DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/15/2020

This listing can also be located at www.ho-chunknation.com and is normally updated on Wednesday 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

RETAIL ASSOCIATE (2ND-2:25P-12:25A) **Closing Date: 7/29/2020**

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

Location: TOMAH

Submit: Application **Pay Rate: 10.17** **Status: FULL-TIME** **Job Code: 200715A**

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

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

SHIFT LEADER (2ND SHIFT) **Closing Date: 7/29/2020**

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

Location: WITTENBERG

Submit: Application **Pay Rate: 10.46** **Status: FULL-TIME** **Job Code: 200715B**

Qualifications: High school diploma or equivalent. Must have valid driver's license, dependable transportation and proper insurance. CPR and Food Safety Certification is required within 6 months of hire. Maintain compliance with the Ho-Chunk Nations' Occupational Safety and Health Program Act of 2002. Two (2) to four (4) years of experience as a Retail Associate or lower management, preferably in convenience stores/fuel sales industry. One (1) to two (2) years of supervisory experience. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

PREVIOUS POSTINGS - FOR ALL FACILITIES

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

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

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

Location: BARABOO

Submit: Application **Pay Rate: 9.81** **Status: FULL-TIME** **Job Code: 200624A**

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

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

BARTENDER (VARIES) **Closing Date: Open Until Filled**

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

Location: BARABOO

Submit: Application **Pay Rate: 9.81** **Status: FULL-TIME** **Job Code: 200624B**

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

NOTE

*Ho-Chunk Preference will be applied in hiring.

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

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BEVERAGE SERVER (VARIES) **Closing Date: Open Until Filled**

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

Location: BARABOO

Submit: Application **Pay Rate: 8.72** **Status: FULL-TIME** **Job Code: 200624C**

Qualifications: Will train. Some food experience helpful.

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

RESTAURANT BEV SERVICES SUPERVISOR (VARIES) **Closing Date: Open Until Filled**

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

Location: BARABOO

Submit: Application and Resume **Pay Rate: 14.18** **Status: FULL-TIME** **Job Code: 200624E**

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

LEAD SUPERVISOR-PURCHASING AGENT (VARIES) **Closing Date: Open Until Filled**

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

Location: BARABOO

Submit: Application and Resume **Pay Rate: 18.54** **Status: FULL-TIME** **Job Code: 200624H**

Qualifications: College degree (may substitute additional experience for degree). 2-4 years of appropriate experience. Strong organization culinary, and supervisory skills. Must have dependable transportation and show proof of valid drivers license and liability insurance. 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

INFECTION PREVENTION-EMPLOYEE HEALTH RN (DAYS) **Closing Date: 7/22/2020**

DEPARTMENT OF HEALTH - QUALITY IMPROVEMENT

Location: BARABOO/HOW

Submit: Application and Resume **Pay Rate: DOQ** **Status: FULL-TIME** **Job Code: 200708B**

Qualifications: Licensed healthcare professional required (Physician, Epidemiologist, Physician's Assistant, Nurse Practitioner, Registered Nurse). Bachelor of Science in Nursing or Master's Degree preferred. Possess current Certification in Infection Control & Epidemiology (CIC) or obtain CIC within three (3) years of hire. Certification in Basic Life Support (BLS). Valid driver's license and proper insurance is required. Minimum of two (2) years' experience as an RN or other licensed healthcare professional in a hospital setting or Minimum of three (3) years in a clinic setting. WORKING CONDITIONS: Outpatient clinic setting. Potential exposure to hazardous and bio-hazardous materials. Some travel may be required.

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

PHARMACY TECH CARE COORD 1 (8:30-5P) **Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - PHARMACY

Location: BARABOO/HOW

Submit: Application **Pay Rate: 17.45** **Status: FULL-TIME** **Job Code: 200429A**

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) or equivalent is required. Prefer applicants who have a strong educational background in physical sciences, especially chemistry. Maintain CPR certification. Experience working in a pharmacy or related health care field. WORKING CONDITIONS: Ability to stand and walk for a full eight-hour shift required. Ability to work required long periods of standing, bending, reaching, and lifting boxes of medications weighing twenty pounds or less. Standing and walking are greater than 90% of time.

NOTE

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MEDICAL LABORATORY TECHNICIAN (8a-4:30p) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH - WISCONSIN DELLS

Location: BARABOO/HOW

Submit: Application and Resume **Pay Rate: 18.54** **Status: FULL-TIME** **Job Code: 200603D**

Qualifications: Associate degree in Laboratory Science or Medical Laboratory Technology (MLT) required. Proof of meeting the Clinical Laboratory Improvement Amendments (CLIA) 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Proof as a qualified Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must maintain a current license by attending continuing education units (CEUs). Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations. WORKING CONDITIONS: Work in a Laboratory clinic setting with analyzers, equipment, patients, etc.

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

COMMUNITY HEALTH REPRESENTATIVE (1st SHIFT) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application **Pay Rate: 11.00** **Status: FULL-TIME** **Job Code: 200610A**

Qualifications: High School diploma or equivalent. Must have and maintain valid driver's license, dependable transportation and proper vehicle Insurance. Must lead a non-abusive healthy lifestyle, alcohol free, substance-free and free of domestic violence. Must attend and pass Indian Health Service CHR Basic Training within one (1) year of hire. Must become certified in CPR and First Aid within six (6) months of hire. Must have at least one year of experience in healthcare such as CNA, Home Health, or Personal Caregiver. WORKING CONDITIONS: General office setting in the department facilities as well as individual/family residences or community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

DENTAL ASSISTANT I (8a-4:30p) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - DENTAL

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application **Pay Rate: 12.00** **Status: FULL-TIME** **Job Code: 200513A**

Qualifications: High School diploma, GED, or HSED. Valid driver's license, dependable transportation and proper insurance. Acquire and maintain CPR certification within 90 days of hire. Must promote a healthy non-abusive lifestyle. Maintain a safe and healthy work place environment. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work. WORKING CONDITIONS: Work is in clean, well-lit surroundings within a clinic setting.

NOTE

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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

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

DEPARTMENT OF HEALTH - FOOD DISTRIBUTION CENTER

Location: BLACK RIVER FALLS

Submit: Application **Pay Rate: 10.00** **Status: FULL-TIME** **Job Code: 200513B**

Qualifications: High school diploma or equivalent. Must have a valid driver's license, dependable transportation and proper insurance. Must obtain Commercial Driver's License (CDL) probationary license within 90 days of hire. Must obtain CDL license within six (6) months of hire. Must promote a healthy, non-abusive lifestyle. WORKING CONDITIONS: Warehouse setting within department facilities as well as community sites including clients' homes and workplaces. Travel is required. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

CERTIFIED NURSING ASSISTANT (8a-4:30p) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BLACK RIVER FALLS

Submit: Application **Pay Rate: 13.00** **Status: FULL-TIME** **Job Code: 200603A**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 18 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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EPIDEMIOLOGIST (DAY SHIFT) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - QUALITY IMPROVEMENT

Location: BLACK RIVER FALLS

Submit: Application, Resume and Transcripts **Pay Rate: 30.00** **Status: FULL-TIME** **Job Code: 200422A**

Qualifications: Requires a Master's Degree in Public Health or equivalent health related Master's Degree with emphasis in Epidemiology. Valid driver's license and reliable transportation with adequate insurance. Maintain high level of confidentiality. One (1) to (2) two years progressive work experience in epidemiology. Experience applying principles and practices of epidemiology. Experience using a variety of computer programs (Epi Info, SAS, word processors, spreadsheets, presentation software) a must. Experience in developing surveillance and reporting systems. Experience with and understanding of environmental, community, and occupational health issues. Office setting. Ability to travel when needed. Possible exposure to diseases or infections.

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PHARMACY TECHNICIAN CARE COORD 1 (8:30-5P) **Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - PHARMACY

Location: BLACK RIVER FALLS

Submit: Application **Pay Rate: 16.00** **Status: FULL-TIME** **Job Code: 200422B**

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) or equivalent is required. Prefer applicants who have a strong educational background in physical sciences, especially chemistry.Maintain CPR certification. Experience working in a pharmacy or related health care field. WORKING CONDITIONS: Ability to stand and walk for a full eight-hour shift required. Ability to work required long periods of standing, bending, reaching, and lifting boxes of medications weighing twenty pounds or less. Standing and walking are greater than 90% of time.

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

COMMUNITY HEALTH NURSING SUPERVISOR (8a-4:30p) **Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume **Pay Rate: DOQ** **Status: FULL-TIME** **Job Code: 200617F**

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

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

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

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume **Pay Rate: 16.00** **Status: FULL-TIME** **Job Code: 200701C**

Qualifications: High school diploma. Associate's degree in health preferred or three (3) to five (5) years experiences in the health field. Must have a valid driver's license, dependable transportation and proper insurance. Promote a healthy and non-abusive lifestyle. WORKING CONDITIONS: General office setting in the department facilities as well as community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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GEOGRAPHIC INFO SYSTEMS COORD (1st SHIFT) **Closing Date: 7/15/2020**

DEPARTMENT OF ADMINISTRATION - REALTY

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application **Pay Rate: 20.00** **Status: FULL-TIME** **Job Code: 200701E**

Qualifications: Must possess a GIS Bachelor's Degree including coursework in DGPS and databases, ex: Civil Engineering, Cartography, and Geography. Master's Degree preferred. Valid driver's license, dependable transportation, and proper insurance. Must have 3-5 years' experience using GIS, CAD(Computer Aided Drafting), DGPS and IMS (Internet Map Server) software, and more than 3 years HTML (create and maintain web sites) & Visual Basic programming experience. Must have experience collecting, downloading, and editing DGPS field data, preferred experience with Trimble hardware and TerraSync/Pathfinder software. WORKING CONDITIONS: Work is primarily sedentary in an office setting. Some physical exertion (walking, bending, climbing, and lifting) may be required when visiting site locations. This work may entail long hours under a time constraint. There is occasional need to travel to isolated areas and over rough terrain.

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

GRANTS MANAGER (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: 200701F**

Qualifications: Bachelor's Degree with emphasis in English, creative writing, education, business, or a closely related field. Master's Degree preferred. Demonstrated four-plus years experience of successes in pre and post award experience with government grant writing and funding collaborative initiatives is preferred. Research administration experience and/or understanding of pre award administration. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Works in office setting. Travel may be required.

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

ENVIRONMENTAL SERVICE HVY DUTY CLEANER (2nd&3rd) **Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application and Resume **Pay Rate: 13.70** **Status: FULL-TIME** **Job Code: 200701D**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain confidentiality. One (1) to three (3) years' experience of utilization of industrial machinery. Prior professional experience is preferred: Knowledge, understanding, or previous training of cleaning, chemicals, and applications. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, and climb. Continuously lift up to 10 lbs. sometimes lift up to 50 lbs. and rarely lift up to 100 lbs.

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

BARTENDER (VARIES) **Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application **Pay Rate: 10.28 +TIPS** **Status: FULL-TIME/PART-TIME** **Job Code: 200701A**

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

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BEVERAGE SERVER (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application **Pay Rate: 9.14 +TIPS** **Status: PART-TIME** **Job Code: 200701B**

Qualifications: Will train. Some food experience helpful.

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

SLOT FLOORPERSON (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application **Pay Rate: 12.56** **Status: FULL-TIME** **Job Code: 200624F**

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

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

SURVEILLANCE AGENT (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

Location: MADISON

Submit: Application **Pay Rate: 14.85** **Status: FULL-TIME** **Job Code: 200701H**

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

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

SURVEILLANCE SHIFT SUPERVISOR (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

Location: MADISON

Submit: Application **Pay Rate: 19.41** **Status: FULL-TIME** **Job Code: 200701I**

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. One (1) year of experience in casino surveillance. Surveillance, military or criminal justice related field in a supervisory position, two (2) years preferred. WORKING CONDITIONS: Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time.

NOTE

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

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

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

DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/15/2020

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

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

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

SECURITY OFFICER (VARIES) **Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application **Pay Rate: 14.85** **Status: FULL-TIME** **Job Code: 200610I**

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

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

SLOT SERVICE SUPERVISOR (VARIES) **Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application and Resume **Pay Rate: 18.27** **Status: FULL-TIME** **Job Code: 200617D**

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.

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

SLOT SERVICE TECHNICIAN II (VARIES) **Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application and Resume **Pay Rate: 17.13** **Status: FULL-TIME** **Job Code: 200617E**

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.

APPLY & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (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: 13.70** **Status: FULL-TIME** **Job Code: 200610B**

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

NOTE

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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: 7/15/2020

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

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

LANDSCAPER (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application **Pay Rate: 13.70** **Status: FULL-TIME** **Job Code: 200610E**

Qualifications: High School diploma or equivalent. All casino employees will be subject to Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid Class B, CDL driver's license, liability insurance, and reliable transportation to work. Must be bondable and licensable according to Tribal Policy. General knowledge and experience of operating heavy equipment. Two years of appropriate experience. WORKING CONDITIONS: Must be able to bend, stoop, stand and walk. Must be in good physical condition, heavy lifting required, must be able to lift 50lbs. Must be willing to work under all kinds of weather conditions from hot and humid, to sub-zero weather. Smoking environment. Confined Spaces. Noisy gaming floor. All levels of heights.

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

MAINTENANCE SUPERVISOR (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application and Resume **Pay Rate: 21.70** **Status: FULL-TIME** **Job Code: 200610F**

Qualifications: High School Diploma or equivalent and two (2) to four (4) years of combined education/experience in relevant field. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC, electrical, structural, plumbing, masonry, 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. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. 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.

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

CERTIFIED NURSING ASSISTANT (8a-4:30p) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH - NEKOOSA

Location: NEKOOSA

Submit: Application and Resume **Pay Rate: 13.21** **Status: FULL-TIME** **Job Code: 200624D**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 18 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

NOTE

*Ho-Chunk Preference will be applied in hiring.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/15/2020

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

RETAIL ASSOCIATE (VARIES) **Closing Date:** **Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

Location: NEKOOSA

Submit: Application **Pay Rate: 10.16** **Status: FULL-TIME** **Job Code: 200610H**

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

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

CERTIFIED NURSING ASSISTANT (8a-4:30p) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: TOMAH

Submit: Application **Pay Rate: 13.22** **Status: FULL-TIME** **Job Code: 200603B**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 18 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

COMMUNITY HEALTH REPRESENTATIVE (1st SHIFT) **Closing Date:** **Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: TOMAH

Submit: Application, Resume and Letter of Application **Pay Rate: 11.18** **Status: FULL-TIME** **Job Code: 200603C**

Qualifications: High School diploma or equivalent. Must have and maintain valid driver's license, dependable transportation and proper vehicle Insurance. Must lead a non-abusive healthy lifestyle, alcohol free, substance-free and free of domestic violence. Must attend and pass Indian Health Service CHR Basic Training within one (1) year of hire. Must become certified in CPR and First Aid within six (6) months of hire. Must have at least one year of experience in healthcare such as CNA, Home Health, or Personal Caregiver. WORKING CONDITIONS: General office setting in the department facilities as well as individual/family residences or community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 7/15/2020

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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

SUPPORTIVE CARE WORKER (8a-4:30p) **Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: TOMAH

Submit: Application and Resume **Pay Rate: 10.17** **Status: FULL-TIME** **Job Code: 200624G**

Qualifications: Must have high school diploma or equivalent. Must be 18 years of age or older. Valid Driver's license, dependable transportation and proper insurance are required. Must promote a healthy, non-abusive lifestyle. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Personal Care Worker 40 hour certificate must be completed within one (1) year of hire date. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment. WORKING CONDITIONS: All Supportive Services are in the home and community setting. Traveling is a necessity. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

SECURITY OFFICER (VARIES) **Closing Date: 7/15/2020**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

Location: WITTENBERG

Submit: Application **Pay Rate: 13.60** **Status: FULL-TIME** **Job Code: 200701G**

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

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

ENVIRONMENTAL SERVICE PERSON (VARIES) **Closing Date: 7/22/2020**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application **Pay Rate: 10.46** **Status: FULL-TIME** **Job Code: 200708A**

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

NOTE

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