



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

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

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

SLOT SHIFT OPERATIONS MANAGER (VARIES)

Closing Date: 8/17/2022

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

Location: BARABOO

Submit: Application and Resume Pay Rate: 25.41 Status: FULL-TIME Job Code: 220803E

Qualifications: High School Diploma or GED certificate is required. Two (2) year degree in Business Management preferred. Must have three (3) years of experience in Slot Floor Operations and/or Repair. Must have three (3) years of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass a Slot Shift Operations Manager Test at time of interview

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

LEGISLATIVE ATTORNEY (8a-430p)

Closing Date: 8/17/2022

LEGISLATIVE OFFICE -

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application Pay Rate: DOQ Status: FULL-TIME Job Code: 220803B

Qualifications: Must be a graduate of a law school accredited by the ABA. Must possess a law degree or must be eligible for or admitted to the practice of law in the State of Wisconsin and the Ho-Chunk Bar Association. Must be a member in good standing of the Wisconsin State Bar. Must also be eligible for admission to practice in the federal courts. Possess knowledge of Indian Law. Must demonstrate superior written and oral communication skills. Must be able to work in a cross-cultural environment. This is an entry level position, salary may be negotiated to reflect experience and specialized skills/practices.

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

POLICY ANALYST (8a-430p)

Closing Date: Open Until Filled

DEPARTMENT OF ADMINISTRATION - PLANNING & DEVELOP. - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 220803I

Qualifications: Bachelor's Degree in an Administration or related field. Master's Degree preferred. Valid driver's license and appropriate insurance. Three (3) years of experience required in policy analyst (i.e community organization, program planning, program implementation, and program advocacy) using organizational theories and principals. WORKING CONDITIONS: Works in office setting. Must be willing to travel weeknights and weekends for meeting, workshops, seminars and conferences, as job requires.

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

PROGRAM & OFFICE MANAGER (1ST SHIFT)

Closing Date: 8/17/2022

DEPARTMENT OF EDUCATION -

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 16.94 Status: FULL-TIME Job Code: 220803H

Qualifications: Associate's Degree in Supervisory Management, Project Management or Education-related area; or equivalent education (two years completed of a four-year degree) in Business or Education-related area. Bachelor's degree preferred. This position requires a complete criminal background investigation. Valid driver's license, dependable transportation, and proper insurance is required. Maintains strict confidentiality. Four years responsible work experience, including two years in an office setting. WORKING CONDITIONS: Office setting. Some travel required.

- N \*Ho-Chunk Preference will be applied in hiring.
O \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
T \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
E \*Some of the jobs posted may require a gaming license.
\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



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

#### PROMOTIONS SHIFT SUPERVISOR (VARIES)

**Closing Date: 8/17/2022**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 17.21**

**Status: FULL-TIME**

**Job Code: 220803D**

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. Prior supervisory experience is preferred. Customer service experience is preferred. Word processing background is preferred. WORKING CONDITIONS: 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 Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX**

#### ACCOUNTANT ASSISTANT (8a-430p)

**Closing Date: 8/17/2022**

HO-CHUNK HOUSING AND COMMUNITY DEVELOPMENT AGENCY -

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 220803A**

Qualifications: Graduation from a 4 year accredited college or university with a Bachelor's Degree in Accounting or a 2 year Associate Degree with a minimum of five (5) years related Accounting experience. Must have knowledge of tax laws, bank reconciliation, and double entry accounting. Must have understanding of GAAP accounting. Knowledge of computer programs and operations with emphasis in accounting systems, IT experience a plus. Preferred experience in HUD housing accounting. Preferred experience in governmental or non-profit accounting. Must be detailed oriented, self-motivated, and able to work independently. Valid driver's license and proper insurance may be required. Preference will be provided to Native Americans.

**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 (VARIES)

**Closing Date: 8/17/2022**

DEPARTMENT OF ADMINISTRATION - COMMUNITY CENTER

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 220803C**

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**

#### SURVEILLANCE AGENT (ALL SHIFTS)

**Closing Date: Open Until Filled**

GAMING COMMISSION - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.62**

**Status: FULL-TIME**

**Job Code: 220803F**

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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HO-CHUNK NATION JOB POSTING

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

SURVEILLANCE SHIFT SUPERVISOR (2ND SHIFT)

Closing Date: 8/17/2022

GAMING COMMISSION - HCG-WITTENBERG-SURVEILLANCE

Location: WITTENBERG

Submit: Application

Pay Rate: 18.84

Status: FULL-TIME

Job Code: 220803G

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.

PREVIOUS POSTINGS - FOR ALL FACILITIES

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:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FINANCE

Location: BARABOO

Submit: Application and Resume

Pay Rate: 20.79

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

BAR PORTER (ALL SHIFTS)

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 10.39

Status: FULL-TIME/PART-TIME

Job Code: 220622C

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

BUS DRIVER (4 hours per day)

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: BARABOO

Submit: Application

Pay Rate: 14.25

Status: QUARTER-TIME

Job Code: 220629G

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.

NOTE

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

BUS MONITOR (4 hours per day)

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: BARABOO

Submit: Application

Pay Rate: 13.06

Status: QUARTER-TIME

Job Code: 220629D

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 have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: The duties of this position are primarily performed on the bus.

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

CAGE CASHIER (ANY SHIFTS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

Location: BARABOO

Submit: Application

Pay Rate: 15.02

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 CONTROLLER (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FINANCE

Location: BARABOO

Submit: Application, Resume and Letter of Application

Pay Rate: 36.95

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 Masters 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.

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

COUNTER SERVER CASHIER (ALL SHIFTS)

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 11.54

Status: FULL-TIME/PART-TIME

Job Code: 220622D

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

NOTE

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DEALER (ANY SHIFTS) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

Location: BARABOO

Submit: Application Pay Rate: 8.08 +TIPS Status: PART-TIME Job Code: 220727F

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

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

DISHWASHER (ALL SHIFTS) Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application Pay Rate: 11.54 Status: FULL-TIME/PART-TIME Job Code: 220622E

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

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

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: 17.33 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: 16.17 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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FRONT DESK SUPERVISOR (11P-7:30A) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application and Resume Pay Rate: 19.63 Status: FULL-TIME Job Code: 220622F

Qualifications: High School diploma or equivalent. Associate degree or higher in hospitality or related field preferred. 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. Minimum two (2) years of work experience in a hotel required. Two (2) years of proven supervisory experience is preferred. One (1) year of proven hotel front desk experience required. One (1) year of cash handling experience knowing how to process drawer counts, and issue change with 100% accuracy. Two (2) years of quality guest service experience in accordance with standardized or branded guest service standards required. Previous experience with a Hotel Property Management System highly preferred. Ability to type at least 40 words per minute required. Familiarity with the Microsoft Windows and Microsoft Office. Must be able to effectively communicate in writing using proper grammar, spelling, and punctuation. WORKING CONDITIONS: Able to work varied hours and shifts, including nights and weekends. Work in office and retail setting with a combination of sitting, walking and standing for long periods of time. Professional attire, fast paced environment, work under pressure, tight deadlines, high attention to detail. Must be able to effectively verbally communicate in a noisy environment using proper pronunciation and sentence structure. Requires keyboarding, standing, walking, writing, sitting, and hearing and visual perception. Required to lift and carry up to 25 lbs.

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: 19.63 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

INVENTORY CONTROL CLERK (ALL SHIFTS) Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application Pay Rate: 15.02 Status: FULL-TIME/PART-TIME Job Code: 220622H

Qualifications: Must have High School Diploma or GED. Must be bondable and able to obtain necessary internal and external permits in order to perform job duties. For example: State sanitation permits, HCN pallet jack safety certification, etc. Valid driver's license, dependable transportation, and proper insurance are preferred. Prior experience of one (1) to two (2) years in inventory procedures is required. Ability to adhere to the chain of command. Proficiency of computer and clerical skills. Possess strong organizational skills. WORKING CONDITIONS: Warehouse setting. Frequently lift products weighing 1-75 lbs. and occasionally more according to established safety procedures. Must be willing to work under all kinds of weather conditions from hot and humid, to sub-zero weather. Smoking environment. Noisy gaming floor. All levels of heights.

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**LANDSCAPER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.17**

**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: 16.17**

**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.

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

**MAINTENANCE SUPERVISOR (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 21.94**

**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.

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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: 8/3/2022

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

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

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

NIGHT AUDITOR (11P-730A) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application Pay Rate: 16.17 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

PRODUCTION COOK Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application Pay Rate: 12.70 Status: FULL-TIME/PART-TIME Job Code: 220727L

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

PROMOTIONS HOST/HOSTESS (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application Pay Rate: 16.17 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

RESERVATIONIST (3p-1130p) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application Pay Rate: 12.70 Status: FULL-TIME Job Code: 220713T

Qualifications: High School graduate or equivalent. Must be bondable. Must have dependable transportation. Ability to type 40 WPM. Working conditions: Able to work varies hours and shifts, including evenings and weekend if needed. Requires keyboarding, writing, sitting, and hearing and visual perception.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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: 13.85

Status: FULL-TIME

Job Code: 220713A4

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

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: 17.33

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

SHUTTLE DRIVER (ALL SHIFTS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

Location: BARABOO

Submit: Application and Resume

Pay Rate: 13.85

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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 (1ST SHIFT)

Closing Date:

Open Until Filled

GAMING COMMISSION - SURVEILLANCE

Location: BARABOO

Submit: Application and Resume

Pay Rate: 17.33

Status: FULL-TIME

Job Code: 220727Y

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 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 - HOUSE OF WELLNESS

Location: BARABOO/HOW

Submit: Application

Pay Rate: 15.27

Status: FULL-TIME

Job Code: 220727J

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

PHARMACIST (8A-4:30P)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - PHARMACY

Location: BARABOO/HOW

Submit: Application and Resume

Pay Rate: 53.12

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 preservation 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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

SECURITY OFFICER (EVENINGS)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - FACILITIES

Location: BARABOO/HOW

Submit: Application

Pay Rate: 15.02

Status: FULL-TIME

Job Code: 2207061

Qualifications: Must have a high school diploma or GED equivalent. Must be bondable. Must maintain confidentiality. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must 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.

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: 19.06

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.

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

AGRICULTURE DIVISION MANAGER (DAYS)

Closing Date:

Open Until Filled

DEPARTMENT OF NATURAL RESOURCES -

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 23.30

Status: FULL-TIME

Job Code: 220706A

Qualifications: Bachelor's Degree required in Agricultural Science, Agri-Business, Horticulture, or equivalent. Master's degree is preferred. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to agricultural management. Minimum ten (10) years of experience in agricultural operations required. Minimum of three (3) years of experience in a supervisory or management role required. Minimum of five (5) years of experience in organic farm/crop management is preferred. Knowledge of the policies, regulations & grant/cost sharing opportunities, as they apply to Agricultural programs for the United States Department of Agriculture (USDA), the Bureau of Indian Affairs (BIA), and the Natural Resource Conservation Service (NRCS). Work indoors and outdoors. Field work requires working in a variety of weather and bug conditions. The job may require moving heavy objects, physical lifting, stoop, bend, or stand for extended periods of time and work in varying environments. Travel is required with occasional overnight stays.

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

ASSISTANT COURT CLERK (8A-430P)

Closing Date:

Open Until Filled

JUDICIAL BRANCH - TRIAL COURT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 14.83

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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

BANK SUPERVISOR (2ND SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 15.89

Status: FULL-TIME

Job Code: 220720B

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. No record or felony conviction within the last 10 years. Must be bondable. Willing and able to complete a basic supervision skills course within 6 months of hire. Minimum of two years' experience in general accounting, bookkeeping or responsible cash handling, some work in accounting. One (1) year of prior supervisory experience. WORKING CONDITIONS: Loud, smoky, fast-paced environment. Office setting.

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

BANKER/CASHIER (2ND SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 12.71

Status: FULL-TIME

Job Code: 220720A

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 - 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: 9.53 +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.

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 1 (8a-430p)

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: 220713A

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. 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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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**BEHAVIORAL HEALTH CLINICIAN 2 (8a-430p)**

**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: 220713B**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 8.47 +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: 10.59 +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.

**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-4P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.07**

**Status: QUARTER-TIME**

**Job Code: 220629H**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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**CAGE CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.77 +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: 19.06 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**

**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: 14.83 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**

**COUNTER SERVER/CASHIER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.59 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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\*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: 8/3/2022

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

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

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

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: 7.41 +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

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220727G

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

DIRECTOR OF PLANNING & DEVELOPMENT (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - PLANNING & DEVELOP. - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220629J

Qualifications: Must have a Master's Degree in Public Administration, Urban and Regional Planning, Government, Business Administration, or related field. Must submit to a criminal background investigation. Valid driver's license and proper insurance. Must have three years' experience in tribal government and/or public planning. WORKING CONDITIONS: Works in general office environment. Minimal travel may be required. Willingness to work varied hours, including some evening and weekends, and travel. Some occasional lifting may be required not to exceed 10 pounds.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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**

**DIRECTOR-WOMEN'S RECOVERY HOME (8a-430,eves/wknds)**

**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: 220713F**

Qualifications: Bachelor's degree or higher in Business Administration or related field. Must be free from problematic substance abuse for at least two (2) years immediately preceding hiring. Trained in Applied Suicide Intervention Skills Training (ASIST) and/or SAFE TALK. CPR certification (must obtain in first 3 months of employment). Must have a valid driver's license and insurance. Must promote a healthy, non-abusive lifestyle. Must be able to maintain confidentiality. Experience with grant management. Experience with working in administration and leadership role. Experience with recovery processes. Experience with public speaking. WORKING CONDITIONS: Office setting with frequent sitting. Some travel required. Must be able to climb stairs. Must be able to occasionally lift 25 pounds. Must be respectful and able to work in stressful situations. Must be able to supervise others that are in various stages of recovery.

**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: 10.59**

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

**Job Code: 220601Q**

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

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

**DUAL DIAGNOSIS THERAPIST (8A-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 31.00**

**Status: FULL-TIME**

**Job Code: 220601S**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.) AND Current Wisconsin State Licensure as Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT) at time of hire AND Current Wisconsin Substance Abuse Counselor (CSAC, SAC, SAC-IT) or Substance Abuse Specialty at time of hire. Valid driver's license, dependable transportation and proper insurance. American Heart Association Basic Life Support (BLS) CPR AED certification or ability to obtain within first three (3) months of hire. Three (3) year of experience conducting mental health and substance abuse therapy. Must include assessment, DSM-V diagnosis, treatment planning, and ongoing therapy interventions using evidence-based treatment models. Knowledge and understanding of the Ho-Chunk Nation culture, tradition and values. Integrative Care, Medical Assisted Treatment (MAT), and Psychiatry, collaboration experience preferred. Must be able to work in compliance with all applicable state and federal regulations and agency policies.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

DUAL DIAGNOSIS THERAPIST IN TRAINING (8A-430P)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 29.00

Status: FULL-TIME

Job Code: 220601R

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.) AND Current Wisconsin State Licensure as Professional Counselor Training License (PC-TL) or Advanced Practiced Social Worker (APSW) or Marriage and Family Therapist Training License (LMFT-TL) at time of hire AND Current Wisconsin Substance Abuse Counselor (CSAC, SAC, SAC-IT) or Substance Abuse Specialty at time of hire. Valid driver's license, dependable transportation and proper insurance. American Heart Association Basic Life Support (BLS) CPR AED certification or ability to obtain within first three (3) months of hire. One (1) year of experience conducting mental health and substance abuse therapy. Must include assessment, DSM-V diagnosis, treatment planning, and ongoing therapy interventions using evidence-based treatment models. Knowledge and understanding of the Ho-Chunk Nation culture, tradition and values. Integrative Care, Medical Assisted Treatment (MAT), and Psychiatry, collaboration experience preferred. Must be able to work in compliance with all applicable state and federal regulations and agency policies.

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:

Open Until Filled

LEGISLATIVE - LEGISLATIVE - TOB

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 38.12

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).

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

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: 18.00

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.

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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**

**ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.63**

**Status: FULL-TIME**

**Job Code: 220727H**

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**

**FITNESS SPECIALIST (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.83**

**Status: FULL-TIME**

**Job Code: 220706F**

Qualifications: Must have a high school diploma. Must possess current CPR, First Aide, and an accredited certification as a Personal Trainer. Possess good public relations. Willingness to continually keep updated on fitness information and attend fitness/health seminars or additional schooling. Ability to teach exercise classes. Ability to work a flexible schedule. Working knowledge of risk management of health risks of fitness members. Good oral and written communication skills, office management skills, and basic computer skills knowledge of Word, Excel, and Windows. Must be immunized. Must not have been convicted of any criminal offense relating to theft, fraud, or children. Must promote a healthy non-abusive lifestyle. Must follow the guidelines designated by the American College of Sports Medicine or American Council of Exercise. Valid Wisconsin driver's license, dependable transportation, and proper insurance may be required.

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

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.77**

**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: 8/3/2022

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCN - POLICE DEPT.

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 22.24**

**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 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**

**INVENTORY CLERK (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.77**

**Status: FULL-TIME**

**Job Code: 220706G**

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

**APPLY & INQUIRE AT: Ho-Chunk 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: 26.48**

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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

LAUNDRY ATTENDANT (1ST SHIFT)

Closing Date: 8/10/2022

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 10.59

Status: FULL-TIME/PART-TIME

Job Code: 220727N

Qualifications: Able to perform duties safely and efficiently. Good math aptitude. Demonstrates initiative, self-motivation and the ability to work in a team setting. Must be able to communicate effectively with employees, and be able to read, write and understand English. Must have good dexterity, manual skills, and good eyesight, cannot be colorblind. Must be able to lift, push and carry heavy loads. Must not be allergic to cleaning chemicals or be sensitive to heat. Must be able to work under these environmental conditions: Indoors/Outdoors, Hot/Cold temperatures, and Fumes/Odors including smoke. Cheerful disposition. Must be able to lift 25lbs. Must be bondable and licensable according to Tribal Policy. High School Diploma or equivalent. Housekeeping/laundry experience a plus. Stand/walk 75%, pushing/pulling 75%, sit 5%, bend 25%, twist 25%, stoop 25%, climb 5%, lift/reach 25%.

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: 13.77

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

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: 14.83

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.

NOTE

\*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: 8/3/2022

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

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

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

MAINTENANCE SUPERVISOR (1ST, 2ND & 3RD SHIFTS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 20.12

Status: FULL-TIME

Job Code: 220720P

Qualifications: High School Diploma or equivalent and two (2) to four (4) years of combined education/experience in relevant field. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC, electrical, structural, plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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

MAINTENANCE WORKER 2 (DAYS)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH -

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 14.83

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.

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: 14.83

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

OFFICE MANAGER (1ST SHIFT)

Closing Date:

Open Until Filled

LEGISLATIVE OFFICE - LEGISLATIVE - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 16.94

Status: FULL-TIME

Job Code: 220713A5

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.

NOTE

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

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

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



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 8/3/2022**

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**

**OFFICE MANAGER (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES -

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.94**

**Status: FULL-TIME**

**Job Code: 2207130**

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 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: 16.94**

**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 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: 16.94**

**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.

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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: 8/3/2022

This listing can also be located at 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

POWTS & WELL INSPECTOR (8A-430P)

Closing Date: 8/10/2022

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220727K

Qualifications: Must have a Bachelor's degree in soil science, natural resources, sanitation, or a related field or have an Associate's degree and 4 years' experience in soil science, natural resources or code enforcement or have 10+ years' work experience in related field. A valid driver's license, dependable transportation and proper insurance required. Must be able to obtain and maintain Certified Soil Tester License within 1-year of hire. Must be able to obtain and maintain Private Onsite Wastewater Treatment System (POWTS) Inspector License within 6 months of hire. Must be able to obtain and maintain Pump Installer License with 1-year of hire. At least one-year experience in plumbing, soil testing, well drilling, or water analysis. Must have technical education in soil evaluation and plumbing installation of sanitary facilities or comparable experience. WORKING CONDITIONS: The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat, exposure to sun, rain, pollens, allergens, insects, and a risk to electrical shock. The employee is occasionally exposed to moving parts, high trench ledges, fumes or airborne particles, hazardous waste, vibrations, and any other type of environment normal for the course of this job.

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: 11.65

Status: FULL-TIME/PART-TIME/QTR Job Code: 220601A2 TIME

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

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

PROMOTIONS HOST/HOESSTESS (NIGHTS)

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 14.83 +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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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

PROMOTIONS SHIFT SUPERVISOR (NIGHTS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 16.94

Status: FULL-TIME

Job Code: 2207270

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. Prior supervisory experience is preferred. Customer service experience is preferred. Word processing background is preferred. WORKING CONDITIONS: 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

RECORDS CLERK 2 (8A-430P)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - RECORDS MANAGEMENT - TOB

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 12.00

Status: FULL-TIME

Job Code: 220601A22

Qualifications: High School Diploma or equivalent. One (1) to two (2) years of warehouse experience preferred. Background in tribal government preferred. Knowledge of Records Center and Records warehouse operations preferred. Must be able to lift 50-100 lbs. Valid driver's license, dependable transportation, and proper insurance are required. WORKING CONDITIONS: Generally working in warehouse setting, and in various weather conditions. Travel is required to retrieve records and recycling from various facilities.

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

RECORDS MANAGER ASSISTANT (8a-430p)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - RECORDS MANAGEMENT - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 15.89

Status: FULL-TIME

Job Code: 220713S

Qualifications: Associate Degree in Records and Information Management; Bachelor's Degree preferred. Two (2) years minimum work experience. Minimum of one (1) year management experience in Records Management. Background in tribal government helpful. Strong supervisory skills and/or experience preferred. Valid driver's license, dependable transportation and proper insurance are required. Generally an office setting business casual, with occasional warehouse work needed. Must be able to lift 35-60 lbs. Travel may be required. Must comply with tribal drug testing policy.

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: 13.77

Status: FULL-TIME

Job Code: 220601A4

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

NOTE

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 8/3/2022**

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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 (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.71**

**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**

**ROOM ATTENDANT (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.83**

**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-430P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF NATURAL RESOURCES -

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 21.18**

**Status: FULL-TIME**

**Job Code: 220727M**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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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

SECURITY OFFICER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 15.89

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

SECURITY OFFICER/MAINTENANCE WORKER 2 (DAYS)

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES -

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 14.83

Status: FULL-TIME

Job Code: 220713W

Qualifications: Must have High School Diploma or general education degree (GED). Completion of HVAC Training or possess HVAC Certificate. Must be 18 years or older. Must not have been convicted of an offense which is related to theft, fraud, children, or elders. Must be bondable. Must have blood borne pathogen training. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Basic Law Enforcement experience/certification. Must have (3) years of experience performing maintenance duties. WORKING CONDITIONS Work indoors. Works in outside weather conditions to include cold or heat. Works near moving mechanical equipment and in high places. Potential of exposure to blood or bodily fluids. Exposed to wet conditions, fumes, or airborne particles, toxic chemicals or risk of electric shock. Loud noise levels with equipment, tools etc. Ability to lift or move items weighing between 5-25 lbs. frequently. Ability to lift or move items weighing between 25-75 lbs. occasionally.

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: 19.06

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.

NOTE: \*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: 8/3/2022**

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 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: 12.71 +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: 15.89 +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.

**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: 18.00**

**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: 31.77**

**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.

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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: 8/3/2022

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**

**SURVEILLANCE AGENT (GRAVE SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - HCG-BRF-SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 15.89**

**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.

**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: 11.65**

**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.

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

**ELDER WORKER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

**Location: CHICAGO**

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

**Pay Rate: 15.37**

**Status: PART-TIME**

**Job Code: 220713G**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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

**ELDER WORKER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

**Location: GREEN BAY**

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

**Pay Rate: 12.92**

**Status: PART-TIME**

**Job Code: 220713G2**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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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: 8/3/2022

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

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

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

COMMUNITY ELDER REPRESENTATIVE (1ST SHIFT)

Closing Date: 8/10/2022

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: LA CROSSE

Submit: Application and Resume

Pay Rate: 17.10

Status: FULL-TIME

Job Code: 220727C

Qualifications: Must have a high school diploma or equivalent. Must complete CPR certification. Must adhere to all Applicable confidentiality laws. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for Elders. WORKING CONDITIONS Office setting, frequent travel required.

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: 10.89

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

BEVERAGE SERVER (1ST & 2ND SHIFT)

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 9.68+TIPS

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/3RD SHIFT)

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume

Pay Rate: 18.14

Status: FULL-TIME

Job Code: 220706B

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 15.73

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.

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

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

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

CAGE SHIFT SUPERVISOR (2ND/3RD SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

Location: MADISON

Submit: Application and Resume

Pay Rate: 21.77

Status: FULL-TIME

Job Code: 220713C

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

COMMUNITY ELDER REPRESENTATIVE (1ST SHIFT)

Closing Date:

8/10/2022

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: MADISON

Submit: Application and Resume

Pay Rate: 19.35

Status: FULL-TIME

Job Code: 220727D

Qualifications: Must have a high school diploma or equivalent. Must complete CPR certification. Must adhere to all Applicable confidentiality laws. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for Elders. WORKING CONDITIONS Office setting, frequent travel required.

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: 16.93

Status: FULL-TIME

Job Code: 220727E

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 - 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: 12.09

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: 18.14

Status: FULL-TIME

Job Code: 220518R

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

NOTE

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

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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: 8/3/2022

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

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

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

DISHWASHER (1ST & 2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume Pay Rate: 12.09 + TIPS Status: FULL-TIME/PART-TIME Job Code: 220525F

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

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

ELDER WORKER (1ST SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

Location: MADISON

Submit: Application, Resume and Letter of Application Pay Rate: 14.51 Status: PART-TIME Job Code: 220713G3

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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: 16.93 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: 20.56 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.

- NOTE: \*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: 8/3/2022

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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: 9.68 Status: FULL-TIME/PART-TIME Job Code: 2205180

Qualifications: High school diploma or equivalent desired.

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

GRAPHIC DESIGNER (1ST SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application Pay Rate: 21.77 Status: FULL-TIME Job Code: 220713J

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: 12.09 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

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: 15.73 + 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.

- NOTE: \*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: 8/3/2022

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

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

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

MAINTENANCE SUPERVISOR (EVENINGS) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

Location: MADISON

Submit: Application and Resume Pay Rate: 21.70 Status: FULL-TIME Job Code: 220629X

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 - 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: 15.73 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 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: 13.30 + 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

PROMOTIONS HOST/HO-CHUNK NATION (2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application Pay Rate: 16.93 Status: FULL-TIME/PART-TIME Job Code: 220713R

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.

- N \*Ho-Chunk Preference will be applied in hiring.
O \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
T \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
E \*Some of the jobs posted may require a gaming license.
\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

**POST DATE: 8/3/2022**

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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**

#### REVENUE AUDITOR (1ST SHIFT)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-REVENUE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 16.93**

**Status: FULL-TIME**

**Job Code: 220720J**

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.

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

#### SECURITY OFFICER (VARIES)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.14**

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

**Job Code: 220720K**

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

**APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 13.30**

**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.

**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: 21.77**

**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.

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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: 8/3/2022

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

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

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

SLOT SERVICE TECHNICIAN 2 (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application Pay Rate: 18.14 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

SOUS CHEF (1ST/2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application Pay Rate: 20.56 Status: FULL-TIME Job Code: 220706J

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 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: 20.56 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 INVESTIGATOR (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF JUSTICE - HCG-MADISON-SURVEILLANCE

Location: MADISON

Submit: Application and Resume Pay Rate: 19.35 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.

- N \*Ho-Chunk Preference will be applied in hiring.
O \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
T \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
E \*Some of the jobs posted may require a gaming license.
\*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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**

**ELDER WORKER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

**Location: MILWAUKEE**

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

**Pay Rate: 13.80**

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

**Job Code: 220713G4**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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

**ELDER WORKER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

**Location: MINNEAPOLIS/ST.PAUL**

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

**Pay Rate: 14.71**

**Status: PART-TIME**

**Job Code: 220713G5**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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

**ACCOUNTANT II (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 20.44**

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

**BUS DRIVER (4 hours per day)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.27**

**Status: QUARTER-TIME**

**Job Code: 220629I**

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.

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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: 8/3/2022

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

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

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

BUS MONITOR (4 hours per day)

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: Application

Pay Rate: 12.17

Status: QUARTER-TIME

Job Code: 220629E

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 have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: The duties of this position are primarily performed on the bus.

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: 13.99

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.

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

COMMUNITY OUTREACH SPECIALIST (DAYS)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION -

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 19.36

Status: FULL-TIME

Job Code: 220706C

Qualifications: High School diploma, Associate's degree preferred. Requires a complete Criminal Background Investigation. Must become a notary public and maintain throughout employment. Valid driver's license and proper insurance required. Three (3) years' work experience in office setting or community based service. Preferred experience may also be included. Proficiency with office computer equipment and software. WORKING CONDITIONS: Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lifts, and climb. Must have visual acuity, eye-hand coordination, and ability to hear verbal interaction. Must be able to lift up to 10 pounds.

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 - WHITETAILE - NEKOOSA

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 23.67

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.

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 15.06

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

DISHWASHER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

Location: NEKOOSA

Submit: Application

Pay Rate: 10.76

Status: FULL-TIME

Job Code: 220629K

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

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

ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FACILITIES

Location: NEKOOSA

Submit: Application

Pay Rate: 15.06

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

FOOD SERVER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

Location: NEKOOSA

Submit: Application

Pay Rate: 8.61

Status: FULL-TIME

Job Code: 220629L

Qualifications: High school diploma or equivalent desired.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

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

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

GRAPHIC DESIGNER (DAYS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220720G

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

LEAD COOK (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

Location: NEKOOSA

Submit: Application

Pay Rate: 13.99

Status: FULL-TIME

Job Code: 220629N

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 - 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: 10.76

Status: FULL-TIME

Job Code: 220629O

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

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

PRODUCTION COOK (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

Location: NEKOOSA

Submit: Application

Pay Rate: 11.83

Status: FULL-TIME

Job Code: 220629R

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.

NOTE

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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: 8/3/2022

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

PROMOTION HOST/HOSTESS (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 15.06

Status: FULL-TIME

Job Code: 220629S

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 - 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: 12.91

Status: FULL-TIME

Job Code: 220713U

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

SECURITY OFFICER (GRAVES/SWING)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

Location: NEKOOSA

Submit: Application

Pay Rate: 16.14

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

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

SLOT SERVICE TECHNICIAN 1 (EVENINGS)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

Location: NEKOOSA

Submit: Application

Pay Rate: 12.91+TIPS

Status: FULL-TIME

Job Code: 220713Y

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.

- N** \*Ho-Chunk Preference will be applied in hiring.
- O** \*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.





DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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**

**SURVEILLANCE AGENT (SWING/GRAVE)**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 16.14**

**Status: FULL-TIME**

**Job Code: 220720M**

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 (VARIOUS)**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 18.29**

**Status: FULL-TIME**

**Job Code: 220720N**

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**

**BUS MONITOR (4 hours per day)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.18**

**Status: QUARTER-TIME**

**Job Code: 220629F**

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 have a valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:** The duties of this position are primarily performed on the bus.

**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: 14.00 +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.

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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: 8/3/2022**

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 ASSOCIATE (9A-1P)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.08**

**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: 17.23**

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

**ELDER WORKER (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

**Location: TOMAH**

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

**Pay Rate: 12.92**

**Status: PART-TIME**

**Job Code: 220713G6**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

**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: 12.92**

**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.

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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: 8/3/2022

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

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

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

GRANT PROGRAM MANAGER (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - HOUSING & PUBLIC WORKS

Location: TOMAH

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220720F

Qualifications: Minimum of two (2) year business degree. Minimum of 2-3 years' experience working directly with grant funded programs and financial reporting requirements. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Works in an office setting.

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

MAINTENANCE WORKER 2 (DAYS, SOME EVENINGS)

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - COMMUNITY CENTER

Location: TOMAH

Submit: Application

Pay Rate: 14.00

Status: FULL-TIME

Job Code: 220629Q

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

RECORDS CLERK 2 (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - HOUSING & PUBLIC WORKS

Location: TOMAH

Submit: Application

Pay Rate: 12.71

Status: FULL-TIME

Job Code: 220629T

Qualifications: High School Diploma or equivalent plus a minimum of two (2) years' experience in an office setting. Must have valid driver's license, dependable transportation, and proper insurance. WORKING CONDITIONS: This position will be in an office setting. Occasional travel is required. Must be able to lift 35-60 pounds.

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

RESIDENTIAL CONSTRUCTION SUPERVISOR (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - RENTAL DIVISION

Location: TOMAH

Submit: Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 220629V

Qualifications: BS in Construction Management or BS in Project Management. Other degrees may be considered if they are relevant to position. No convictions of any felony or misdemeanor involving dishonesty. Certification with the State of Wisconsin in construction, electrical, plumbing, HVAC energy and weatherization for residential construction is required within two (2) years. State of Wisconsin Dwelling Contractor Qualifier certification is required within one year. State of Wisconsin Home Inspector license is required within one year. Valid driver's license, dependable transportation, and proper insurance. Five or more years' work experience in residential home construction and/or home improvement required. Five or more years' work experience in supervision or management is required. Five or more years' work experience in project management, construction procurement, or general contracting preferred. Five or more years' work experience in residential home inspection or building inspection preferred. WORKING CONDITIONS: Work in both office setting and construction setting. Must be able to work flexible hours and travel may be required for this position.

NOTE

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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**

**SECURITY OFFICER (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 16.15**

**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: 19.38**

**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: 12.92 +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.

**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: 16.15+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.

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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: 8/3/2022

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

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

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

T.A.U ASSISTANT COOK (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: TOMAH

Submit: Application and Resume

Pay Rate: 10.00

Status: FULL-TIME

Job Code: 220629W

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

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

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

Closing Date:

Open Until Filled

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.

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

BARTENDER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 9.98 +TIPS

Status: FULL-TIME/PART-TIME

Job Code: 220727R

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

NOTE

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

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\*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: 8/3/2022

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

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

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

CAGE CASHIER (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

Location: WITTENBERG

Submit: Application

Pay Rate: 14.40

Status: FULL-TIME/PART-TIME/QTR Job Code: 220727B TIME

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

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

CAGE SHIFT SUPERVISOR (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 19.94

Status: FULL-TIME

Job Code: 220727A

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

CASINO HOST/HOSTESS (VARIES)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 15.51

Status: FULL-TIME

Job Code: 220525C

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

COUNT ASSOCIATE (3RD SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

Location: WITTENBERG

Submit: Application

Pay Rate: 14.65

Status: FULL-TIME/PART-TIME

Job Code: 220713D

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

NOTE

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\*All 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: 8/3/2022

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

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

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

DISHWASHER (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 11.08 Status: FULL-TIME/PART-TIME Job Code: 220727T

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

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

ELDER WORKER (1ST SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF LABOR - ELDER COMMUNITY WORK PROGRAM

Location: WITTENBERG

Submit: Application, Resume and Letter of Application Pay Rate: 13.30 Status: PART-TIME Job Code: 220713G7

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. None Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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

ELECTRICIAN 1 (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application Pay Rate: 12.19 Status: FULL-TIME Job Code: 220713H

Qualifications: High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. Obtain Power Industrial Truck certification within 6 months of hire date. Follow Ho-Chunk Nation ERA continuously. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002 continuously. Have training in math, electricity, mechanical drawing, science and shop. WORKING CONDITIONS Sub-zero to hot/humid temperatures. Confined spaces. Noisy gaming floor. Smoking environment. All levels of heights.

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

ENVIRONMENTAL SERVICE HEAVY DUTY CLEANER (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application Pay Rate: 15.51 Status: FULL-TIME Job Code: 220713I

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

FOOD & BEVERAGE JANITOR (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 11.08 Status: FULL-TIME Job Code: 220727U

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

FOOD SERVER (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 8.86 Status: FULL-TIME/PART-TIME Job Code: 220725

Qualifications: High school diploma or equivalent desired.

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

FRONT DESK SUPERVISOR (2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG WITT-HOTEL

Location: WITTENBERG

Submit: Application Pay Rate: 18.84 Status: FULL-TIME Job Code: 220721

Qualifications: High school graduate or equivalent, advanced education desirable. Minimum two years' work experience in a hotel preferred or other supervisory experience considered. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft windows computer operating system environment. Ability to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires keyboarding, standing, walking, writing, sitting, and hearing and visual perception and required to lift and carry up to 25 lbs. Must have valid driver's license, dependable transportation, and proper insurance.

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

GROUP SALES REPRESENTATIVE (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

Location: WITTENBERG

Submit: Application and Resume Pay Rate: 17.73 Status: FULL-TIME Job Code: 220713K

Qualifications: High School diploma or equivalent. Two years of college education preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Minimum of two (2) years prior experience in Customer Service, Sales or Gaming Operations. WORKING CONDITIONS Office setting. Ability to work varying hours and days including weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

LEAD COOK (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 14.40 Status: FULL-TIME Job Code: 220727V

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: 8/3/2022

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

MAINTENANCE SPECIALIST (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application Pay Rate: 15.51 Status: FULL-TIME Job Code: 220713N

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

NIGHT AUDITOR (10P-630A) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG WITT-HOTEL

Location: WITTENBERG

Submit: Application Pay Rate: 15.51 Status: FULL-TIME Job Code: 220525P

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

PANTRY PREP COOK (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 11.08 Status: FULL-TIME/PART-TIME Job Code: 220727P

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

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

PRODUCTION COOK (VARIES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application Pay Rate: 12.19 Status: FULL-TIME/PART-TIME Job Code: 220727Q

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.

NOTE: \*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: 8/3/2022**

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

#### PROMOTIONS HOST/HOSTESS (VARIES)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.51**

**Status: FULL-TIME**

**Job Code: 220525R**

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

#### RESTAURANT BEVERAGE SERVICES SUPERVISOR (VARIES)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 14.40**

**Status: FULL-TIME**

**Job Code: 220727X**

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

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

#### RETAIL ASSOCIATE (1ST & 2ND SHIFT)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.30**

**Status: FULL-TIME**

**Job Code: 220713V**

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

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

#### ROOM ATTENDANT (1ST SHIFT)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG WITT-HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.51**

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

**Job Code: 220713A2**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/3/2022

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.62**

**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.

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

**SLOT SERVICE TECHNICIAN 2 (1ST, 2ND, 3RD & 4A-1230P SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.62**

**Status: FULL-TIME**

**Job Code: 220601A17**

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

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

**TRAINING AND DEVELOPMENT SPECIALIST (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS -

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 18.84**

**Status: FULL-TIME**

**Job Code: 220713A1**

Qualifications: Minimum two year education beyond high school in Education, Business or Human Resources, Training or Supervisory experience; OR an equivalent combination of education and experience. Valid driver's license, dependable transportation and proper insurance. Tribal Gaming Industry, Training or Customer Service experience is highly desired. Must have computer skills with Microsoft Windows and data entry for training software. WORKING CONDITIONS: office setting/class-room setting. Smoke filled environment. Travel to other Ho-Chunk Gaming Wisconsin sites and off-site trainings. Ability to work irregular hours including late nights, early mornings, weekend and holidays.

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