLE. Must have demonstrated competence in the use of mathematical skills. Knowledge of accounting practices. Ability to operate calculators with accuracy. Accurately record and prepare accounting data. Must have a positive mental attitude and be willing to follow through with task assignments. Ability to communicate orally. Must submit to and clear security background and investigation check, if required. Safeguard bank security systems information. 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**

**RETAIL ASSOCIATE (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 160812I**

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

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\*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: 11/29/2016

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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**

**SLOT SERVICE TECHNICIAN II (7:00a-3:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 160812L**

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

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

**SLOT SERVICE TECHNICIAN III (7:00a-3:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 160812M**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have one (1) year prior experience as a Slot Service Technician II or higher, and a total of two (2) years experience in Slot Floor Operations or Repair or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass a Slot Service Technician III 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: 7.00+TIPS**

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

**Job Code: 160816D**

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

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

**DEALER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-TABLE GAMES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 7.00**

**Status: PART-TIME**

**Job Code: 160826A**

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

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

**LINE COOK (2nd Shift)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160826D**

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

- 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: 11/29/2016

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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

EDUCATION PLANNING SPECIALIST- HOOCAK ACADEMY (8a-4:30p)

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - LANG./CULT. - MAUSTON

Location: MAUSTON

Submit: Application and Resume

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 160830C

Qualifications: Required Associate Degree in Education or related field. Obtain Bachelor's degree in education, within four (4) years from the date of hire OR complete the Hoochak Waazijja Hach Language Division Professional Development Program and must maintain a five (5) year Language and Culture/History Instructor License. Successful completion of the Master Apprenticeship Program or the Language Apprentice Program through the Hoochak Waazijja Hach Language Division. Must possess extensive knowledge of the field of education. Reading and writing skills in the Hoochak language are preferred. Valid driver's license and proper insurance is required. WORKING CONDITIONS: Travel will be required for this position. This position requires a complete criminal background investigation.

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

HO-CHUNK LANGUAGE INSTRUCTOR 1 (VARIES DAY/EVE)

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

Location: BARABOO/WI DELLS

Submit: Application and Resume

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 160830D

Qualifications: Must have High School diploma or equivalent. Must have completed the Master Apprentice Program. Possess or able to obtain a state certified Language and Cultural/History Instructor License. Must complete and obtain Associate degree in Early Childhood Education or a teaching degree in Education, within four (4) years of being hired. Knowledge of Hoochak language, tribal traditions, values, and social mores is required. Valid driver's license, dependable transportation and proper insurance is required. WORKING CONDITIONS: Travel will be required for this position. 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

HO-CHUNK LANGUAGE INSTRUCTOR 1 (VARIES DAY/EVE)

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

Location: BRF/TOMAH

Submit: Application and Resume

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 160830E

Qualifications: Must have High School diploma or equivalent. Must have completed the Master Apprentice Program. Possess or able to obtain a state certified Language and Cultural/History Instructor License. Must complete and obtain Associate degree in Early Childhood Education or a teaching degree in Education, within four (4) years of being hired. Knowledge of Hoochak language, tribal traditions, values, and social mores is required. Valid driver's license, dependable transportation and proper insurance is required. WORKING CONDITIONS: Travel will be required for this position. 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 - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

MAINTENANCE SPECIALIST (3RD SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 160830F

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. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

- N** \*Ho-Chunk Preference will be applied in hiring.
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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.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**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: 160902L**

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

**SURVEILLANCE AGENT (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 160902M**

Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. 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. Must have eyesight correctable to 20/20 with no color blindness. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. WORKING CONDITIONS: 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. 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**

**LEAD SOCIAL WORKER (1st SHIFT)**

**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: 160909D**

Qualifications: Master's Degree in Social Work or related field is required. Possess a Wisconsin Social Work Certification or License. At least four years of experience in related field in direct line services is required. Demonstrate sophisticated knowledge of human development through the life span. Knowledge of social work practice. Knowledge of laws and tribal codes associated with program of employment. Knowledge of the Social Work Code of Ethics and confidentiality. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Knowledgeable of county court procedures. Must promote a positive, non-abusive, healthy lifestyle. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Travel is required for this position. 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**PHARMACIST (8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 160909G**

Qualifications: Doctor of Pharmacy (PharmD) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy) AND Licensed in the State of Wisconsin. Possess a broad professional knowledge in the field of clinical pharmacy, and aspects of the total pharmacy operations. Basic knowledge of medicinal, chemistry, pharmacokinetics, pharmacology, microbiology, pathology and toxicology to independently perform professional assignments. Knowledge of proper drug and medication storage to ensure preservation and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JACHO/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. Valid driver's license, dependable transportation and proper insurance. 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**

**BUS DRIVER (MUST HAVE CDL W/S ENDORSEMENT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.34**

**Status: QUARTER-TIME**

**Job Code: 160916A**

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. 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**

**BUS DRIVER(MUST HAVE CDL W/S ENDORSEMENT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WI. DELLS**

**Submit: Application**

**Pay Rate: 11.34**

**Status: FULL-TIME**

**Job Code: 160916B**

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. 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**BUS DRIVER (MUST HAVE CDL W/S ENDORSEMENT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WI. DELLS**

**Submit: Application**

**Pay Rate: 11.34**

**Status: QUARTER-TIME**

**Job Code: 160916C**

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. 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**

**BUS DRIVER (MUST HAVE CDL W/S ENDORSEMENT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - EDUCATION HEADSTART

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.34**

**Status: QUARTER-TIME**

**Job Code: 160916D**

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. 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**

**BUS DRIVER (MUST HAVE CDL W/S ENDORSEMENT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: SANDPILLOW-BRF**

**Submit: Application**

**Pay Rate: 11.34**

**Status: FULL-TIME**

**Job Code: 160916E**

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. 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**

**BUS MONITOR (8a-10a and 2p-4p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.18**

**Status: QUARTER-TIME**

**Job Code: 160916F**

Qualifications: High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation. 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.

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

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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: 11/29/2016

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

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

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

**REWARDS CLUB AMBASSADOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

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

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160916J**

Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Smoking environment. Noise, stress, fast paced multi-tasking environment. 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**

**RESTAURANT BEVERAGE SERVICES SUPERVISOR (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 160920P**

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**

**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: 160923A**

Qualifications: Bachelor 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. Minimum of one year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. Must promote a healthy non-abusive lifestyle. Must have valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Administrative duties performed in office in clinic setting and health care services provided in clinic and community. 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**

**CONCIERGE (SWING SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: QUARTER-TIME**

**Job Code: 160927B**

Qualifications: High school graduate or equivalent AND service experience preferred. Basic familiarity with the Microsoft Windows computer operating system environment. Requires keyboarding, standing, walking, writing, sitting, and hearing and visual perception. May on occasion be required to lift and carry up to 25 pounds. Must be bondable. Must have valid driver's license, dependable transportation, and proper insurance.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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**

**PBX OPERATOR (SWING)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 160927D**

Qualifications: High school graduate or equivalent. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft Windows computer operating system environment. Ability to type at least 40 words per minute. Able to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires keyboarding, writing, sitting, and hearing and visual perception. Must be bondable. Must have dependable transportation.

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

**PANTRY PREP COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 160927E**

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 - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**PROMOTIONS SHIFT SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 160927F**

Qualifications: Must be bondable and hold a gaming license. Is a custodian of gaming supplies or cash. Strong oral communication skills. Good working knowledge of computers. Ability to use sound judgement. Good guest relations and training skills. Must present a neat, clean and professional appearance. Effective supervisory skills. Ability to work varying days and hours (to include weekends and holidays). Must be able to communicate and interact effectively with other casino floor staff department supervisors. Must be able to work well on a team. High school diploma or GED. Prefer prior experience in guest service related position. Word processing background preferred.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**BEVERAGE SERVICES MANAGER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 160930A**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**SHIFT LEADER ( 2nd Shift 2:25p-12:25a)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 161004C**

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

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

**CONSTRUCTION III (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161007C**

Qualifications: High school diploma or equivalent. Minimum of two years' experience in construction, maintenance, and household repairs. Combination of experience, primarily construction. Possess competent verbal and written communication skills. Familiar with the operation of power tools. Must be in excellent physical condition and able to lift up to 75 pounds. Valid driver's license, dependable transportation, and proper insurance.

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

**HOST/HOSTESS CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161007G**

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**

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

**Closing Date:**

**Open Until Filled**

LEGISLATIVE - GAMING COMMISSION

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161007H**

Qualifications: High school diploma or equivalent. Associate Degree, preferred. Must have experience in office management. Possess good organizational skills and ability to meet deadlines. Must be computer literate. Possess good oral and written communication skills. Must be able to maintain confidentiality. Valid Wisconsin driver's license, dependable transportation and proper insurance.

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

**RETAIL ASSOCIATE (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161007I**

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

- 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: 11/29/2016

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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**

**RETAIL ASSOCIATE (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161007J**

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

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

**SECURITY OFFICER (1st AND 2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - FACILITIES

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161007K**

Qualifications: Must be bondable. Must be of sound character, with the ability to make sound judgments. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Must be able to communicate well with the public under all circumstances. Ability to write clear and concise reports, and be able to work well with co-workers. Able to take orders, and carry them out efficiently. Able to complete all phases of mandatory training and physically capable to perform all training. Able to read, write and communicate effectively. Must have a high school diploma or in the process of acquiring the same. Must have a valid driver's license, dependable transportation and liability insurance. Must be 18 years of age or older. Must have 1 year experience in basic law enforcement or related field or waiver able within 2 years' experience

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

**COUNTER SERVER CASHIER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161011A**

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

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

**COUNTER SERVER CASHIER (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161014B**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**SECURITY OFFICER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 161021H**

Qualifications: Must be certified in First Aid and CPR. Must have basic knowledge of investigative procedures. MUST BE BONDABLE. Must be able to read, write and understand English. Must be able to speak effectively and clearly. Must be familiar with or willing to learn about alarm, access control, and identification systems and uses. Must have a basic knowledge or be willing to learn about security procedures, techniques, and systems. Must be of sound character with the ability to make sound judgments. Must have the ability to write clear and concise reports, and be able to work well with other casino and Tribal personnel. Must be able to take direction and complete all tasks and assignments in a timely manner. Must be physically able of performing all duties. Must have a high school diploma or GED equivalent. Must have a minimum of one year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two years military service. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**SLOT SERVICE TECHNICIAN 1 (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161021I**

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

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

**SLOT SERVICE TECHNICIAN 1 (2nd- 2p-12:30a)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: PART-TIME**

**Job Code: 161021J**

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**

**WILDLIFE BIOLOGIST (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 161021L**

Qualifications: Bachelor's Degree in Biology, Natural Resource Management, Wildlife Biology or closely related field is required. Must demonstrate three years' experience performing the required skills and abilities or have earned a Master's Degree in a related field. Working knowledge of the principles of wildlife harvest management. Advanced proficiency in wildlife management tools and survey techniques. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Work performed indoors and outdoors. Fieldwork requires working in a variety of weather conditions over non-level terrains such as forests, wetlands, and agricultural fields.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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

BUS MONITOR (8a-10a and 2p-4p)

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: Application

Pay Rate: 10.18

Status: QUARTER-TIME

Job Code: 161028C

Qualifications: High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation. 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 - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

REWARDS CLUB AMBASSADOR- VALET (SHIFT VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application

Pay Rate: 10.00

Status: FULL-TIME

Job Code: 161028I

Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Noise, stress, fast paced multi-tasking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

APPLY & INQUIRE AT: Marcus Theaters, , ,

CONCESSIONS ATTENDANT ( SHIFT VARIES)

Closing Date:

Open Until Filled

HO-CHUNK CINEMAS -

Location: TOMAH

Submit: Application

Pay Rate: 7.25

Status: PART-TIME

Job Code: 161101A

Qualifications: APPLICANTS MUST APPLY ONLINE AT marcus theatres.com NO PAPER APPLICATIONS WILL BE ACCEPTED. Ensure the security of all box cash and tickets. Greet guests, assemble food orders, operate point of sale terminals and make accurate change. Perform daily concession maintenance duties, including daily stocking. Make certain guest service is friendly, helpful and fast. Assist with crowd control and seating of guests in auditoriums. Answer questions from guests and resolve any concerns. Assist with other functions as instructed by the General Manager. Excellent guest services skills and follow up. Standing, walking, lifting, twisting and bending on a frequent basis. Capability to communicate and work effectively with guests in a high volume setting. Good verbal communication skills as well as math and cash-handling skills. TSSTH

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

HO-CHUNK LANGUAGE INSTRUCTOR 1 (VARIES DAY/EVENING)

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

Location: BARABOO/WI DELLS

Submit: Application and Resume

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 161101B

Qualifications: Must have High School diploma or equivalent. Must be at an Intermediate Low proficiency of the Hoocak language to instruct community classes as outlined in the Teacher Certification Guidelines. Possess or have the ability to obtain a State certified Indian Language License and the Indian Culture and History Instructor License or the Language Division equivalent. Must obtain an Associate degree in Early Childhood Education or a teaching degree in Education within four (4) years of being hired.

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.

\*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: 11/29/2016

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**

**HO-CHUNK LANGUAGE INSTRUCTOR 1(VARIES DAY/EVENING)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

**Location: BARABOO/WI DELLS**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 161101B**

Qualifications: Must have High School diploma or equivalent. Must be at an Intermediate Low proficiency of the Hoocak language to instruct community classes as outlined in the Teacher Certification Guidelines. Possess or have the ability to obtain a State certified Indian Language License and the Indian Culture and History Instructor License or the Language Division equivalent. Must obtain an Associate degree in Early Childhood Education or a teaching degree in Education within four (4) years of being hired.

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

**HO-CHUNK LANGUAGE INSTRUCTOR 1(VARIES DAY/EVENING)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

**Location: BRF/TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 161101C**

Qualifications: Must have High School diploma or equivalent. Must be at an Intermediate Low proficiency of the Hoocak language to instruct community classes as outlined in the Teacher Certification Guidelines. Possess or have the ability to obtain a State certified Indian Language License and the Indian Culture and History Instructor License or the Language Division equivalent. Must obtain an Associate degree in Early Childhood Education or a teaching degree in Education within four (4) years of being hired.

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

**CAGE CASHIER (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161104A**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, 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: 11.00**

**Status: FULL-TIME**

**Job Code: 161104B**

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. WORKING CONDITIONS: 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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**DIVISION MANAGER NATURAL RESOURCES (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - HERITAGE-NATURAL

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 20.00**

**Status: FULL-TIME**

**Job Code: 161104C**

Qualifications: Bachelor's Degree in natural resources or related field is required. Master's Degree in natural resources or related field is preferred. Minimum of two (2) years' work experience in a supervisory capacity and/or training in management is required. Minimum of two (2) years' work experience in a governmental agency dealing with land use, environmental and natural resource issues. Knowledgeable of tribal traditions, values, and social mores is preferred. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS Some work outdoors but mainly indoors. Some overnight travel required for meetings and conferences.

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

**SENIOR MANAGER/ FOOD & BEVERAGE (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 161108A**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 161111E**

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

**PHARMACIST(8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 161111J**

Qualifications: Doctor of Pharmacy (PharmD) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy) AND Licensed in the State of Wisconsin. Possess a broad professional knowledge in the field of clinical pharmacy, and aspects of the total pharmacy operations. Basic knowledge of medicinal, chemistry, pharmacokinetics, pharmacology, microbiology, pathology and toxicology to independently perform professional assignments. Knowledge of proper drug and medication storage to ensure preservation and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JACHO/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. Valid driver's license, dependable transportation and proper insurance. 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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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**

**PHARMACIST(8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO/HOW**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 161111K**

Qualifications: Doctor of Pharmacy (PharmD) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy) AND Licensed in the State of Wisconsin. Possess a broad professional knowledge in the field of clinical pharmacy, and aspects of the total pharmacy operations. Basic knowledge of medicinal, chemistry, pharmacokinetics, pharmacology, microbiology, pathology and toxicology to independently perform professional assignments. Knowledge of proper drug and medication storage to ensure preservation and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JACHO/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. Valid driver's license, dependable transportation and proper insurance. 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**

**COORDINATED SERVICES TEAM PROJECT FACILITATOR**

**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: 161115A**

Qualifications: Associate's Degree with three (3) years of experience in program management is required OR Bachelors of Science in Human Services/related field is preferred. Two to three years of experience of in programmatic development and strategic planning is preferred. Two to three years of service delivery in the field of Social Services, Indian Child Welfare preferred. Must possess comprehensive knowledge of the human services system. Possess knowledge of how to access area resources. Knowledge and understanding of the Ho-Chunk culture, traditions, kinship system and language. Must have a non-abusive healthy lifestyle. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Travel is required for this position. 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**

**HOUSEKEEPER (6a-2:30p SHIFT)**

**Closing Date:**

**11/29/2016**

DEPARTMENT OF ADMINISTRATION - MAINTENANCE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161115B**

Qualifications: Must be able to read, write and follow English written and verbal direction. High school diploma or equivalent. Valid Driver's license and proper insurance may be required. WORKING CONDITIONS: Must be able to lift up to 10 pounds, occasionally lift up to 50 pounds. Seldom lift up to or more than 100 pounds with assistance. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception and eye-hand coordination. May be required to work weekends and evenings.

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

**LIFEGUARD LEVEL I**

**Closing Date:**

**11/29/2016**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 161115C**

Qualifications: High School diploma or equivalent or be a student in good standing. Must have current lifeguard, first aid, and CPR, AED certifications or be able to attain certifications in 2-3 weeks of hire. Knowledge of basic computer knowledge and previous cashier skills. Must be at least 16 years of age.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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

CAGE CASHIER (SWING)

Closing Date: 12/2/2016

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

Location: BARABOO

Submit: Application Pay Rate: 10.00 Status: FULL-TIME Job Code: 161118A

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

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

CHIEF FINANCIAL OFFICER (1st SHIFT)

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FINANCE

Location: BARABOO

Submit: Application, Resume and Letter of Application Pay Rate: 45.00 Status: FULL-TIME Job Code: 161118B

Qualifications: Must possess a Bachelor's degree in Accounting from a four-year college or university, and two to four years' experience in casino finance. Experience in Bingo, Casino, Hotel and food & beverage accounting. Must be able to obtain and maintain CPA (Certified Public Accountant) licensure in good standing. Must possess excellent communication, organizational, and analytical skills. Ability to read, analyze, and interpret complex documents; such as financial reports and legal documents and draw valid conclusions. Ability to communicate effectively with clients, senior management and Ho-Chunk Hotel/Convention Center support staff. Must have a valid driver's license, dependable transportation and proper insurance. Able to work varying hours and days (including weekends and holidays). 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 Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX

MAINTENANCE WORKER (8a-4:30)

Closing Date: 12/2/2016

HO-CHUNK HOUSING AND COMMUNITY DEVELOPMENT AGENCY - HHCA

Location: BLACK RIVER FALLS

Submit: Application Pay Rate: 13.00 Status: FULL-TIME Job Code: 161118C

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

- 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.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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**APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX**

**SLOT TECHNICIAN (2nd SHIFT)**

**Closing Date: 12/2/2016**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 161118D**

Qualifications: MUST BE BONDABLE. High School graduate or GED equivalent required, degree in electronics beneficial. Read, write and understand English, basic machine skills required. Must be able to pass Slot tests during probation period. Must be licensable according to Tribal Policy. Knowledge of computer operation, controls and robotics beneficial, but not required. Knowledge of Ohm's law beneficial, but not required. Knowledge of time out codes beneficial, but not required. Must have good eyesight, cannot be colorblind. Must be able to stand, bend and stoop. Must be able to lift 50 lbs.. 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**

**SURVEILLANCE AGENT (SHIFT VARIES)**

**Closing Date: 12/2/2016**

DEPARTMENT OF JUSTICE - SURVEILLANCE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 161118E**

Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. 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. Must have eyesight correctable to 20/20 with no color blindness. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. WORKING CONDITIONS: 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. 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**

**YOUTH COORDINATOR (VARIES)**

**Closing Date: 12/2/2016**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: MILWAUKEE**

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

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 161118F**

Qualifications: High school diploma or equivalent. Two years of experience working with youth in a structured program. Working experience facilitating youth discussion groups. Must have knowledge of Ho-Chunk or Native American culture and traditions. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher. Must lead a non-abusive lifestyle; alcohol-free, substance-free and free of domestic violence required throughout employment. Must meet the "Minimum Standards of Character criteria" regarding a criminal background check as a condition of employment when working with Native American children. CPR certified or must be certified within 90 days of hire. Valid driver's license, dependable transportation and proper insurance. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/29/2016

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

**COUNT ASSOCIATE (GRAVEYARD)**

**Closing Date: 12/6/2016**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-COUNT

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 161122A**

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. **WORKING CONDITIONS:** 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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