



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**ACCOUNTANT 1 (1ST SHIFT)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FINANCE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 19.63**

**Status: FULL-TIME**

**Job Code: 220615A**

Qualifications: Two (2) year Associates Degree in Accounting is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Must have a valid driver's license, dependable transportation and proper insurance. Minimum two (2) year general ledger experience or one (1) year in a Casino Finance Department. Demonstrate strong written and verbal communication skills. Demonstrate strong analytical, technical and organization skills with the ability to use sound judgement. Must have working knowledge of Accounting Software and Microsoft Office Software. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and some standing required.

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

**BEVERAGE SERVER (ALL SHIFTS)**

**Closing Date: Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72 + TIPS**

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

**Job Code: 220615C**

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**

**CASINO CONTROLLER (1ST SHIFT)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FINANCE

**Location: BARABOO**

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

**Pay Rate: 34.89**

**Status: FULL-TIME**

**Job Code: 220615E**

Qualifications: Minimum four (4) year Bachelor degree in Accounting, Finance or business field and GPA of 3.0 or better. Preferred Master's degree in a relevant discipline such as Business with an emphasis in Finance or fiscal management. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Able to maintain confidentiality and maintain professional demeanor. Minimum two years' experience in a Casino Finance Department. Minimum six years' experience in accounting or related field, preferably a CPA. Knowledge about or ability to learn how to work with computers. Communication and writing skills. Supervisory skills. Knowledge of Casino Gaming Operations. Knowledge of generally accepted accounting principles (GAAP). Knowledge of or willingness to learn about Indian Gaming Laws and Regulations. Able to work cooperatively in a team environment or independently as needed. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and standing required.

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**DEALER (VARIES)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.63 + TIPS**

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

**Job Code: 220615F**

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.

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**DIRECTOR OF SLOT OPERATIONS (VARIES)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220615G**

Qualifications: Bachelor's degree in Business Administration required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to Ho-Chunk Nation policy. Must have completed or have the ability to complete a supervisory class conducted by the Training and Development department. Ten (10) years' experience in a slot supervisory and/or management position. Eight (8) years' experience in a senior management position within the gaming industry. Eight (8) years' direct work experience in slot repair, maintenance and operations. Must have proven results oriented analysis skills and prior budget creation and monitoring experience. Must be able to effectively represent the gaming enterprise in public and be neat in appearance. Must be able to effectively represent the Slot Department through inter-departmental relations and also maintain good communication and public relations in a professional manner. Must have strong organizational and interpersonal skills. Must have ability to be a self-starter and need little supervision while directing the day-to-day operations and its employees. Possess and maintain a working knowledge of all slot machines to include the ability to read and understand par sheets, progressive configurations, and other pertinent configurations that affect game play and regulatory compliance. Possess and maintain a working knowledge of the various types of casino management systems to include their functions, configurations and capabilities as they pertain to the Slot Department and the Slot Player experience. Maintain knowledge of and ensure full compliance of gaming laws (federal, tribal, and state) and internal controls, policies, and procedures. Must have knowledge of Internal Controls, the State of Wisconsin Gaming Compact, MICS, Gaming Ordinance, Employee Relations Act and the Slot Department Standard Operating Procedures. WORKING CONDITIONS: Must have the ability to work long hours, nights, weekends and holidays. Office setting.

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

**EXECUTIVE CHEF (VARIES)**

**Closing Date: 6/29/2022**

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

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220615I**

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

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

**GUEST SERVICE REPRESENTATIVE (3P-11:30P)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 220615J**

Qualifications: High school graduate or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have valid driver's license, dependable transportation, and proper insurance. One (1) year of customer service experience preferred. Minimum of three (3) months of cash handling experience preferred. Previous experience with a Hotel Property Management System preferred. Ability to type at least 40 words per minute. Proficient computer skills working in Microsoft Windows and Microsoft Office. Excellent customer service skills. Must have good communication and possess interpersonal skills. Must have the ability to work effectively in stressful situations. Must understand and follow organizational chain of command. WORKING CONDITIONS: Office setting with ability to stand for long period of time. Able to work varied hours, shifts, including evenings, and weekends if needed.

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**OFFICE MANAGER (1ST SHIFT)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application, Resume and Letter of Application      Pay Rate: 17.45      Status: FULL-TIME      Job Code: 220615M**

Qualifications: High school diploma or equivalent. Associates Degree, preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and must be bondable. Valid driver's license, dependable transportation, and proper insurance. Must be able to maintain confidentiality. Must have experience in office management. Experience in office management, preferred. Possess good organizational skills and ability to meet deadlines. Must be computer literate. Possess good oral and written organizational skills. WORKING CONDITIONS: Office Setting. Must be willing to work weekends, and evenings, if necessary.

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

**OFFICE MANAGER (VARIES)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application and Resume      Pay Rate: 17.45      Status: FULL-TIME      Job Code: 220615N**

Qualifications: High school diploma or equivalent. Associates Degree, preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and must be bondable. Valid driver's license, dependable transportation, and proper insurance. Must be able to maintain confidentiality. Must have experience in office management. Experience in office management, preferred. Possess good organizational skills and ability to meet deadlines. Must be computer literate. Possess good oral and written organizational skills. WORKING CONDITIONS: Office Setting. Must be willing to work weekends, and evenings, if necessary.

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**PBX OPERATOR (3P-11:30P)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application      Pay Rate: 13.08      Status: FULL-TIME      Job Code: 220615O**

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

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

**RESERVATIONIST (3P-11:30P)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application      Pay Rate: 11.99      Status: FULL-TIME      Job Code: 220615T**

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

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**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: 16.36**

**Status: FULL-TIME**

**Job Code: 220615W**

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 not have been convicted of an offense, which is related to theft, fraud, children or elders. 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. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong PC skills and knowledge of Microsoft products. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to comprehend and carry out detailed written or oral instructions. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**TABLE GAMES PIT SUPERVISOR (VARIES)**

**Closing Date:**

**6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.90**

**Status: FULL-TIME**

**Job Code: 220615Z**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Two (2) successful years of related experience in Class II Table Games operations. Must be knowledgeable of the Indian Gaming Regulation Act, State Gaming Compact, Internal Controls, and Gaming Ordinance. Requires knowledge in all table games operating in the respective house. Understands accounting and related functions pertaining to table games. Proficiency in computer experience necessary in order to complete reports and administrative duties. Reads, writes, speak and understand English with the ability to verbally communicate clearly with customers and co-workers. **WORKING CONDITIONS:** Fast paced casino floor environment. Cannot be colorblind. Must be able to stand at one location for long periods of time during 10 hour shifts or longer.

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**TABLE GAMES SUPERVISOR (VARIES)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.90**

**Status: FULL-TIME**

**Job Code: 220615A1**

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have perfect or corrected eyesight with the ability to hear game activity within an elevated noise environment. Cannot be colorblind. Requires previous dealing experience of six (6) months or more on at least two games. Supervisory experience in a Table Games environment is preferred. Computer experience preferred. Must have working knowledge of the Internal Gaming Regulations Act, State Gaming Compact, Internal Controls, and Gaming Ordinance. Reads, writes, speaks and understands English with the ability to verbally communicate clearly with customers and co-workers. Will be professional in appearance while following good grooming and hygiene habits. Ability to interact with external and internal guests with finesse, tact and firm diplomacy; especially in times of a fast paced and contentious situations. **WORKING CONDITIONS:** Fast paced casino floor environment. Must be willing and able to work any assigned schedule, shift, and/or hours, including weekends and holidays. Must be able to stand at one location for long periods of time during 10 hour shifts or longer.

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

**PHARMACIST (8A-4:30P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - PHARMACY

**Location: BARABOO/HOW**

**Submit: Application and Resume**

**Pay Rate: 50.16**

**Status: FULL-TIME**

**Job Code: 220615Q**

Qualifications: Doctor of Pharmacy (Pharm.D.) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy) AND State Board Licensed in the State of Wisconsin. Valid driver's license, dependable transportation and proper insurance. 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 perseverance and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JCAHO/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. **WORKING CONDITIONS:** Ability to work required long periods of standing, bending, reaching, and lifting boxes of pharmacy supplies weighing fifty pounds or less. Willingness and ability to perform required travel to field locations to provide pharmacy services. Standing and walking are greater than 90% of the time.

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

**ECONOMIC DIVERSIFICATION DIRECTOR**

**Closing Date:**

**6/29/2022**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 36.00**

**Status: FULL-TIME**

**Job Code: 220615H**

Qualifications: Bachelor's degree from an accredited university in public administration, economics, finance, or business. Master's degree from an accredited university in public administration, business administration, or economics and finance. Preferred secondary academic discipline in law from an accredited university. Valid driver's license, dependable transportation and appropriate insurance. Required pre-employment background check. Required pre-employment drug test. No convictions involving dishonesty, felony, or crimes against the Ho-Chunk Nation. Minimum of seven (7) years of experience in economic and community development, business, and/or planning in the public or private sector. Minimum of four (4) years of experience in planning and regulation processes. Ability to plan, coordinate, direct, and motivate the work of professional and administrative staff. Must possess excellent knowledge of business, community and economic development principles. Knowledge of municipal zoning and infrastructure. Ability to gather and analyze (read and interpret) information, assemble, write reports, and deliver clear presentations. Ability to establish and maintain effective working relations with business developers and owners, officials, funding agencies, and the general public. Ability to use standard office equipment and applicable software packages (MS Office Suite, ADOBE, IMPLAN). Ability to perform highly detailed work under changing, intense deadlines such as research, oversee design and production of complex documents which may include, but not limited to monthly and annual reports summarizing economic development activities and accomplishments. Substantial knowledge of financing principles, tools, and trends within the economic development industry. **WORKING CONDITIONS:** Travel nights, weekends, and weekdays. Workplace flexibility (office – home).

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**ELDER BENEFITS SPECIALIST (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 220615A3**

Qualifications: Bachelor's Degree in Human Services field, or equivalent experience. Valid driver's license, dependable transportation, and proper insurance are required throughout employment. Must promote a positive, non-abusive, healthy lifestyle. Must have three (3) years minimum experience working with the elder population. Minimum of three (3) years successful experience in program management, supervision, and budgeting required. Understanding and sensitivity of the Ho-Chunk culture, traditions, and language. Must adhere to all applicable confidentiality laws. Must possess good decision making, interpersonal relations, and leadership skills. Must have strong initiative, reliability, and demonstrate professional judgement. Must have knowledge of the needs, concerns, and resources relating to the elderly. Must have knowledge of Federal, State, and Tribal programs related to the health and welfare of the elderly population. Must have excellent oral and written communications skills. Must have the ability to work with Microsoft office programs including Word, Excel, Access, Outlook, and Publisher. Must have the ability to work autonomously with the ability to identify when to consult with the TAU Division Director. **WORKING CONDITIONS:** Office Setting. Some travel required.

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

**HCN LAW ENFORCEMENT OFFICER (ALL SHIFTS)**

**Closing Date:**

**6/29/2022**

DEPARTMENT OF JUSTICE - HCN - POLICE DEPT.

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 21.00**

**Status: FULL-TIME**

**Job Code: 220615K**

Qualifications: Completed at least a two (2) year Associate Degree from an accredited collegiate or technical college in Criminal Justice or Law Enforcement. Must not be convicted of any felony or domestic abuse violation or any other conviction in other states that would constitute a felony in the State of Wisconsin in order to qualify for carrying a firearm. Must be able to pass a formal comprehensive background check. Must be a certified law enforcement officer by the State of Wisconsin Training and Standards Board or have the capacity to attain this certification within six (6) months of start of employment. Must maintain residency in one of the 14 county service areas within the Ho-Chunk Nation. Must have a valid Wisconsin motor vehicle operator's license and proper insurance. Shall have at least two (2) years' experience working in the field of law enforcement. Professional training/experience firing weapons. Experience with defensive driving. Experience operating police equipment, i.e. radios, sirens, maneuvering vehicle during a car chase. Must be able to communicate effectively, both orally and in writing. Must be able to maintain confidentiality in all law enforcement matters. Excellent ability to plan, organize and schedule priorities efficiently and effectively. Must be free of any physical, emotional and/or mental condition that may adversely affect performance of law enforcement duties. Knowledge of all laws which pertain which pertain to the Ho-Chunk Nation, criminal and civil, and knowledge of local, state and federal laws. Ability to exercise sound judgement while evaluating dangerous situations and making emergency decisions. Willing to obtain additional training/education as it pertains to the job position. **WORKING CONDITIONS:** Patrolling Ho-Chunk Nation communities and properties on Ho-Chunk Nation lands.

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

**MARKETING ASSISTANT (1ST SHIFT)**

**Closing Date:**

**6/29/2022**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 220615L**

Qualifications: High School diploma or equivalent. Some college education preferred. 1. Good interpersonal and communications skills is required. Possess strong organizational skills; be attentive to detail and able to multi-task. Computer knowledge and word processing skills required. Must be self-motivated and able to follow directions to complete tasks in a timely manner with minimal supervision. Must work well as part of a team. Must possess a positive, friendly, willing-to-help attitude. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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**

**PEER RECOVERY SPECIALIST (EVE & WEEKENDS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 220615P**

Qualifications: Must have a high school diploma or equivalent. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist or become certified within one year of hire. Must be 21 years of age or older. Must be free from problematic substance use for at least two (2) years immediately preceding hiring. CPR certification within three (3) months of hire. Recovery Coach Certification or become certified within one (1) year of hire. Must have valid driver's license (with safe driving record), automobile, and sufficient insurance. Must promote a healthy, non-abusive lifestyle. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles. Must have experience or desire to work with people who have substance abuse disorders. Experience with recovery processes. Experience with computers including, Microsoft Windows, Word, Outlook and Excel, internet and email. Experience with advocating for people who need help. Adhere to established policies and procedures. Conduct self in an ethical manner. Maintain professional and respectful relationships with program staff, HHCC staff, and all external persons and agencies involved with service provision. Must have knowledge and understanding of the Ho-Chunk culture, traditions and language. Ability to work in a diverse setting interacting with homeless individuals with substance abuse, mental health, and co-occurring needs. Must have good communication skills, be flexible, patient, and compassionate and maintain confidential information. Must have the ability to work independently with a minimal amount of supervision but must be a strong team player as well. Ability to multi-task, take initiative and apply knowledge to variety of circumstances. Must be able to effectively communicate with community members and staff. Must be able to work with a diverse group of people in different stages of recovery. Must be able to demonstrate the ability to be patient and understanding. Must be reliable, innovative, and driven. **WORKING CONDITIONS:** Work is performed primarily in the community serving people with mental health, substance use and life needs. Work schedule to meet the needs of the people being served. Must be able to work with a diverse group of people. Must be respectful of diverse economic and cultural backgrounds. Must be able to work with community members in different stages of recovery. Must be able to work in stressful and unpredictable situations. Must be able to transport residents to emergency services if appropriate.

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

**PROMOTIONS MANAGER (1ST SHIFT)**

**Closing Date:**

**6/29/2022**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 220615R**

Qualifications: High School diploma or equivalent is required. Two (2) years of college preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Must have excellent supervisory skills and scheduling experience. Minimum of three (3) years' in advertising, special events, or promotion. Marketing management experience preferred. Gaming industry background is preferred. Must work well as part of a team. Must be proficient in Microsoft Office Suite. Ability to analyze data to determine cost effectiveness. Must be detail oriented. Possess good customer service skills. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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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

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**SENIOR MANAGER-PUBLIC RELATIONS (1ST SHIFT)**

**Closing Date: 6/29/2022**

DEPARTMENT OF ADMINISTRATION - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 220615X**

Qualifications: High School diploma or equivalent is required. Two (2) years of college preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Two (2) years of experience in the hospitality industry with a proven track record in journalism, public relations and/or marketing required. Five (5) years writing experience preferred. Gaming industry background is preferred. Excellent English comprehension skills in research, reading, writing, spelling and composition. Good understanding of public relations principles and trends. Must be an effective communicator. Excellent ability to follow directions and procedures. Must work well as part of a team. Must be proficient in Microsoft Office Suite. Ability to analyze data to determine cost effectiveness. Must be detail oriented. Possess good customer service skills. Must be personable and polite. Must possess strong interpersonal skills. WORKING CONDITIONS: Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**TABLE GAMES PIT SUPERVISOR**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.00**

**Status: FULL-TIME**

**Job Code: 220615Y**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Two (2) successful years of related experience in Class II Table Games operations. Must be knowledgeable of the Indian Gaming Regulation Act, State Gaming Compact, Internal Controls, and Gaming Ordinance. Requires knowledge in all table games operating in the respective house. Understands accounting and related functions pertaining to table games. Proficiency in computer experience necessary in order to complete reports and administrative duties. Reads, writes, speak and understand English with the ability to verbally communicate clearly with customers and co-workers. WORKING CONDITIONS: Fast paced casino floor environment. Cannot be colorblind. Must be able to stand at one location for long periods of time during 10 hour shifts or longer.

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

**TAU COOK (1ST SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 220615A2**

Qualifications: Must have a high school diploma or equivalent. Must have a valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must obtain ServSafe certification within one year. Must attend a cultural sensitivity class and show respect for Elders. Knowledge of nutritional needs for Elders and experience in food preparation for large groups of people. Must be at least 21 years of age and in good physical condition, congenial and friendly. Preferably Native American, who understands and speaks Ho-Chunk to Ho-Chunk Elders. Must adhere to all applicable confidentiality laws. Must have knowledge of the Privacy Act and respect confidentiality of the Elders. Must be dependable, energetic, possess initiative, and be self-motivated. CPR and First Aid training required. Knowledge of Native American traditions and problems, willingness to work with Elderly. WORKING CONDITIONS: Kitchen and office setting. Some travel required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

**ACCOUNTANT II (DAYS)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 19.30**

**Status: FULL-TIME**

**Job Code: 220615B**

Qualifications: Two (2) year Associates Degree in Accounting is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and be able to obtain a Gaming Class II and/or III Gaming License. Must be able to work varying schedules in order to meet the needs of the operation. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum four (4) year general ledger experience or a combination of a four year degree and two (2) years general ledger experience. Minimum of two (2) years supervisory experience is required. Demonstrate strong written and verbal communication skills. Demonstrate strong analytical, technical and organization skills with the ability to use sound judgement. Must have working knowledge of Accounting Software and Microsoft Office Software. **WORKING CONDITIONS:** Must be able to work varying schedules in order to meet the needs of the operation. Inside work, seated at desk for the majority of the day. Some light lifting and some standing required.

**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: 13.21**

**Status: FULL-TIME**

**Job Code: 220615D**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time. Reads, writes and understands English. Ability to accurately use the calculator and other office machines as required. Must have working knowledge of gaming operations. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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**SECURITY OFFICER (GRAVES/SWING)**

**Closing Date: 6/29/2022**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 15.24**

**Status: FULL-TIME**

**Job Code: 220615U**

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 not have been convicted of an offense, which is related to theft, fraud, children or elders. 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. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong PC skills and knowledge of Microsoft products. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to comprehend and carry out detailed written or oral instructions. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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**REGISTERED NURSE-HOME CARE (8A-4:30P)**

**Closing Date: 6/29/2022**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: VARIOUS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220615S**

Qualifications: Associates degree in Nursing is required. Bachelor's degree in Nursing preferred. Will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Possess a current State of Wisconsin RN license in good standing or General Nurse. Possess Cardiopulmonary Resuscitation (CPR) certification or obtain within 90 days of hire. Possess a valid driver's license, dependable transportation, and proof of auto insurance. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment. Must maintain patient confidentiality in accordance with the Privacy Act/HIPAA. Preferred three (3) years nursing experience. Possess basic computer skills and have experience with Electronic Health Records. Knowledge of the use of community resources as well as public health nursing practices. Comprehensive knowledge of home care practices assessment, principles and evaluation process. Knowledge and respect of Ho-Chunk Nation culture, traditions, and community concerns. Knowledge of the core functions and essential services of home health in addition to current home health nursing principles and processes. Proficiency in problem solving, conflict resolution, decision making, critical and analytical thinking skills. Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency. Provides prevention and control of communicable diseases. Provides health education that is adapted by the needs of each individual community. Contributes to performance measures and process improvement to improve quality. Responds to regular and proactive public communications with stakeholders and general public. Applies strategies for continuous quality improvement. Participates in required emergency preparedness training to support public health preparedness and emergency response efforts. This may require non-traditional work schedule. Ability to communicate and work well with others. Ability to work independently and demonstrate capacity to educate others. Ability to lead and promote a healthy, non-abusive lifestyle. Ability to work within a diverse cultural population. WORKING CONDITIONS: General in home care setting and 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. Potential exposure to hazardous and bio-hazardous material. Requires use of personal protective equipment.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 220615V**

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 not have been convicted of an offense, which is related to theft, fraud, children or elders. 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. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong PC skills and knowledge of Microsoft products. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to comprehend and carry out detailed written or oral instructions. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **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.

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 220427C**

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

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 220427E**

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. **WORKING CONDITIONS:** Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

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**CAGE CASHIER (ANY SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 14.18**

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

**Job Code: 220608A**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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

**CASINO HOST/HOSTESS (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 220601A21**

Qualifications: High school diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Previous Casino Host experience or Player Development in a gaming operation. Gaming industry experience is preferred. Customer service experience is preferred. WORKING CONDITIONS Office setting. Must have the ability and willingness to work assigned schedule including nights, weekends, holidays and extended unscheduled hours when required to meet operational needs. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**EMERGENCY MEDICAL TECHNICIAN (1ST, 2ND & 3RD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 16.36**

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

**Job Code: 220608F**

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

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

**ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (NIGHTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.27**

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

**Job Code: 220525I**

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. Minimum of one (1) year 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.

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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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**HVAC TECHNICIAN (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.54**

**Status: FULL-TIME**

**Job Code: 220525J**

Qualifications: High School Diploma or equivalent, GED. One year vocational training and/or two years minimum experience. Must have HVAC background, working knowledge of HVAC and computer components. Must have knowledge of HVAC compressor and related equipment. Basic knowledge of air conditioning units and heating.

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

**LANDSCAPER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 220525K**

Qualifications: General knowledge and experience of operating heavy equipment. Must have horticultural knowledge. Must be willing to work under all kinds of weather conditions from hot and humid, to sub-zero weather. Must be able to bend, stoop, stand, and walk. Work under minimal supervision, be able to follow through on assignments, and have a cheerful disposition. Must be mechanically inclined, have good dexterity, and manual skills. Must have mechanical knowledge and aptitude to construct theme arrangements. Must have a valid Class B, CDL driver's license, liability insurance, and reliable transportation to work. Demonstrate initiative, self-motivation and the ability to work in a team setting. Must be able to communicate effectively with employees and patrons, be able to read, write, and understand English. Able to perform duties safely and efficiently. Must be in good physical condition, heavy lifting required, must be able to lift 50lbs. Must be bondable and licensable according to Tribal Policy. High school diploma or equivalent, and two years of appropriate 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**

**MAINTENANCE SPECIALIST (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 220525M**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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**MAINTENANCE SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 220525N**

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

**NIGHT AUDITOR (11P-730A)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.27**

**Status: FULL-TIME**

**Job Code: 220608I**

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

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

**PROMOTIONS HOST/HOSTESS (VARIES)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.27**

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

**Job Code: 220608K**

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

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

**RESTAURANT BEV. SERVICES SUPERVISOR (5P-130A)**

**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: 220323M**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**RETAIL ASSOCIATE (530A-330P & 230P-1230A)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - BARABOO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 220406T**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. None Listed. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**SENIOR MANAGER-FOOD & BEVERAGE (VARIES)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220511R**

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

**SHUTTLE DRIVER (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 220518H**

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

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

**SURVEILLANCE AGENT (3RD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-WI DELLS-SURVEILLANCE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 220406Z**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**SURVEILLANCE CCTV TECHNICIAN (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-WI DELLS-SURVEILLANCE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 220413B**

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

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

**SYSTEMS TECHNICIAN (EVENINGS)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-IT

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 21.81**

**Status: FULL-TIME**

**Job Code: 220608N**

Qualifications: Minimum of two-year degree in computer field relating to PC Hardware or 4 years of work experience in Computer Repair (Technician). Minimum: CompTia A+ Certification, MCP in Windows 2000 or 2003. Recommended: CompTia Network + Certification. Experience in cabling, terminating and testing twisted pair and fiber. Experience in troubleshooting, diagnosis and correction of system failures. Experience working in a mixed environment of technologies and protocols. Proficient in Microsoft desktop applications. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Must comply with tribal drug testing policy. \*Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Must be available for flexible work schedules; on-call as needed. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. Business casual, ADA-compliant facility.

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

**CERTIFIED MEDICAL ASSISTANT (8A-430P)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF HEALTH - HEALTH OFFICE

**Location: BARABOO/HOW**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220608B**

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

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 6/15/2022**

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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**

**WOMEN'S RECOVERY SPECIALIST (8A-4:30P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BARABOO/HOW**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220330W**

Qualifications: Must have a high school diploma or equivalent. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist OR become certified within one (1) year of hire. Must be 21 years of age or older. Must be free from problematic substance use for at least two (2) years immediately preceding hiring. CPR certification. Certified Peer Recovery Specialist preferred. Must have a valid driver's license (with safe driving record), automobile and sufficient insurance. Must promote a healthy non-abusive lifestyle. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles. Must have experience or desire to work with people who have substance abuse disorders. Experience with recovery processes. Experience with computers including; Microsoft Windows, Word, Outlook and Excel, internet and email. Experience with advocating for people who need help. Adhere to established policies and procedures. Conduct self in an ethical manner. Maintain professional and respectful relationships with program staff, HHCC staff, residents and all external persons and agencies involved with service provision. Must have knowledge and understanding of the Ho-Chunk culture, traditions and language. Ability to work in a diverse setting interacting with homeless individuals with substance abuse, mental health, and co-occurring needs. Must have good communication skills, be flexible, patient, and compassionate and maintain confidential information. Must have the ability to work independently with a minimal amount of supervision but must be a strong team player as well. Ability to multi-task, take initiative and apply knowledge to variety of circumstances. Must have the ability to coordinate people and programs. Must be able to effectively communicate with residents and staff. Must be able to work with a diverse group of people in different stages of recovery. Must be able to demonstrate the ability to be patient and understanding. Must be reliable, innovative, and driven. **WORKING CONDITIONS:** Work is performed primarily in the community serving people with mental health, substance use and life needs. Work schedule to meet the needs of the people being served. It requires an ability to go up and down stairs and lift/carry 20 pounds. Must be able to work with a diverse group of people. Must be respectful of diverse economic and cultural backgrounds. Must be able to work with residents in different stages of recovery. Must be able to work in stressful and unpredictable situations. Must be able to transport residents to appointments.

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

**MARKETING ASSISTANT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO/WI DELLS**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 220330P**

Qualifications: High School diploma or equivalent. Some college education preferred. Good interpersonal and communications skills is required. Possess strong organizational skills; be attentive to detail and able to multi-task. Computer knowledge and word processing skills required. Must be self-motivated and able to follow directions to complete tasks in a timely manner with minimal supervision. Must work well as part of a team. Must possess a positive, friendly, willing-to-help attitude. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**ACCOUNTANT 1 (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220601A**

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

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

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**ASSISTANT COURT CLERK (8A-430P)**

**Closing Date:**

**Open Until Filled**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220601B**

Qualifications: High school graduate or equivalent. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch. Must be bondable. Valid driver's license, dependable transportation and proper insurance is required. Must complete Tribal Court Clerk Basic and Advanced Training courses within two (2) years of employment. At least two (2) years' experience as an administrative assistant/receptionist. Record and bookkeeping experience and familiarity with tribal programs and operations desirable. Must be able to type 40 words per minute. WORKING CONDITIONS: Office setting, courtroom. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.

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

**BAILIFF-PROCESS SERVER (8A-430P)**

**Closing Date:**

**Open Until Filled**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220427B**

Qualifications: High school diploma or equivalent. Possess ability to undertake and complete courtroom security training. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judiciary Branch. Valid driver's license, dependable transportation and proper insurance is required. Must be trained and able to conduct procedures for building entrance, operation of court building surveillance system, and to maintain a safe and secure environment of court building specific to client and public interaction. Must be physically fit according to accepted standards of Wisconsin. Must pass physical ability test, both pre-employment and annually per accepted standards of Wisconsin. Reliability and ability to work without continuous supervision are essential; consequences of errors could result in serious harm to the interests of persons appearing before the Court. Minimum of three (3) years of working with corrections of law enforcement or bailiff experience preferred. Familiarity with courtroom procedures helpful. Understanding of language, customs, traditions and values of the Ho-Chunk Nation. WORKING CONDITIONS: Office setting, courtroom Travel is required for this position.

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

**BARTENDER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 9.00 +TIPS**

**Status: PART-TIME**

**Job Code: 220601C**

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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**BEHAVIORAH HEALTH SHARED CARE MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220330D**

Qualifications: Bachelor's Degree in Behavioral Health field (psychology, social work, etc.) Substance Abuse Counselor (SAC) or Substance Use Counselor-In Training (SAC-IT) preferred; must obtain SAC-IT within 1 year of hire. Must have a valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. Able to document two years of continuous abstinence if in recovery. One year of mental health/substance abuse clinical experience preferred. Experience working with underserved, transient populations preferred. Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems preferred. Experience with screening for common mental health and/or substance use disorders preferred. Experience with assessment and treatment planning for common mental health and/or substance use disorders preferred. Experience with evidence-based counseling techniques (i.e. CBT, DBT, ACT, etc.) preferred. Clinical experience with children, youth, adults and families preferred. Previous experience in working with Native Americans is preferred. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment is preferred. Demonstrated ability to collaborate effectively in an integrative care team setting. Ability to maintain effective and professional relationships with patient and other members of the integrative care team. Ability to establish and maintain good professional relationships with staff and the community. Familiarity with brief structured intervention techniques (i.e. SBIRT, Motivational Interviewing, Behavioral Activation). Basic knowledge of psychopharmacology for common mental health disorders and substance use disorders. Ability to establish rapport with clients, secures their cooperation in difficult situations, and maintains their confidence. Ability to communicate effectively, both orally and in writing. Ability to work in a team oriented environment and practice conflict resolution skills as needed to maintain an effective working relationship with co-workers/supervisors. Knowledge of and ability to utilize conflict resolution skills with staff and clients. Working knowledge of and ability to conduct family therapeutic services including parenting education/process groups. Working knowledge and ability to appropriately utilize the contributions of various mental health/addiction philosophies, counseling models, and treatment practices as they apply to providing mental health and substance abuse counseling to individuals, groups, families, couples, and significant others. Ability to apply cultural values and traditions to all areas of client and community contact. Maintains a safe and healthy work place environment. **WORKING CONDITIONS:** The duties of this position are routinely performed in medical clinic setting. Walking, sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate client's work hours.

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

**BEVERAGE SERVER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00 +TIPS**

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

**Job Code: 220601D**

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**

**BINGO FLOOR CLERK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00 +TIPS**

**Status: FULL-TIME**

**Job Code: 220601E**

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. **WORKING CONDITIONS:** Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

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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: 6/15/2022

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

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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 (8A-4PM)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.07**

**Status: FULL-TIME**

**Job Code: 220406C**

Qualifications: Must have a High School Diploma or equivalent. Must have a valid driver's license, CDL with an S endorsement, dependable transportation and proper insurance. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed. Must complete Early Childhood I & II within 12 months of employment. Three (3) years good driving record. **WORKING CONDITIONS** The duties of this position are primarily performed on the bus and in a classroom setting.

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

**CAGE CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00 +TIPS Status: FULL-TIME**

**Job Code: 220601F**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. **WORKING CONDITIONS:** Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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

**CAGE SHIFT SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220601H**

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

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

**CASINO CONTROLLER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 32.00**

**Status: FULL-TIME**

**Job Code: 220601I**

Qualifications: Minimum six years combines education/experience in accounting or related field, preferably a CPA. Knowledge about or ability to learn how to work with computers. Flexible working hour's availability. Able to maintain confidentiality and maintain professional demeanor. Able to work cooperatively in a team environment or independently as needed. Communication and writing skills, as well as Supervisory skills. Minimum two years' experience in a Casino Finance Department. Knowledge of Casino Gaming Operations. Knowledge of generally accepted accounting principles. Knowledge of or willingness to learn about Indian Gaming Laws and Regulations. Must be bondable. Minimum four year degree in Financial or Business Field and GPA of 3.0 or better. Comparable educational and/or professional experience. 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: 6/15/2022

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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**

**CERTIFIED NURSING ASSISTANT (8A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 220323C**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 21 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

**COUNT ASSOCIATE (GRAVE SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220601K**

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

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

**COUNT MANAGER (GRAVE SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220601M**

Qualifications: Minimum High School Diploma or equivalent, GED. Minimum of two years combined education/experience in general accounting, bookkeeping, supervision or responsible cash handling or demonstrated successful experience in lieu of a formal degree. Must have working knowledge of gaming operations. Ability to supervise, direct and manage staff as evidence by past experience. Working knowledge of computer systems including knowledge of personal computers and mainframe applications. Proficiency in oral and written communications. Must be self-motivated and self-directed with ability to work without supervision. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time. Must have good eyesight, no color blindness. MUST BE BONDABLE. Must have a valid driver's license, liability insurance, and 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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**COUNTER SERVER/CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

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

**Job Code: 220601O**

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: 6/15/2022

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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**

**DATA COORDINATOR (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - ENROLLMENT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220525E**

Qualifications: High School Diploma. Associates Degree in Data Management or related field. Must have valid driver's license, dependable transportation and proper insurance. Three (3) years consecutive work experience in an Administrative position. At least two years consecutive work experience in Two (2) years of supervisory experience. WORKING CONDITIONS Job duties are primarily in the office requiring long hours of computer usage and long periods of sitting. May be required to travel to other locations.

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

**DEALER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 7.00 +TIPS**

**Status: FULL-TIME**

**Job Code: 220601P**

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.(DAY & NIGHT TRAINING CLASSES OFFERED). All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**DENTIST (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220406G**

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

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

**DEPARTMENT OF JUSTICE BOARD OF DIRECTORS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE -

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: STIPEND**

**Status: FULL-TIME**

**Job Code: 220420A**

Qualifications: Role of The Board of Directors shall serve in an advisory capacity on matters referred by the Attorney General.

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

**DISHWASHER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

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

**Job Code: 220601Q**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**ENROLLMENT SECRETARY (8A-430P)**

**Closing Date: 6/22/2022**

DEPARTMENT OF HERITAGE PRESERVATION - ENROLLMENT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 220608G**

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

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

**ENVIRONMENTAL SERVICE PERSON (VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 220601T**

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

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

**FACILITIES PERSON (VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 220601U**

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

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

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

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

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

**Job Code: 220601W**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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**HEALTH INFORMATION SYSTEMS DIRECTOR (8A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH -

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220525H**

Qualifications: Bachelor of Science degree in Computer Science, Information Systems or related field preferred PLUS two (2) years focused job experience is required. Advance knowledge of Microsoft Products, Windows Platforms and Security Principles. Knowledge of network capabilities to include bridging, routing, cabling, installation of network software, interfacing multiple topologies and environments (including Health specific programs and AS400). Experience with diagnosis, correction and prevention of system failures, system design, implementation and support. Experience with multi-user systems; specifically interface experience with health software environments. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Business casual, Americans with Disabilities Act (ADA) compliant facility. Must be able to lift up to 50 pounds.

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

**JUDICIARY APPLICATION SPECIALIST (8A-430P)**

**Closing Date:**

**Open Until Filled**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 25.00**

**Status: FULL-TIME**

**Job Code: 220511I**

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

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

**JUNIOR ACCOUNTANT (8-4:30P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 220330L**

Qualifications: Must have two (2) year degree in Accounting or its equivalent. No convictions of any felony or misdemeanor involving dishonesty. Valid driver's license, transportation, and proper insurance. Annually pursue continuing education opportunities to keep current on accounting principles, GAAP and GASB. Must have one (1) to two (2) years of work experience in the accounting field. Knowledge of the GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board). Ability to communicate orally and in written form effectively. Ability to maintain confidentiality and follow directions and procedures. Familiarity with standard concepts, practices and procedures within the accounting field. Proficiency with accounting applications, spreadsheets, word processing. Ability to multi-task. Maintain a filing system. **WORKING CONDITIONS:** Work in office setting. Occasional travel required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**LEAD COOK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME/PART-TIME/QTR** Job Code: 220601X  
**TIME**

Qualifications: High School diploma or equivalent AND a minimum of 3 years cooking experience with solid background in more than one concept. Good knowledge of all line cooks stations and ability to perform them efficiently. Good communication and motivation skills. State sanitation certification. Must maintain confidentiality.

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

**MAINTENANCE SPECIALIST (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220601Y**

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

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

**MAINTENANCE WORKER 2 (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220406Q**

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

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

**MAINTENANCE WORKER 2 (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH -

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220518C**

Qualifications: Must have high school diploma or general education degree (GED). Must promote a healthy non-abusive lifestyle. Must be at least 18 years of age. Must be able to work independently with little or no supervision. Must have a valid driver's license, dependable transportation and proof of automobile insurance. Must have 1 or more years of experience in maintenance or housekeeping field. WORKING CONDITIONS: Majority of work is done indoors however some of the duties are done outside. Occasionally works near moving mechanical equipment and in elevated places. Potential of exposure to blood or bodily fluids. Appropriate personal protective equipment (PPE) is required to be worn. The noise level in the work environment is usually minimal.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**MOBILE ADVOCATE-SEXUAL ASSAULT (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - DOMESTIC ABUSE SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220406A4**

Qualifications: High school diploma or equivalent is required. Bachelor's Degree in social work, sociology, psychology or related field, and/or equivalent combination of human services/social services/domestic violence related training and education is preferred. Complete 120 hours of Domestic Violence Advocacy Training within six (6) months of initial hire. Maintain a valid driver's license, dependable transportation and proper insurance. Promote a positive, healthy, non-abusive lifestyle. Adhere to all applicable confidentiality laws. Minimum of two (2) years post high school experience in social work or related disciplines. Two (2) to four (4) years of professional experience in human services field preferred. WORKING CONDITIONS: Office setting (40%) and frequent travel to provide direct client services. Be able to and willing to travel to trainings in and out of the state. Willingness to work varied hours, including some evenings, nights, and holidays.

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

**NIGHT AUDITOR (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00**

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

**Job Code: 220601Z**

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

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

**PHARMACY TECHNICIAN CARE COORDINATOR 1 (830A-5P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - PHARMACY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 220608J**

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

**PRODUCTION COOK (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.00**

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

**Job Code: 220601A2**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**PROMOTIONS HOST/HOESSTESS (NIGHTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00 +TIPS Status: FULL-TIME**

**Job Code: 220601A3**

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

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

**RESTAURANT BEVERAGE SERVICES SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 220601A4**

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**

**RETAIL ASSOCIATE (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 220511N**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. None Listed. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**REVENUE AUDITOR (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-REVENUE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220601A5**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**ROOM ATTENDANT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.00**

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

**Job Code: 220601A6**

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

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

**RURAL LANDS FORESTER (6A-4:30P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES -

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 20.00**

**Status: FULL-TIME**

**Job Code: 220330S**

Qualifications: Bachelor's degree in forestry (management emphasis). Valid driver's license, dependable vehicle, and proper insurance. Must demonstrate a minimum of three (3) years' experience performing the below required skills. Experience managing natural & cultural resources. Experience in wildland fire fighting & prescribed use of fire as a resource management tool is a plus. Working knowledge of: basic silvicultural systems, as they apply to lake states timber types; timber cruises; tree marking principles & experience; practices of wood scaling; tree, shrub, & herbaceous plant identification; land use practices; orienteering, map reading and aerial photo interpretation; boundary location; operation of a hand compass & Global Positioning System (GPS) receiver; logging methods; tree planting techniques; and basic knowledge of applying herbicides. Working knowledge of Best Management Practices (BMP's) for water quality, and for invasive species. Knowledge of the policies & regulations as they apply to forestry programs, for the Wisconsin department of natural resource (WDNR), the Bureau of Indian Affairs (BIA), and the Natural Resource Conservation Service (NRCS). Ability to communicate effectively orally and in writing, and negotiate effectively. Ability to solve problems. Ability to effectively operate a personal computer. Ability to read fire behavior; general knowledge of fire suppression techniques; and safe operation and maintenance of fire equipment is a plus. WORKING CONDITIONS: Work performed indoors & outdoors. Some travel & overnight stays will be required. Fieldwork requires working in a variety of weather and bug conditions over non-level terrains such as forests, wetlands, and agricultural fields.

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

**SALES SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 220601A7**

Qualifications: Must have high school diploma or equivalent. Willing and able to complete a University Extension class on how to supervise employees. Two (2) years experience working in Bingo Hall(s). Must be bondable. WORKING CONDITIONS: Loud, smoky, fast-paced environment. Office setting.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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**SECURITY OFFICER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 220601A9**

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

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

**SLOT SERVICE SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 220601A10**

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 All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. WORKING CONDITIONS: While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

**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 1 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00 +TIPS Status: FULL-TIME**

**Job Code: 220601A12**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

**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 2 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 15.00 +TIPS Status: FULL-TIME**

**Job Code: 220601A15**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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**SOCIAL WORKER (DAYS)**

**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: 220427Q**

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

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

**SOUS CHEF (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 17.00**

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

**Job Code: 220601A18**

Qualifications: Ensures kitchen equipment and facilities are maintained in safe and sanitary condition. Participates in food cost planning and control administration. Promotes positive public relations. Performs other duties as assigned by supervisor. College degree (may substitute additional experience for degree) 2-4 years of appropriate experience. Strong organization, culinary, and supervisory skills. State Bar certification required. Health card required. Must have a valid driver's license, liability insurance, and dependable transportation.

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

**STAFF ATTORNEY-LAW CLERK (8A-430P)**

**Closing Date:**

**Open Until Filled**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 30.00**

**Status: FULL-TIME**

**Job Code: 220511P**

Qualifications: Graduation from an accredited law school and in good standing of a State Bar. Strong research and writing skills. Strong word processing and computer research skills. Demonstrated interest in and familiarity with Tribal and Federal Indian Law. Fluency in Ho-Chunk Language desired but not required. Preference to members of the Ho-Chunk Nation, then other Native Americans. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch. Valid driver's license, dependable transportation and proper insurance, is required. WORKING CONDITIONS: Office setting, courtroom. Includes the Traditional Court (where smoking is permitted). Occasional travel 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**

**SURVEILLANCE AGENT (GRAVE SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-BRF-SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 220601A20**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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**SURVEILLANCE SHIFT SUPERVISOR (EVENINGS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-BRF-SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 220427S**

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.

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

**WILDLIFE TECHNICIAN (6A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES -

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 15.00**

**Status: FULL-TIME**

**Job Code: 220413L**

Qualifications: Bachelor's degree or equivalent course work in Biology and Natural Resource Management, with emphasis on wildlife management or wildlife biology or a closely related field. Must possess at least three years' experience in biological sciences. Experience managing natural and cultural resources, recreation, and real property functions. Best management practices for conservation of common wildlife and land use planning of Ho-Chunk Nation Properties. Experience in wild land firefighting and the prescribed use of fire as a resource management tool. Must be willing to learn the tribal structure and organization.

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

**WOMEN'S RECOVERY ADVOCATE (3RD SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220330V**

Qualifications: High School Diploma or equivalent required. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist or become certified within one (1) year of hire. Must be 21 years of age or older. Must be free from problematic substance use for at least two (2) years immediately preceding hiring. Trained in Applied Suicide Intervention Skills Training (ASIST) and/or Safe TALK. Certified in Crisis Prevention Intervention (CPI) – nonviolent or become certified within one (1) year of hire. CPR certification or become certified within three (3) months of hire. Must have a valid driver's license and insurance. Must promote a healthy, non-abusive lifestyle. Must be able to maintain confidentiality. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles. Must have experience or desire to work with people who have substance abuse disorders. Prior experience working with individuals with substance use disorders and co-occurring mental health disorders, preferred but not required. Experience with recovery processes. Experience with computers including Microsoft Windows, Word, Outlook, Excel, internet and email. 1. Adhere to established policies and procedures. Conduct self in an ethical manner. Maintain professional and respectful relationships with program staff, HHCC staff, guests and all external persons and agencies involved with service provision. Must have knowledge and understanding of the Ho-Chunk culture, language and traditions. Excellent verbal and written communication skills. Must demonstrate ability to provide consistently excellent and compassionate customer service. Ability to work independently to complete assignments. Ability to exercise a high level of professionalism and confidentiality with client health information. Must be reliable with time sensitive deadlines and tasks. Demonstrated temperament to work and care for women with substance use and co-occurring mental health disorders in a residential setting. Must be able to effectively communicate with guests and staff. Must possess good decision making and leadership skills. Excellent written and verbal communication principles. Ethical and reliable. WORKING CONDITIONS: Frequent sitting. Frequent walking. Must be able to climb stairs. Must be able to lift 25 pounds. Must be able to work with a diverse group of people. Must be respectful of diverse economic and cultural backgrounds. Must be able to work with residents in different stages of recovery. Must be able to work in stressful and unpredictable situations. Must stay awake during overnight hours. Some travel required.

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

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





DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**COUNT SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BRF/TOMAH**

**Submit: Application and Resume**

**Pay Rate: 16.27**

**Status: FULL-TIME**

**Job Code: 220427F**

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

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

**BAR PORTER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.28**

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

**Job Code: 220518Q**

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

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

**BARTENDER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.28 +TIPS**

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

**Job Code: 220427D**

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

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

**BEVERAGE SERVER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14**

**Status: PART-TIME**

**Job Code: 220525A**

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**

**BEVERAGE SERVICES MANAGER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220323A**

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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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**

**BUSINESS APPLICATION SPECIALIST (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HCG-MADISON-IT

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 25.88**

**Status: FULL-TIME**

**Job Code: 220406D**

Qualifications: Minimum of two-year degree in Business/IT, or a related field, or completion of Ho-Chunk Nation certified application program. Minimum: Comp Tia + Certification Recommended: Comp Tia Network + Certification. Valid driver's license, dependable transportation and proper insurance, only when required. Gaming license may be required depending upon assigned department. Project Management experience preferred. Experience with Microsoft Windows Operating Systems and PC Networking. Experience with SQL Server 2000 database maintenance. WORKING CONDITIONS: Business casual; compliant with HCN disability accommodations. Must be able to lift 50 lbs. from floor to overhead occasionally. Must be available for flexible work schedules.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

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

**Job Code: 220511C**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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

**COUNT ASSOCIATE (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-COUNT

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.99**

**Status: FULL-TIME**

**Job Code: 220330F**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. MUST BE BONDABLE. Must be able to obtain a gaming license. Valid driver's license, dependable transportation and proper insurance is preferred. One year experience in responsible cash handling position is preferred. OR One year experience in the operation of calculators and office machines preferred. WORKING CONDITIONS: Work area is NOT free of noise or dust. Ability to work a flexible schedule including extended hours, weekends and holidays.

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

**COUNT SUPERVISOR (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-COUNT

**Location: MADISON**

**Submit: Application**

**Pay Rate: 18.27**

**Status: FULL-TIME**

**Job Code: 220330G**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**DINING ROOM PORTER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

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

**Job Code: 220518N**

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

**DINING ROOM SERVICES MANAGER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220518R**

Qualifications: College degree or related experience. Minimum 3 years previous Restaurant Management Supervision.

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

**DINING ROOM SERVICES MANAGER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220323G**

Qualifications: College degree or related experience. Minimum 3 years previous Restaurant Management Supervision.

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

**DISHWASHER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 11.42 + TIPS**

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

**Job Code: 220525F**

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

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

**DISHWASHER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42 +TIPS**

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

**Job Code: 220323V**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.99**

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

**Job Code: 220511F**

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. Minimum of one (1) year 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.

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

**ENVIRONMENTAL SERVICE SUPERVISOR (DAYS/NIGHTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 19.41**

**Status: FULL-TIME**

**Job Code: 220511H**

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. Must have valid driver's license, dependable transportation and proper insurance. Adheres and follows the Ho-Chunk Nation Employment Relations Act of 2004, the Ho-Chunk Nation Occupational Safety and Health Program Act of 2002, the Environmental Services/Facility Department Standard Operating Procedures, OSHA, and other policies, procedures, rules, regulations, or other directives. Maintains strict confidentiality regarding all aspects of confidential information. One (1) to two (2) years of supervisory experience. Experience and ability to operate various cleaning equipment. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. Position requires visual acuity, color perception, and eye-hand coordination. Must be able to wear Personal Protective equipment, including safety shoes, when necessary. Smoking environment. All conditions from hot/humid to sub-zero weather.

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

**FACILITIES PERSON (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: 220406J**

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

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

**FOOD SERVER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14**

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

**Job Code: 220518O**

Qualifications: High school diploma or equivalent desired.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**GRAPHIC DESIGNER (8A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 220420D**

Qualifications: Bachelor's Degree in Graphic Design from an accredited 4-year college or university. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license, dependable transportation and proper insurance. At least three years of experience in graphic design or related field. At least three years of experience producing computerized graphics within a PC or Macintosh environment. Experience in web page design WORKING CONDITIONS Office setting. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**HOST/HOSTESS CASHIER (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

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

**Job Code: 220518P**

Qualifications: High school diploma or GED.

**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: 15.99**

**Status: FULL-TIME**

**Job Code: 220406O**

Qualifications: General knowledge and experience of operating heavy equipment. Must have horticultural knowledge. Must be willing to work under all kinds of weather conditions from hot and humid, to sub-zero weather. Must be able to bend, stoop, stand, and walk. Work under minimal supervision, be able to follow through on assignments, and have a cheerful disposition. Must be mechanically inclined, have good dexterity, and manual skills. Must have mechanical knowledge and aptitude to construct theme arrangements. Must have a valid Class B, CDL driver's license, liability insurance, and reliable transportation to work. Demonstrate initiative, self-motivation and the ability to work in a team setting. Must be able to communicate effectively with employees and patrons, be able to read, write, and understand English. Able to perform duties safely and efficiently. Must be in good physical condition, heavy lifting required, must be able to lift 50lbs. Must be bondable and licensable according to Tribal Policy. High school diploma or equivalent, and two years of appropriate experience. 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**

**LEAD COOK (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

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

**Job Code: 220525L**

Qualifications: High School diploma or equivalent AND a minimum of 3 years cooking experience with solid background in more than one concept. Good knowledge of all line cooks stations and ability to perform them efficiently. Good communication and motivation skills. State sanitation certification. Must maintain confidentiality.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**MAINTENANCE SPECIALIST (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.99**

**Status: FULL-TIME**

**Job Code: 220406P**

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

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

**MARKETING ASSISTANT (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 220525O**

Qualifications: High School diploma or equivalent. Some college education preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Two years' work experience in marketing related field with some knowledge of advertising and promotions. WORKING CONDITIONS Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**PERSONNEL SPECIALIST 1 (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF PERSONNEL -

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 220518D**

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

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

**PERSONNEL SPECIALIST 2 (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF PERSONNEL -

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 15.99**

**Status: FULL-TIME**

**Job Code: 220518E**

Qualifications: Minimum two year associate degree in a personnel/human resource field. Valid driver's license, dependable transportation and proper insurance are required. Must have six (6) years of pertinent work experience in the personnel/human resource field. WORKING CONDITIONS: Works in an office setting. Deadlines must be met with the utmost thoroughness and accuracy.

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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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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**

**PRODUCTION COOK (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 220525Q**

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

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

**PROMOTION HOST/HOSTESS (1ST & 2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.99**

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

**Job Code: 220406I**

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

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

**SECURITY SHIFT SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 220511O**

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

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

**SLOT FLOOR PERSON (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: 220518L**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**SLOT FLOOR PERSON (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: 220413I**

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**

**SLOT SERVICE SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 220518J**

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 All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. WORKING CONDITIONS: While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

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

**SLOT SERVICE TECHNICIAN 2 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220518K**

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

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

**SLOT SERVICE TECHNICIAN 2 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220413J**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**STAFF INTERNAL AUDITOR (8A-430P)**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION -

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.41**

**Status: FULL-TIME**

**Job Code: 220601A19**

Qualifications: Four-year degree in financial or business field or comparable education and/or professional experience with a CPA is preferred. All employees will be subject to the criminal and civil background investigation and must exceed the requirements of suitability for employment as mandated by the Ho-Chunk Nation's Gaming Ordinance and the Indian Gaming Regulatory Act. **MUST BE BONDABLE.** Must be able to obtain and maintain a Class II and Class III gaming license. Valid driver's license, dependable transportation and proper insurance. Minimum four years combined education/experience in accounting or related field, preferably a CPA. Two years' experience in casino finance or accounting department is preferred. **WORKING CONDITIONS:** Office setting during normal business hours. Availability to work flexible hours, including nights and weekends.

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

**SURVEILLANCE AGENT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.13**

**Status: FULL-TIME**

**Job Code: 220420F**

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 INVESTIGATOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 220608M**

Qualifications: Must have two (2) years of higher education and three (3) years of surveillance related experience. Must have a minimum of six (6) months of gaming experience. Two (2) years investigative experience in a corporate environment preferred. Experience and education non-waiverable, due to the sensitivity of the position. thorough knowledge of all table games and slot machines in play on property. Thorough knowledge of investigative techniques/undercover operations; different types of surveillance and security equipment. Knowledge of court room procedures. Must be able to obtain a gaming license. Must have eyesight correctable to 20/20 with no color blindness. Possession of working vehicle, valid driver's license and proper insurance. Must be able to travel in/out of state. Must be physically able to work at heights in excess of 10 feet. Must be able to sit for extended periods and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Must be able to interview subjects one on one, in a close proximity environment. Must be able to work in a low light environment. Must be able to work in a smoke filled environment (gaming floor). Must be able to observe CCTV monitors for extended periods.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**SYSTEMS ADMINISTRATOR (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HCG-MADISON-IT

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 23.98**

**Status: FULL-TIME**

**Job Code: 220406A1**

Qualifications: Specifically working with Mitel MiVoice Business Systems, MSL servers and Cisco switching and routing. Experience with BICSI cabling standards. Minimum of 2-year degree in Computer Science or Information Management. Minimum MCSA in Windows 2000 or 2003, CompTia Network+ Certification. Recommended CCNA Certification. Experience with routing, cabling, installation of networking operating systems, switches, VLAN's, and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Knowledge of database systems concepts. Background in Tribal or Government programs; Gaming Operations; HIPAA requirements. Must be available flexible work schedules; on-call needed. Must comply with tribal drug testing policy. Valid driver license, dependable transportation and proper insurance. Business casual, ADA-compliant facility

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

**SYSTEMS ENGINEER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HCG-MADISON-IT

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 28.55**

**Status: FULL-TIME**

**Job Code: 220406A2**

Qualifications: Minimum of 4-year degree in Computer Science or Information Management and 4 years focused job experience. Minimum 2 years supervisory or project management experience. Minimum MCSE in Windows 2000 or 2003, CompTia Network+ Certification. Minimum Specialization (Select one): CCNA Certification, CompTia IT Project + Certification, Mitel Telecommunications. Experience with strategic planning and implementation in a business environment. Experience with routing, cabling, installation of network operating systems, switches, VLAN's and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Proficient in project management of IS system and technological changes. Experience with WAN communications, troubleshooting and connectivity solution. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Must be available for flexible work schedules; on call as needed. Must comply with tribal drug testing policy. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Business casual, ADA-compliant facility.

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

**BARTENDER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 9.14**

**Status: FULL-TIME**

**Job Code: 220330A**

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**CONVENIENCE STORE MANAGER (VARIOUS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 22.35**

**Status: FULL-TIME**

**Job Code: 220601J**

Qualifications: Associates degree in Business Management, Supervisory Management or a related field is preferred; a minimum of four years management experience in business, sales, or fuel services is required, or equivalent. Two (2) to four (4) years of experience as a Retail Associate or lower management position, preferably in convenience store/fuel sales. Two (2) to three (3) years of supervisory/management experience. Applicant must show strong capabilities in marketing, personnel management, preparation of statistical analysis and reports; forecasting techniques, cost estimation as well as knowledge of wholesale food industry and sales. CPR and Food Safety certification is required within 6 months of hire. Valid driver's license, dependable transportation and proper insurance will be 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.

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

**COUNT ASSOCIATE (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.22**

**Status: FULL-TIME**

**Job Code: 220608E**

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

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

**ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FACILITIES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.22**

**Status: FULL-TIME**

**Job Code: 220511G**

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. Minimum of one (1) year 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.

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

**FOOD SERVICE WORKER-MAINTENANCE (8A-4P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.54**

**Status: FULL-TIME**

**Job Code: 220406L**

Qualifications: Must have a High School Diploma or equivalent. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed. Must complete Early Childhood I & II within 12 months of employment. Must have a valid driver's license, dependable transportation and proper insurance. Food Preparation courses or one (1) year of equivalent experience is required. **WORKING CONDITIONS:** The duties of this position are primarily performed in the kitchen and in a classroom setting.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

**GRAPHIC DESIGNER (1ST SHIFT)**

**Closing Date: 6/22/2022**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 18.28**

**Status: FULL-TIME**

**Job Code: 220608H**

Qualifications: Bachelor's Degree in Graphic Design from an accredited 4-year college or university. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license, dependable transportation and proper insurance. At least three years of experience in graphic design or related field. At least three years of experience producing computerized graphics within a PC or Macintosh environment. Experience in web page design  
**WORKING CONDITIONS** Office setting. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**LINE COOK (VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 220330N**

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

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

**OFFICE MANAGER (VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF ADMINISTRATION - COMMUNITY CENTER

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 16.25**

**Status: FULL-TIME**

**Job Code: 220427L**

Qualifications: High school diploma or equivalent. Associates Degree, preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Valid driver's license, dependable transportation, and proper insurance. Must be able to maintain confidentiality. Must have experience in office management. Experience in office management, preferred. **WORKING CONDITIONS:** Office Setting. Must be willing to work weekends, and evenings, if necessary.

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

**RETAIL ASSOCIATE (VARIOUS)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 220406U**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. None Listed. **WORKING CONDITIONS:** Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**SENIOR MANAGER-PUBLIC RELATIONS (1ST SHIFT)**

**Closing Date: 6/22/2022**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 19.30**

**Status: FULL-TIME**

**Job Code: 220608L**

Qualifications: High School diploma or equivalent is required. Two (2) years of college preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Two (2) years of experience in the hospitality industry with a proven track record in journalism, public relations and/or marketing required. Five (5) years writing experience preferred. Gaming industry background is preferred. Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**SURVEILLANCE AGENT (SWING/GRAVE SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 15.24**

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

**Job Code: 220323Y**

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

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

**SURVEILLANCE SHIFT SUPERVISOR VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 17.27**

**Status: FULL-TIME**

**Job Code: 220406A5**

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.

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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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**CAGE CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 13.22 +TIPS Status: FULL-TIME**

**Job Code: 220601G**

Qualifications: Must have High School Diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be BONDABLE. Must follow chain-of-command. One (1) to three (3) years appropriate experience. WORKING CONDITIONS: Casino setting loud, office setting. Cannot be colorblind. Must have good eyesight and full dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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

**COMMUNITY HEALTH NURSE (8A-430P)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220608D**

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

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

**COMMUNITY HEALTH NURSE (8A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220323D**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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

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

**COUNT ASSOCIATE (9A-1P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 14.24**

**Status: QUARTER-TIME**

**Job Code: 220601L**

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

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

**COUNT SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 16.27**

**Status: FULL-TIME**

**Job Code: 220601N**

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

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

**FACILITIES PERSON (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.20**

**Status: FULL-TIME**

**Job Code: 220601V**

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

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

**JR. ACCOUNTANT (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING -

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 17.29**

**Status: FULL-TIME**

**Job Code: 220323K**

Qualifications: Must have two (2) year degree in Accounting or its equivalent. No convictions of any felony or misdemeanor involving dishonesty. Valid driver's license, transportation, and proper insurance. Annually pursue continuing education opportunities to keep current on accounting principles, GAAP and GASB. Must have one (1) to two (2) years of work experience in the accounting field. WORKING CONDITIONS Work in office setting. Occasional travel required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 6/15/2022

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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**

**RETAIL ASSOCIATE (VARIOUS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 10.17**

**Status: FULL-TIME**

**Job Code: 220406V**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. None Listed. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**SECURITY OFFICER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.25**

**Status: FULL-TIME**

**Job Code: 220601A8**

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

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

**SLOT SERVICE SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 18.30**

**Status: FULL-TIME**

**Job Code: 220601A11**

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 All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. WORKING CONDITIONS: While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

**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 1 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.20 +TIPS Status: FULL-TIME**

**Job Code: 220601A13**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the HCN. Must be bondable and licensable according to tribal policy. Must have one (1) year money handling experience. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

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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: 6/15/2022

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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 2 (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 15.25 +TIPS Status: FULL-TIME**

**Job Code: 220601A16**

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

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

**CERTIFIED NURSING ASSISTANT (8A-430P)**

**Closing Date:**

**6/22/2022**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: TOMAH/NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 220608C**

Qualifications: Must have high school diploma or equivalent. Certified Nurse Assistant certification is required. Current First Aid/CPR certification or must be obtained within one (1) month of hire date. Must be 21 years of age or older. Must promote a healthy, non-abusive lifestyle. Valid Driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are in the home and community setting. Traveling is a necessity. Be available to work in other Health office locations as assigned by supervising CHN and CHN Supervisors. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: VARIOUS**

**Submit: Application and Resume**

**Pay Rate: 20.00**

**Status: FULL-TIME**

**Job Code: 220330B**

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

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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: 6/15/2022

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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**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: VARIOUS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220330C**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.), plus license/credentialing; LCSW, LPC, or LP. Must have a valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. Able to document two years of continuous abstinence if in recovery. Three (3) years Mental Health/Substance Abuse clinical experience. Clinical experience with children, youth, adults and families. Previous experience in working with Native Americans a plus. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment. Maintains a safe and healthy work place environment. WORKING CONDITIONS: The duties of this position are routinely performed in an office setting. Sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate client's work hours.

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

**MAINTENANCE WORKER 2 (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WI. DELLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 220413K**

Qualifications: Must have high school diploma or equivalent. Must maintain a valid Wisconsin driver's license and insurance. Must have or acquire a CPR certificate. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Must have two (2)-four (4) years' experience in home maintenance and repair. Experience in safety, handling saws, hammers, and power tools related to job assignment. WORKING CONDITIONS: Must be willing to work in all types of weather conditions and be willing to travel to various locations as needed. Conditions will vary outdoor heat and cold, cramped work areas, some night work, winter travel under varying road conditions. Continuous lifting, carrying, pushing, and/or pulling, climbing and balancing, stooping, kneeling, crouching, crawling, walking and standing. Must have ability to work nights and weekends as needed.

**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-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 220420B**

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

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

\*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

\*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: 6/15/2022

This listing can also be located at [www.ho-chunknation.com](http://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 - Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**MAINTENANCE SPECIALIST (3RD SHIFT)**

**Closing Date: 7/13/2022**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 220413F**

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

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

**MAINTENANCE WORKER 2 (DAYS)**

**Closing Date: Open Until Filled**

DEPARTMENT OF ADMINISTRATION - COMMUNITY CENTER

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 220427U**

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

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

**OFFICE MANAGER (1ST SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

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

**Pay Rate: 16.74**

**Status: FULL-TIME**

**Job Code: 220413H**

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

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