



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

MAINTENANCE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 23.85

Status: FULL-TIME

Job Code: 2308091

Qualifications: High School Diploma or equivalent and Two (2) to four (4) years of combined education/experience in relevant field. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation, and proper insurance. Must be bondable. Maintain confidentiality. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC electrical, structural, and 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. Strong analytical and written skills. Strong interpersonal skills. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. 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

ADMINISTRATIVE ASSISTANT (8AM - 4:30PM)

Closing Date:

8/23/2023

DEPARTMENT OF SOCIAL SERVICES - SOCIAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 14.96

Status: FULL-TIME

Job Code: 230809A

Qualifications: High School diploma or equivalent with emphasis in clerical and/or office procedures. Valid driver's license, dependable transportation and proper insurance may be required. Maintain confidentiality. Two (2) years' experience or education in a business or office setting. Ability to promote positive public and employee relations, resolving simple and informal complaints and maintaining a professional attitude and appearance at all times. Excellent English comprehension skill in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Ability to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction and procedures. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite. Very good skills at coordinating people, programs and procedures. WORKING CONDITIONS: Office Setting.

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

CHILD SUPPORT SPECIALIST (8AM - 4:30PM)

Closing Date:

8/23/2023

DEPARTMENT OF SOCIAL SERVICES - SOCIAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 19.57

Status: FULL-TIME

Job Code: 230809F

Qualifications: High School diploma or its equivalent and four (4) to six (6) years' experience working in the legal field, preferably with family law, or An Associate's degree as a paralegal/legal secretary or equivalent college credits in any combination of the following areas: Human Services, Human Services related field, Public/Business Administration, Economics, Accounting or Communications and two (2) years' experience working in the legal field. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment. This position further requires continued compliance with the IRS safeguarding procedures pursuant to the revised publication 1075. Possess good math skills. Must maintain confidentiality and comply with the Health Insurance Portability and Accountable Act (HIPAA) standards, as well as any federal, state and tribal standards that may apply. Must be able to attend training and workshops as required to maintain the ability to perform your duties. Valid Driver's license, dependable transportation and proper insurance is required. Ability to communicate effectively orally and in writing. Must be able to work independently, possess good time management skills, possess initiative and demonstrate a dependable work record with the ability to meet deadlines. Ability to accurately perform a variety of task under conditions of frequent interruptions. Ability to prioritize workload and work under pressure of deadlines. General knowledge of the IV-D program. Required keyboarding skill of 55 words per minute. Knowledge of office practices, procedures and equipment including, but not limited to, computers, copiers, fax machine, multi-line phone systems and adding machines. Understanding of Ho-Chunk culture and traditions, a plus. WORKING CONDITIONS: Office setting in a non-smoking environment. Travel is required including overnight stays within the State of Wisconsin and outside the state of Wisconsin.

- 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

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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**

**OFFICE MANAGER - SLOT DEPARTMENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.57**

**Status: FULL-TIME**

**Job Code: 230809K**

Qualifications: High School Diploma or GED certificate required. Associate's or Bachelor's degree in Business Administration preferred or equivalent related work experience. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Minimum 4 years Office Management experience required. Must have 2 years Slot Operations experience. Must be able to read, write and understand English. Ability to handle multiple competing priorities, excellent organization skills, attention to detail and flexibility. Must be accurate and efficient with the ability to meet deadlines. Must have a strong work ethic. Must be able to type 45 WPM. Must be proficient in Microsoft applications. Must pass Office Manager Test at time of interview. WORKING CONDITIONS: Office setting.

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

**PHARMACIST**

**Closing Date:**

**8/23/2023**

DEPARTMENT OF HEALTH - HEALTH CLINIC

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230809L**

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

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

**PHARMACY TECHNICIAN CARE COORDINATOR 1**

**Closing Date:**

**8/23/2023**

DEPARTMENT OF HEALTH - HEALTH CLINIC

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.42**

**Status: FULL-TIME**

**Job Code: 230809M**

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. Assist the pharmacist in assuring the quality of all pharmaceutical services. Understand the principles for managing change. Exercise extreme attention to detail in order to comply with State, Tribal, and Federal regulations for operating within a dual pharmacy operation. Skill needed to adapt direct patient care to meet the needs of a diversity and cultural sensitivity. Knowledge resources for staying current with changes in pharmacy practice. Communicate clearly when speaking and/or writing. Excellent math and business skills required. Ability to read, understands, and follows written instructions required. Ability to pay close attention to details in tasks that are routine and repetitive. Competence in basic keyboard skills required in order to work with computer systems. Good customer relation skills. Ability to solve problems commonly encountered in one's work. Display a caring attitude toward patients in all aspects of job responsibilities. Function effectively as a member of the health care team. Ability to understand the use and side effects of prescription and non-prescription medications used to treat common disease states. Ability to accurately collect pharmacy co-payments; identify origins of insurance claim reject errors in order to successfully adjudicate claims for reimbursement. Ability to complete additional training in medical/pharmacy terminology, pharmaceutical, and mathematical calculations, billing and insurance procedures, inventory control, and other related skills. Knowledgeable about utilizing sanitary procedures in the handling of prescription medications. 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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**RECORDS CLERK II (8AM - 4:30PM)**

**Closing Date: 8/23/2023**

DEPARTMENT OF ADMINISTRATION - RECORDS MANAGEMENT - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 230809N**

Qualifications: Must have high school diploma or equivalent. Valid driver's license, dependable transportation and proper insurance are required. Must be able to maintain strict confidentiality and professional demeanor under all work circumstances. One (1) to two (2) years of warehouse experience preferred. Knowledge of Records Center and Records Warehouse operations preferred. Ability to work cooperatively in a team environment or independently as needed. Ability to use Microsoft Office, word processing, equipment, spreadsheets, and software. Exercise excellent customer relation skills that promote a positive image of the department. WORKING CONDITIONS: Generally a warehouse setting in various weather conditions. Must be able to lift 35-60 lbs. on a daily basis. Travel is required.

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

**CAGE CASHIER (4:00PM - 12:30AM)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.09 + TIPS Status: FULL-TIME**

**Job Code: 230809B**

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

**CAGE CASHIER (7/8PM - 3:30/4:30AM)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.09 + TIPS Status: FULL-TIME**

**Job Code: 230809C**

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

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

#### **CAGE CASHIER - (WEEKENDS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 17.09 + TIPS Status: QUARTER-TIME**

**Job Code: 230809D**

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. Frequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis. Must be able to stand stoop and bend for long periods of time.

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

#### **CAGE SHIFT SUPERVISOR (7/8/PM - 3:30/4:30AM)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 23.67**

**Status: FULL-TIME**

**Job Code: 230809E**

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. Must be neat in appearance. Must display a positive attitude at all times. Must be punctual and ready to work in office at scheduled time. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. 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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

#### **DINING ROOM SERVICES MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.72**

**Status: FULL-TIME**

**Job Code: 230809G**

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

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

#### **FACILITIES PERSON (2ND SHIFT)**

**Closing Date:**

**8/23/2023**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.77**

**Status: FULL-TIME**

**Job Code: 230809H**

Qualifications: High school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have dependable transportation. Must be bondable. 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. Strong interpersonal skills. Maintain confidentiality. WORKING CONDITIONS: Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Able to work nights, weekends, and holidays as assigned. All conditions from hot/humid to sub-zero weather.

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

RESTAURANT SITE MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume

Pay Rate: 22.34

Status: FULL-TIME

Job Code: 2308090

Qualifications: Associates Degree in restaurant/bar/hotel management is required. Bachelors of Arts is preferred. Two years' experience in restaurant/bar/hotel management. Prior successful supervisory experience. Accounting and record-keeping experience is required. Must be personable, ambitious, and motivated. Must be self-disciplined, possess excellent communication skills, be neat and clean in appearance. Must be able to read, write and understand English. Must have the ability to plan, organize, and coordinate complex work and maintain a high degree of accuracy. Must have the ability to analyze complex processes and issues and make sound and balanced judgments with appropriate input as required. Interact with the general public, staff, supervisors and department heads with diplomacy, tactfulness and fairness and resolve discrepancies in a professional manner. Must have a strong work ethic. Must be proficient in Microsoft Office Applications. WORKING CONDITIONS: Restaurant setting. While performing the duties of this job, the employee is exposed to kitchen equipment to include ovens, stoves, grills, fryers and sharp objects. Exposure to second hand tobacco smoke. The noise level in the work environment is usually moderate.

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

OFFICE MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 18.71

Status: FULL-TIME

Job Code: 230809J

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

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

SHIFT LEADER - 2ND SHIFT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

Location: WITTENBERG

Submit: Application

Pay Rate: 21.68

Status: FULL-TIME

Job Code: 230809P

Qualifications: High school diploma or GED/HSGED. Valid driver's license and dependable transportation. Must maintain proper insurance at all times. No prior criminal charges, including but not limited to violence, retail theft, fraud or issuance of worthless checks within the past seven (7) years. Obtain all required certifications within 3 months of hire, including but not limited to C Operator, Food Safety, We Card, and where appropriate and if the employee is 18 years of age or older Safe Serve. CPR and Food Safety Certification is required within 6 months of hire. Maintain compliance with the Ho-Chunk Nations' ERA (Employee Relations Act), Occupational Safety and Health Program Act. Must possess good math skills and be able to pass change count back test at time of interview or prior to being placed in position. One (1) year experience as a Retail Associate or lower management in a retail industry involving cash handling. One (1) year supervisory experience in a retail industry OR two (2) consecutive years of experience as a Retail Associate in retail fuel sales. Ability to perform all duties and responsibilities assigned to the Retail Associate position. Ability to perform all duties and responsibilities required of Convenience Store Manager. Demonstrate hospitable personality along with the ability to relate to guests and fellow employees in a manner that renders fast, efficient and courteous customer service. Demonstrate ability to accurately perform math calculations and functions related to operations management. Excellent customer service skills (friendly and courteous). Ability to multi-task in a high interruption environment. Ability to properly use all personal protective equipment as requested by store management. Is flexible and responsive to convenience store operational needs and requirements. Knowledge of chemical usage, storage and disposal. 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 or requested. All conditions from hot/humid to sub-zero weather. Travel for training and meetings as necessary. Ability to work on your feet for a minimum of ten (10) working hours. Ability to stand for the duration of the shift. Ability to move body, Stretch, bend or turning motions continuously.

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**TRIBAL AGING UNIT OFFICE MANAGER**

**Closing Date: 8/23/2023**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 20.48**

**Status: FULL-TIME**

**Job Code: 230809Q**

Qualifications: High school diploma or equivalent. Associate Degree preferred. 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. CPR certification required. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for others. Experience in office management. Must adhere to all applicable confidentiality laws. Proficiency in Microsoft Word, Excel, and Outlook. Possess good decision making, interpersonal relations, and leadership skills. Ability to communicate effectively both orally and in writing. Must be dependable, energetic, possess initiative, and be self-motivated. Must have exceptional organizational skills. WORKING CONDITIONS: Office setting. Some travel required.

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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

**BAR PORTER**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.29**

**Status: FULL-TIME**

**Job Code: 230719A**

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

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

**CAGE CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.32**

**Status: FULL-TIME**

**Job Code: 230726B**

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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**COUNTER SERVER /CASHIER**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 12.55**

**Status: FULL-TIME**

**Job Code: 230719F**

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

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

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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: 8/9/2023

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

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

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

**DISHWASHER**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 12.55**

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

**Job Code: 230607C**

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**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 18.83**

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

**Job Code: 230719K**

Qualifications: Must have a high school diploma or equivalent. Required to have a valid/current State of Wisconsin Emergency Medical Technician License. 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 not have been convicted of a felony, or convicted of an offense which is related to drugs, theft, fraud, children or elders. 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. **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, will be required to sit, stand, walk, stoop, squat, push, pull, bend, crouch, crawl, climb, balance, run, talk and hear. Is frequently required to lift and/or move fifty (50) pounds and may be required to lift and/or move up to two hundred (200) 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**

**ENVIRONMENTAL SERVICE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 21.34**

**Status: FULL-TIME**

**Job Code: 230628K**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

HVAC TECHNICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 2306280

Qualifications: High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. One year vocational training and/or two (2) 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. WORKING CONDITIONS: Sub-zero to hot/humid temperatures. All levels of heights. Confined spaces. Smoking environment. Noisy gaming floor.

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

MAINTENANCE SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 17.58

Status: FULL-TIME

Job Code: 230628P

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

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: 13.80

Status: FULL-TIME/PART-TIME

Job Code: 230607G

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

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application

Pay Rate: 17.58

Status: FULL-TIME

Job Code: 230726M

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. 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. Facilities with an ancillary site may include travel between site locations. 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. 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: 8/9/2023

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

**PURCHASING AGENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-PURCHASING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 20.09**

**Status: FULL-TIME**

**Job Code: 230719AA**

Qualifications: High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Two (2) years prior experience. WORKING CONDITIONS: Office environment ability to sit and stand for extended periods. Requires the ability to communicate effectively. Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, and reaching. Requires the ability to lift, carry, push or pull medium weights up to 75 pounds.

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

**ROOM ATTENDANT - (1ST SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.58**

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

**Job Code: 230726I**

Qualifications: High School Diploma or equivalent. Must be bondable. No record of theft. One (1) – two (2) years of hotel housekeeping-related experience beneficial. 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. Ability to communicate clearly and effectively verbally and in writing. Present a positive and professional attitude and work well in a team. Regular attendance and punctuality is required. Demonstrate excellent time management and multitasking skills. Ensure working transportation. WORKING CONDITIONS: Work based on business demands consisting of nights, weekends, and holidays. Perform the physical demands of a room attendant and be able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Work requires visual acuity, color perception, sense of smell and touch, and hand-eye coordination. Be able to lift 25 lbs. continuously and occasionally 50 lbs. Push or pull 75 lbs. and seldom lift 100 lbs. with assistance. Must work with various chemicals and wear the proper Personal Protective Equipment.

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

**SECURITY OFFICER (B)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 230719AC**

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 maintain confidentiality. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. 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.

**NOTE**

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

**SHUTTLE DRIVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.06**

**Status: FULL-TIME**

**Job Code: 230719AD**

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

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

**SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.06 + TIPS Status: FULL-TIME**

**Job Code: 230802Z**

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. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. 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**

**ACCOUNTANT II**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230802A**

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**

**ACCOUNTS PAYABLE SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 230621A**

Qualifications: High School Diploma or its equivalent. At least three years' experience in an office setting. No convictions for any felony or for a misdemeanor involving dishonesty. Willingness to comply with tribal drug testing policy. Valid driver's license, dependable transportation and proper insurance. Must pass background check as dictated in Treasury Department policy. WORKING CONDITIONS: Work in an office setting.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**BARTENDER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.36**

**Status: FULL-TIME/PART-TIME/QTR TIME Job Code: 230802B**

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

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

**BEVERAGE SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 9.21**

**Status: FULL-TIME/PART-TIME/QTR TIME Job Code: 230802C**

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**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.51 + TIPS Status: FULL-TIME**

**Job Code: 230802D**

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. Must have reliable transportation. Must be neat in appearance. Must possess the ability to add, subtract, multiply and divide with the use of a calculator. Must possess the ability to count and make change, rapidly and accurately. Must be able to work without being involved in interpersonal conflicts. Must be able to speak clearly and concisely in front of large audiences. 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**

**BOOKKEEPER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230607A**

Qualifications: Two (2) year business degree from an accredited college or university or a minimum of two years' experience as a bookkeeper, accounts receivable clerk, or accounts payable clerk. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Willingness to comply with tribal drug-testing policy. WORKING CONDITIONS: Work 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**

**BOOKKEEPER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230719B**

Qualifications: Two (2) year business degree from an accredited college or university. Minimum of two years' experience as a bookkeeper, accounts receivable clerk, or accounts payable clerk. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. WORKING CONDITIONS: Work in an office setting.

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

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**BUS DRIVER CDL WITH S ENDORSEMENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 15.40**

**Status: FULL-TIME**

**Job Code: 230802E**

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. Willingness to fully participate in the Head Start Program. Data entry skills are required. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations. Must be appropriate role model to children, families and staff. Must possess an impeccable attendance record in previous positions. **WORKING CONDITIONS:** The duties of this position are primarily performed on the bus and in a classroom setting.

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

**CAGE CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.96 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 230719C**

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**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 230719E**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**CASE MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 230621D**

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

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

**CONSTRUCTION II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230621E**

Qualifications: High School diploma or equivalent. Desirable additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one year experience in supervisor or foreman positions. Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

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

**COUNT TEAM MEMBER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.57**

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

**Job Code: 230510R**

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 required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. WORKING CONDITIONS: Required to work a flexible schedule including extended hours, weekends and holidays. Must have dexterity in both hands. Work area is NOT smoke, noise or dust free. Ability to squat, twist, bend, lift, carry, grasp, walk, 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**

**COUNTER SERVER CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 11.51**

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

**Job Code: 230802G**

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

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

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**

**DIETITIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230719H**

Qualifications: Bachelor's degree from an accredited institution with a Major in Dietetics. Currently credentialed as a Registered Dietitian or willing to take, and successfully pass, the Registered Dietitian exam within one year from date of hire. Must have valid driver's license, dependable transportation, and insurance. Must promote a positive and healthy lifestyle, non-abusive, healthy lifestyle. Must obtain and maintain Wisconsin certification/licensure as a Registered Dietitian. Completion of a dietetic internship or equivalent program approved by the American Dietetic Association. Preferred experience with food safety standards, nutrition screening, menu analysis, and general supervision. WORKING CONDITIONS: Office setting. Some travel required.

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

**ELDER WORKER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: PART-TIME**

**Job Code: 230719I**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, MUST HAVE CDL, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. WORKING CONDITIONS: 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**

**ENVIRONMENTAL SERVICES HEAVY DUTY CLEANER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

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

**Job Code: 230719M**

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 utilizing industrial machinery preferred. 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. 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**

**ERA COMPLAINTS OFFICER**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF PERSONNEL - PERSONNEL - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 26.48**

**Status: FULL-TIME**

**Job Code: 230802H**

Qualifications: High school diploma or equivalent required. Associate degree relevant to the field of Human Resources required. Bachelor degree in Human Resources or similar field is preferred. No infraction or violation related to the breach of confidentiality. Three (3) years of experience working with customers or clients. Three (3) years of experience in management or at a senior administrative level with an emphasis on employee labor relations is preferred. Excellent listening and verbal skills. Professional written communication skills. Knowledge of Human Resources practices. Ability to identify and compile reports on complaint and other feedback trends concerning an employee's work environment. Must be organized and meticulous with data entry and maintaining files. Ability to work under daily deadlines and/or close timelines. Basic computer skills, including email, Word, Excel, Power Point, and internet use. WORKING CONDITIONS: Office setting.

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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: 8/9/2023

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**

**FITNESS SPECIALIST 12:30PM TO 8:30PM**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230621J**

Qualifications: Must not have been convicted of any criminal offense relating to theft, fraud, or children. Must be immunized. Must possess current CPR, First Aide, and an accredited certification as a Personal Trainer. Must promote a healthy non abusive lifestyle. Valid driver's license, dependable transportation, and proper insurance may be required. Maintain confidentiality and professional demeanor at all times. Must follow the guidelines designated by the American College of Sports Medicine or American Council of Exercise. **WORKING CONDITIONS:** Must be able to work varied shifts, in varied weather conditions, in varied locations and facilities and weekends and holidays. Interior office space, utilizing the outside space for daily or special events and other facilities as assigned. Must wear authorized uniform and accessories at all times while on duty including mandated personal safety equipment. Sit, stand, walk, climb and descend stairs, as well as working in high places as duties require.

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

**FRONT DESK MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 230705F**

Qualifications: High school diploma or GED required. Associate degree or higher in Hospitality or related field preferred. Must be bondable. Valid driver's license, dependable transportation and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Minimum of two (2) years of work experience in hotel required. Two (2) years of supervisory experience required. One (1) year proven front desk experience required. Previous experience with a hotel property management system highly preferred. **WORKING CONDITIONS:** Position will be primarily in an office/front desk setting. Ability to work varying hours and days (including weekends and holidays). Professional attire, fast paced environment, work under pressure, tight deadlines, attentions to detail and ability to multi-task. Requires keyboarding, standing, walking, writing, sitting hearing and visual perception.

**APPLY & INQUIRE AT: Ho-Chunk Transportation Authority, 28902 Highway 21, Tomah, WI 54660,**

**HIGHWAY MAINTENANCE WORKER**

**Closing Date:**

**Open Until Filled**

HO-CHUNK TRANSPORTATION AUTHORITY -

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230802J**

Qualifications: High school diploma or equivalent. Knowledge of truck mechanics, air brakes and diesel engines. Knowledge of operating variety of vehicles/heavy equipment that includes, but not limited to, dump trucks, utility tractors, snow plow equipment, chainsaws, ect. Must have the ability to take direction and carry out effectively with minimal supervision. Have the ability to pass a Federal Bureau of Investigation background check. Must have the ability to lift heavy articles, bend, stoop, load and unload cargo. Must have a doctor's health certificate. **WORKING CONDITIONS:** Must be able to work outdoors in snow, sleet, rain, and summer heat. Snowfall and rain may require then to work at night to clear and repair road for morning commuters. Must be able to work under a variety of weather and traffic conditions (dirt, fumes and greasy conditions).

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

**HO-CHUNK INSURANCE REVIEW COMMISSION**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF PERSONNEL - PERSONNEL - TOB

**Location: BLACK RIVER FALLS**

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

**Pay Rate: STIPEND**

**Status: FULL-TIME**

**Job Code: 230531E**

Qualifications:

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**

**HOUSEKEEPING SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 19.57**

**Status: FULL-TIME**

**Job Code: 230705G**

Qualifications: High school diploma or equivalent, (advanced education desirable). Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three (3) years' experience in housekeeping required and supervisory experience preferred. Must be able to type at least 40 words per minute. **WORKING CONDITIONS:** Must be able to work varied hours and shifts, including evenings and weekends as needed. Must have good hearing, visual perception, and manual dexterity. May be able on occasion be required to lift and carry up to 35 pounds. Inside and outside of the building as needed.

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

**INTERGOVERNMENTAL AGREEMENT ADMINISTRATOR**

**Closing Date:**

**8/16/2023**

LEGISLATIVE -

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230802K**

Qualifications: Associate Degree required; Bachelor Degree preferred. Or a comparative combination of military service, work experience, and education. Must pass background check and drug screen. Must have and maintain a valid and unrestricted driver's license, dependable transportation and adequate insurance throughout the term of employment. Must have ability to travel frequently. Three (3) years of recent, relevant and progressively responsible professional work experience. One (1) year of supervisory experience preferred. Must possess good communication skills, both oral and written. Must possess ability to work with tribal, state, and federal stakeholders in a professional manner. Must have good management skills and be able to work independently. Must have basic accounting skills. Must have computer skills and working knowledge of standard programs. Must be comfortable with speaking throughout meetings and large conferences. **WORKING CONDITIONS:** This position requires an office, meeting, and conference room setting. This position requires frequent travel and occasional exposure to inclement weather. This position may require frequent standing, sitting for long periods of time, walking on uneven terrain, bending/stooping, climbing stairs, squatting, reaching above shoulder level, crouching, kneeling and balance. This position requires occasional lifting and/or carrying of objects up to 30 pounds.

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

**LEAD COOK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230802L**

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: 8/9/2023

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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**

**MAINTENANCE SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230802M**

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

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

**MAINTENANCE WORKER II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230621L**

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**

**MEDICAL LABORATORY TECHNICIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230802P**

Qualifications: Associate degree in Laboratory Science or Medical Laboratory Technology (MLT) required. Bachelor's degree is preferred. Proof of meeting the Clinical Laboratory Improvement Amendments (CLIA) 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Proof as a qualified Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must maintain a current license by attending continuing education units (CEUs) during employment. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations. Possess skill in working with patients of all age ranges with varied background and cultures. Possess ability to troubleshoot instrument problems and perform maintenance. Possess ability to apply critical thinking in various aspects of laboratory systems. Ability to apply mathematical concepts such as fractions, percentages, standard deviation to task such as quality control. WORKING CONDITIONS: Work in a Laboratory clinic setting with analyzers, equipment, patients, etc.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**PARALEGAL 1**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE -

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.45**

**Status: FULL-TIME**

**Job Code: 230712F**

Qualifications: Minimum of Associate Degree from an American Bar Association certified paralegal/legal assistant program or ability to obtain degree within three (3) years of employment. This job description requires compliance with the Indian Protection and Family Violence Prevention Act, 25 U.S.C. Part 320 (c). Employee shall be subject to a background investigation as a condition of employment. Valid driver's license and appropriate auto insurance required. Two (2) years working experience as a Paralegal preferred. Familiarity with and knowledge of Tribal government structure, Tribal Court, business and enterprises; state and federal court systems and relevant law. Ability to carry out assigned duties with little supervision; simultaneously handle multiple tasks. Must possess good writing, oral and analytical skills and capable of keyboarding work product. **WORKING CONDITIONS:** Work in an office setting. Minimal travel required.

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

**PATIENT SERVICES COORDINATOR**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF HEALTH - HEALTH-FINANCE BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230802R**

Qualifications: High school diploma or GED. Valid driver's license, dependable transportation, and proper insurance. Must live and promote a healthy lifestyle. Must ensure that all duties performed are in strict compliance with the Privacy Act/HIPAA in maintaining confidentiality. Six (6) months experience required in a similar service-orientated industry. One (1) year related work experience preferred. Basic computer knowledge and skills are required. Knowledge of medical terminology and coding classification of medical diagnoses and procedures. Knowledge of anatomy and physiology is an asset. Ability to prioritize the workload requirements of the day while maintaining the long-term business office needs of the clinic. Ability to communicate effectively. Ability to follow directions and absorb quantities of material necessary to the efficient performance of assigned duties. Good organizational skills and the ability to meet deadlines under pressing workloads. Ability to establish and maintain positive public relations skills while managing a high influx of clinic visits and telephone calls. **WORKING CONDITIONS:** Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an eight (8) hour shift. Possess the necessary hand dexterity for typing and writing for long periods of time. Ability to view computer screens for long periods of time. Maintain a clean and healthy work environment. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment. Travel may be required for job related trainings

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

**PERSONNEL BOARD OF DIRECTORS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF PERSONNEL - PERSONNEL - TOB

**Location: BLACK RIVER FALLS**

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

**Pay Rate: STIPEND**

**Status: NONE SELECTED**

**Job Code: 230531J**

Qualifications:

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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: 8/9/2023**

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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**

#### PROCUREMENT AGENT

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF TREASURY - TREASURY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 23.02**

**Status: FULL-TIME**

**Job Code: 230621Q**

Qualifications: Associate Degree in business or related field required. Bachelor Degree in business or related field preferred. All gaming employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Must have valid driver's license. Two (2) years prior experience with governmental purchasing experience. One (1) year purchasing experience with suppliers, pricing, and product sourcing. Certified Public Procurement Officer (CPPO), CPPB (Certified Public Buyer) strongly preferred. Must have supervisory skills, clerical skills, and strong organizational skills. Knowledge of Negotiation Process, Contract Administration, supply manager, and strategic procurement planning. Demonstrate facilitation skills. Ability to work in a team environment. Ability to be detail-oriented. Must have good computer skills in Microsoft Office Word and Basic Excel. Excellent verbal and written communication skills are a must with the ability to establish business relationships with a variety of vendors. **WORKING CONDITIONS:** Work is performed while standing, sitting, and/or walking. Requires the ability to communicate effectively using speech, vision, and hearing. Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, and reaching. Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust.

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

#### PRODUCTION COOK

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.66**

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

**Job Code: 230802S**

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**

#### PROMOTION HOST/ HOSTESS - (NIGHTS)

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230726G**

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. Valid driver's license and liability auto insurance (at minimum), preferred. No experience is required. **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. Facilities with an ancillary site may include travel between site locations.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

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

**RADIOLOGY TECHNOLOGIST II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: PART-TIME**

**Job Code: 230628S**

Qualifications: Graduate from an accredited two (2) year college or technical school with an Associate Degree in Radiologic Technology is required. Possess a certificate from the American Registry of Radiologic Technologist. Possess a State of Wisconsin license as a Licensed Radiographer. Possess a valid driver's license, dependable transportation and auto license. Promote a healthy non-abusive lifestyle. Must maintain patient confidentiality in accordance with Department policy, Privacy Act/HIPAA regulations. More than two (2) years of experience as a Radiologic Technologist and must maintain certification. Ability to assess and evaluate radiographs and determine optical diagnostic quality to include positioning, legal identification, and use of protective devices. Ability to adapt to perform duties during emergency situations and follow protocols. Acquire and maintain appropriate credentials and certification related to clinical practices. Ability to perform, evaluate, and report results of quality control procedures on equipment and accessories. Possess proven business skills scheduling, client relations, and billing. Ability to maintain a high standard of courtesy and cooperation in dealing with coworkers, patients, and visitors. Ability to work cooperatively as part of a health care team is a must. Ability to work in accordance with established policies and procedure, department guidelines, federal and state rules and regulations, and medical standards of care. Must be able to interact with other health care staff as part of a health care team. WORKING CONDITIONS: Work in the radiology area with various duties requiring lifting, reaching, stooping, bending and standing.

**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**

**Closing Date:**

**9/14/2023**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 40.29**

**Status: FULL-TIME**

**Job Code: 230614H**

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

**RESTAURANT BEVERAGE SERVICES SUPERVISOR**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230802U**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**RETAIL ASSOCIATE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

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

**Job Code: 230524D**

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

**SECRETARY III**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230802W**

Qualifications: Must have a high school diploma or equivalent. One (1) year of education beyond high school in secretarial related courses preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. This job description requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background check investigation as a condition of employment. (For positions that work directly with elders and children). Valid driver's license and appropriate auto insurance required. Three (3) years progressively responsible office and secretarial experience. Excellent English skills in reading, writing, spelling and composition. Excellent telephone etiquette. Ability to work with Microsoft programs including WORD, EXCEL, etc. Able to take and prepare complex minutes. Must be able to type 60 WPM. Excellent communication skills and active listening. Work under minimal supervision. WORKING CONDITIONS: Office Setting. Required to sit for extended 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**

**SECURITY OFFICER (B)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.27**

**Status: FULL-TIME**

**Job Code: 230712G**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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 PARTS MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 23.02**

**Status: FULL-TIME**

**Job Code: 230705M**

Qualifications: High School Diploma or GED certificate required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have 5 years experience in Slot Floor Operations or Repair. Must be proficient in Microsoft applications. Must have strong communication skills to clearly express product and specifications and knowledge. Requires a high degree of organizational skills, negotiating skills and professional ethics in dealing with vendors and customers. Must have strong work ethic. Must pass a Slot Parts Manager test at time of interview. **WORKING CONDITIONS:** Office setting. Occasionally 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 SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 230802Y**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have one (1) year of experience in slot floor operations and/or repair. Must have one (1) year of supervisory experience. Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Must have excellent problem solving skills. Must be able to oversee numerous monetary transactions with a high degree of accuracy. Must have excellent customer service skills. Must be able to deal with stressful situations in a professional manner. Must lead by example. Must be proficient in Microsoft Office Applications. Must pass a Slot Service Supervisor test at time of interview. **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 I**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 230802AA**

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. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. **WORKING CONDITIONS:** Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

**SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 17.27**

**Status: FULL-TIME**

**Job Code: 230705N**

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. **WORKING CONDITIONS:** Ability and willingness to work assigned schedule that will include nights, weekends and holidays is 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**SOCIAL WORKER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230621X**

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

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

**TRIBAL ATTORNEY**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - JUSTICE

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230607K**

Qualifications: Must possess a law degree. Must be of legal age and never have been convicted of a felony, unless pardoned. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Must be eligible to practice law or licensed to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court within 9 months of employment. Valid driver's license, dependable transportation and proper insurance. Licensed or eligible to practice law in Federal jurisdiction, federal court experience desirable. Entry level to five (5) years of experience. Contract review and lease experience preferred. Must become and maintain membership in the Ho-Chunk Nation Bar Association. Office setting. Travel required.

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DEPARTMENT OF PERSONNEL

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**REGISTERED NURSE HOME CARE 8:00AM-4:30PM**

**Closing Date: 9/14/2023**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: LA CROSSE**

**Submit: Application and Resume**

**Pay Rate: 40.67**

**Status: FULL-TIME**

**Job Code: 230614I**

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

**ACCOUNTANT 1**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FINANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230705A**

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. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. 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 Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**BAR PORTER**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.83 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 230628C**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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**COMMUNITY OUTREACH SPECIALIST (VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - BRANCH - MADISON

**Location: MADISON**

**Submit: Application**

**Pay Rate: 23.67**

**Status: FULL-TIME**

**Job Code: 230712A**

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. 1. Knowledge of Ho-Chunk Nation, State, County, and local community resources preferred. Strong oral and written communication skills. Exceptional customer service and interpersonal skills. Proficiency with office computer equipment and software. Strong time management, organizational, and teamwork collaboration skills. 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 Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**ES HEAVY DUTY CLEANER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 18.41**

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

**Job Code: 230726C**

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 utilizing industrial machinery preferred. 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. 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**

**FOOD SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.52 + TIPS**

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

**Job Code: 2307190**

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**

**HOST / HOSTESS CASHIER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.15**

**Status: PART-TIME**

**Job Code: 230524B**

Qualifications: High school diploma or GED.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

**LEAD COOK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 17.09 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 230719Q**

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

**MAINTENANCE SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.41**

**Status: FULL-TIME**

**Job Code: 230802N**

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

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

**MAINTENANCE WORKER I**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF ADMINISTRATION - FACILITIES

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.77**

**Status: PART-TIME**

**Job Code: 230802O**

Qualifications: High School Diploma or equivalent. Must be 18 years of age, or older. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment. Must not have been convicted of an offense related to theft, fraud, children or elders. General knowledge in building, ground maintenance and other related projects. Must be dependable and work effectively with little or no supervision. WORKING CONDITIONS: Must be willing to work in all types of weather conditions. Must be able to lift up to 10 pounds, occasionally lift up to 50 pounds. Seldom lift up to more than 100 pounds with assistance. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception and eye-hand coordination. May be required to work weekends and evenings.

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

**MAINTENANCE WORKER II**

**Closing Date:**

**8/31/2023**

DEPARTMENT OF ADMINISTRATION - FACILITIES

**Location: MADISON**

**Submit: Application**

**Pay Rate: 18.41**

**Status: FULL-TIME**

**Job Code: 230531I**

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.

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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: 8/9/2023

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

PLAYERS CLUB MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application

Pay Rate: 23.67

Status: FULL-TIME

Job Code: 230719X

Qualifications: High School diploma or equivalent is required. A two year college degree is preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Minimum of two-years working in casino or promotions experience. Marketing management experience is preferred. Supervisory skills are a must. WORKING CONDITIONS: Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

PRODUCTION COOK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 14.46 + TIPS Status: FULL-TIME/PART-TIME

Job Code: 230719Y

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

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

PROMOTION HOST / HOSTESS

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application

Pay Rate: 18.41

Status: FULL-TIME

Job Code: 230719Z

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. 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. Facilities with an ancillary site may include travel between site locations.

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

SECURITY OFFICER B

Closing Date:

9/14/2023

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application and Resume

Pay Rate: 19.72

Status: FULL-TIME

Job Code: 230614J

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.

- 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: 8/9/2023

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

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

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

**SLOT SERVICE SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230726K**

Qualifications: High School Diploma or GED certificate is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have one (1) year of experience in slot floor operations and/or repair. Must have one (1) year of supervisory experience. Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Must have excellent problem solving skills. Must be able to oversee numerous monetary transactions with a high degree of accuracy. Must have excellent customer service skills. Must be able to deal with stressful situations in a professional manner. Must lead by example. Must be proficient in Microsoft Office Applications. Must pass a Slot Service Supervisor test at time of interview. **WORKING CONDITIONS:** While performing the duties of this job, the employee is subject to inside environmental conditions such as second hand tobacco smoke. The noise level in the work environment is usually moderate.

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

**SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230531L**

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. **WORKING CONDITIONS:** Ability and willingness to work assigned schedule that will include nights, weekends and holidays is 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**SURVEILLANCE DIRECTOR**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - SURVEILLANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230628AA**

Qualifications: High School Diploma or equivalent required. Two (2) years of higher education, 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. Reliable transportation, valid driver's license and proper insurance. Four (4) years surveillance related experience required. Two (2) years of management experience preferred. **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. Interview subjects one on one, in a close proximity environment. 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. Office setting environment. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Occasional evenings, weekends and/or holidays may be required to fulfill effectively above job description functions.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**BUS DRIVER CDL WITH S ENDORSEMENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 15.65**

**Status: QUARTER-TIME**

**Job Code: 230802F**

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. Willingness to fully participate in the Head Start Program. Data entry skills are required. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations. Must be appropriate role model to children, families and staff. Must possess an impeccable attendance record in previous positions. **WORKING CONDITIONS:** The duties of this position are primarily performed on the bus and in a classroom setting.

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

**COUNT TEAM MEMBER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 19.88**

**Status: FULL-TIME**

**Job Code: 230705D**

Qualifications: Must have a high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. **MUST BE BONDABLE.** Must be able to obtain a gaming license. Valid driver's license, dependable transportation and proper insurance is preferred. One year experience in responsible cash handling position is required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. **WORKING CONDITIONS:** Required to work a flexible schedule including extended hours, weekends and holidays. Must have dexterity in both hands. Work area is NOT smoke, noise or dust free. Ability to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

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

**SHUTTLE DRIVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 14.03**

**Status: FULL-TIME**

**Job Code: 230719AE**

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. Have prior Shuttle Bus experience 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: 8/9/2023

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

**SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.03 + TIPS Status: FULL-TIME**

**Job Code: 230628Y**

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. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. 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 secondhand tobacco smoke. The noise level in the work environment is usually moderate.

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

**SURVEILLANCE AGENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SURVEILLANCE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 19.88**

**Status: FULL-TIME**

**Job Code: 230628Z**

Qualifications: Must possess a high school diploma or equivalent. 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. Experience in surveillance/military or criminal justice related field preferred. Gaming experience preferred. Must have the ability to effectively follow direction. Must be able to read, write comprehend and retain information. Must be able to type at a minimum of 30 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must have the ability to multi-task. Must possess the ability to work independently as well as in a team environment. Must possess the ability to acquire working knowledge of Investigative techniques and undercover operations. Must possess the ability to acquire working knowledge of all table games and slot machines. Remain up-to-date on casino and business-related scams. 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. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

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

**WOMEN'S RECOVERY SPECIALIST (8AM - 4:30PM)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: NEKOOSA/WITTENBERG**

**Submit: Application**

**Pay Rate: 18.71**

**Status: FULL-TIME**

**Job Code: 230517S**

Qualifications: Must have a high school diploma or equivalent. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist OR become certified within one (1) year of hire. Must be 21 years of age or older. Must be free from problematic substance use for at least two (2) years immediately preceding hiring. CPR certification. Certified Peer Recovery Specialist preferred. Must have a valid driver's license (with safe driving record), automobile and sufficient insurance. Must promote a healthy non-abusive lifestyle. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles. Must have experience or desire to work with people who have substance abuse disorders. Experience with computers including; Microsoft Windows, Word, Outlook and Excel. Experience with advocating for people who need help. WORKING CONDITION: Work is performed primarily in the community serving people with mental health, substance use and life needs. Work schedule to meet the needs of the people being served. It requires an ability to go up and down stairs and lift/carry 20 pounds. Must be able to work in a diverse group of people. Must be respectful of diverse economic and cultural backgrounds. Must be able to work with residents in different stages of recovery. Must be able to work in stressful and unpredictable situations. Must be able to transport residents to appointments.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**CAGE CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 15.22 + TIPS Status: FULL-TIME**

**Job Code: 230719D**

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

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

**CONSTRUCTION II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 16.39**

**Status: FULL-TIME**

**Job Code: 230621F**

Qualifications: High School diploma or equivalent. Desirable additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one year experience in supervisor or foreman positions. Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

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

**ELDER WORKER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 14.04**

**Status: PART-TIME**

**Job Code: 230719J**

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, MUST HAVE CDL, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. WORKING CONDITIONS: 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**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 14.04**

**Status: FULL-TIME**

**Job Code: 230802I**

Qualifications: High school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have dependable transportation. Must be bondable. 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. Strong interpersonal skills. Maintain confidentiality. WORKING CONDITIONS: Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Able to work nights, weekends, and holidays as assigned. All conditions from hot/humid to sub-zero weather.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**HEAVY EQUIPMENT MECHANIC**

**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: 230628L**

Qualifications: Must have High School Diploma or equivalent. Must possess and maintain a valid regular and CDL driver's license, dependable transportation and auto insurance. CDL must have valid endorsement level of A, B and C. Five (5) years' experience and training in heavy equipment or certification and/or experience. Must have diesel and gas engine experience. Ability to read and understand maintenance and repair manuals and related diagrams. Knowledge in electrical software and components. Must have knowledge of air brakes, basic welding and body repair. Maintains a safe and healthy workplace environment. WORKING CONDITIONS: Work is performed both indoors and outdoors. Mechanic drives on surface streets and operates equipment on unpaved surfaces to diagnose mechanical problems. Works around machinery and equipment and risks exposure to traffic hazards, electrical currents, and adverse weather conditions. Exposure to temperature and noise extremes, wetness, humidity, heights, fumes, dust, odors, solvents, grease/oil, skin irritants, toxic or caustic chemicals. Occasionally work past normal office hours to complete assignments.

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

**MASTER MECHANIC**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - TRANSPORTATION

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 19.90**

**Status: FULL-TIME**

**Job Code: 230621N**

Qualifications: High School diploma or equivalent. Must have a valid Class B, CDL driver's license, liability insurance and reliable transportation to work. Must be bondable or licensable according to tribal policy. Must have diesel and gas engine background. One year vocational training and/or five years minimum experience. WORKING CONDITIONS: Majority of work inside minimally heated vehicle maintenance building. Occasional work outdoor all seasons. Must be able to lift 50 lbs.

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

**RENTAL COORDINATOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 17.55**

**Status: FULL-TIME**

**Job Code: 230621T**

Qualifications: High school diploma or equivalent. All employees will be subject to the criminal and background restrictions of the Ho-Chunk Nation. No convictions for a felony or a misdemeanor involving dishonesty or breach of public trust. Valid driver's license, dependable transportation, and proper insurance are required. Must maintain confidentiality at all times. Possess experience in the rental related field. WORKING CONDITIONS: Work in an office setting. Willingness to travel and work various hours.

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

**SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**8/16/2023**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 14.04**

**Status: FULL-TIME**

**Job Code: 230802AB**

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. Must be able to read, write and understand English. Must have basic computer skills. Must pass a basic mathematics test at time of interview. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

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\*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: 8/9/2023

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**

**SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 17.55**

**Status: FULL-TIME**

**Job Code: 230802AC**

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

WORKING CONDITIONS: Ability and willingness to work assigned schedule that will include nights, weekends and holidays is 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 Transportation Authority, 28902 Highway 21, Tomah, WI 54660,**

**TRANSPORTATION PLANNER TECH**

**Closing Date:**

**Open Until Filled**

HO-CHUNK TRANSPORTATION AUTHORITY -

**Location: TOMAH COMPLEX**

**Submit: Application**

**Pay Rate: 23.29**

**Status: FULL-TIME**

**Job Code: 230607J**

Qualifications: Bachelor's Degree in Construction or Business Management, or an Associate's Degree in Construction or Business Management and three years of related experience (two of which must be related to B.I.A. or Tribal Roads systems), or six years of related transportation management or planning experience, (three of which must be related to B.I.A. or Tribal Roads systems) Must have computer experience in Microsoft Windows (Excel & Word). WORKING CONDITIONS: Office setting 75%- Project Location 25%.

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

**CONSTRUCTION II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: WI. DELLS**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 230621G**

Qualifications: High School diploma or equivalent. Desirable additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one year experience in supervisor or foreman positions. Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

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

**HIGHWAY MAINTENANCE WORKER**

**Closing Date:**

**Open Until Filled**

HO-CHUNK TRANSPORTATION AUTHORITY -

**Location: WI. DELLS**

**Submit: Application**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230712C**

Qualifications: High school diploma or equivalent. Knowledge of truck mechanics, air brakes and diesel engines. Knowledge of operating variety of vehicles/heavy equipment that includes, but not limited to, dump trucks, utility tractors, snow plow equipment, chainsaws, etc.

WORKING CONDITIONS: Must be able to work outdoors in snow, sleet, rain, and summer heat. Snowfall and rain may require them to work at night to clear and repair road for morning commuters. Must be able to work under a variety of weather and traffic conditions (dirt, fumes and greasy conditions).

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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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**

**OUTREACH WORKER / DRIVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: WI. DELLS**

**Submit: Application and Resume**

**Pay Rate: 15.02**

**Status: PART-TIME**

**Job Code: 230621P**

Qualifications: Possess a high school diploma or equivalent (GED/HSED). Preferably, Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language. Valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must attend a cultural sensitivity class and show respect for Elders. Experience in working with Elders and community resource agencies. Willingness to work with Elders and their families. WORKING CONDITIONS: Kitchen and office setting. Travel required.

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

**CAGE CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: DOQ**

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

**Job Code: 230607B**

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**

**COUNT TEAM MEMBER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 20.48**

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

**Job Code: 230621H**

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 required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. WORKING CONDITIONS: Required to work a flexible schedule including extended hours, weekends and holidays. Must have dexterity in both hands. Work area is NOT smoke, noise or dust free. Ability to squat, twist, bend, lift, carry, grasp, walk, 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**

**COUNTER SERVER CASHIER**

**Closing Date:**

**9/14/2023**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.04**

**Status: FULL-TIME**

**Job Code: 230614C**

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: 8/9/2023

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

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

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

**DISHWASHER**

**Closing Date: 9/14/2023**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.04**

**Status: FULL-TIME**

**Job Code: 230614D**

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

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

**ELECTRICIAN I**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.25**

**Status: FULL-TIME**

**Job Code: 230628J**

Qualifications: High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and background restrictions of the Ho-Chunk Nation. 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 SERVICES HEAVY DUTY CLEANER**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 230705E**

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 utilizing industrial machinery preferred. 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. 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**

**GROUP SALES REPRESENTATIVE**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 230517H**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

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

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

**LEAD COOK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 15.66**

**Status: FULL-TIME**

**Job Code: 230712D**

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

**NIGHT AUDITOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86 / DOQ Status: FULL-TIME**

**Job Code: 230802Q**

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. Must have valid driver's license, dependable transportation, and proper insurance. Two (2) years of proven experience in accounting and bookkeeping required. One (1) year of proven hotel front desk experience preferred. One (1) year of cash handling experience preferred, 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 preferred. Ability to type at least 40 words per minute. Must have good written and oral communication skills. Must be able to effectively verbally communicate in a noisy environment using proper pronunciation and sentence structure. Advanced familiarity with the Microsoft Windows and Microsoft Office with certification as a Microsoft Office Specialist preferred. Proficient computer skills working in Microsoft Windows and Microsoft Office. Excellent customer service skills. Must have good communication and possess interpersonal skills. Must have the ability to work effectively in stressful situations. Must understand and follow organizational chain of command. **WORKING CONDITIONS:** Ability to work varied hours, shifts, including evenings, and weekends if needed. Requires keyboarding, writing, standing, sitting, and walking.

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

**OFFICE MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 230712E**

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

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

**PANTRY PREP COOK**

**Closing Date:**

**9/14/2023**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.04**

**Status: FULL-TIME**

**Job Code: 230614E**

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.

**NOTICE**

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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: 8/9/2023

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

**PRODUCTION COOK**

**Closing Date: 9/14/2023**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.25**

**Status: FULL-TIME**

**Job Code: 230614F**

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

**PROMOTIONS HOST / HOSTESS**

**Closing Date: 9/14/2023**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 230614G**

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**

**PROMOTIONS MANAGER**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 20.48**

**Status: FULL-TIME**

**Job Code: 230517K**

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

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

**PROMOTIONS SHIFT SUPERVISOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 19.27**

**Status: FULL-TIME**

**Job Code: 230802T**

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. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. No experience is required. Prior supervisory experience is preferred. Customer service experience is preferred. Word processing background is preferred. Knowledge of computers and keyboarding is required. Ability to use sound judgement. Must work well as part of a team. Must be personable and polite. Must possess strong interpersonal skills. 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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

**RESTAURANT BEVERAGE SERVICES SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

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

**Pay Rate: 15.66**

**Status: FULL-TIME**

**Job Code: 2305170**

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**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL-WITTENBERG

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 230621S**

Qualifications: High school diploma or GED/HSGED, or within 12 months of hire/transfer with work improvement plan and quarterly updates. (Existing staff at time of job description approval will be grandfathered in but returning staff would need to meet new requirement) Valid Driver's license at time of hire or within 12 months of hire/transfer date with work improvement plan and quarterly updates. (Existing staff at time of job description approval will be grandfathered in but returning staff would need to meet new requirement. Must have dependable transportation to and from work at time of hire. No prior criminal charges, including but not limited to violence, retail theft, fraud or issuance of worthless checks within the past seven (7) years. 3 months of hire, including but not limited to C Operator, Food Safety, We Card, and where appropriate and if the employee is 18 years of age or older Safe Serve. Maintain compliance with the Ho-Chunk Nations' ERA (Employee Relations Act), Occupational Safety and Health Program Act. Must possess good money handling skills and be able to pass change count back test at time of interview or prior to being placed in position. 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. Ability to work on your feet for a minimum of ten (10) working hours. Ability to stand for the duration of your shift. Ability to move body. Stretch, bend or turning motions continuously.

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

**ROOM ATTENDANT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.86**

**Status: PART-TIME**

**Job Code: 230802V**

Qualifications: High School Diploma or equivalent. Must be bondable. No record of theft. One (1) – two (2) years of hotel housekeeping-related experience beneficial. 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. Ability to communicate clearly and effectively verbally and in writing. Present a positive and professional attitude and work well in a team. Regular attendance and punctuality is required. Demonstrate excellent time management and multitasking skills. Ensure working transportation. WORKING CONDITIONS: Work based on business demands consisting of nights, weekends, and holidays. Perform the physical demands of a room attendant and be able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Work requires visual acuity, color perception, sense of smell and touch, and hand-eye coordination. Be able to lift 25 lbs. continuously and occasionally 50 lbs. Push or pull 75 lbs. and seldom lift 100 lbs. with assistance. Must work with various chemicals and wear the proper Personal Protective Equipment.

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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: 8/9/2023

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

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

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

**SECURITY OFFICER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 18.06**

**Status: FULL-TIME**

**Job Code: 230802X**

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. 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 computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out 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 remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 8/9/2023

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**SECURITY OFFICER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 18.06**

**Status: FULL-TIME**

**Job Code: 230628V**

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. 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 computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out 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 remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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**SURVEILLANCE AGENT**

**Closing Date:**

**8/16/2023**

GAMING COMMISSION - HCG-WITTENBERG-SURVEILLANCE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 20.48**

**Status: FULL-TIME**

**Job Code: 230802AD**

Qualifications: Must possess a high school diploma or equivalent. 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. Experience in surveillance/military or criminal justice related field preferred. Gaming experience preferred. Must have the ability to effectively follow direction. Must be able to read, write comprehend and retain information. Must be able to type at a minimum of 30 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must have the ability to multi-task. Must possess the ability to work independently as well as in a team environment. Must possess the ability to acquire working knowledge of Investigative techniques and undercover operations. Must possess the ability to acquire working knowledge of all table games and slot machines. Remain up-to-date on casino and business-related scams. **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. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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**TRAINING AND DEVELOPMENT SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-TRAINING & DEVELOPMENT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 20.48**

**Status: FULL-TIME**

**Job Code: 2306071**

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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