



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**

**GUEST SERVICE REPRESENTATIVE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.32**

**Status: FULL-TIME**

**Job Code: 230920J**

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

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

**PBX OPERATOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 15.06**

**Status: FULL-TIME**

**Job Code: 230920L**

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

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

**ADMINISTRATIVE ASSISTANT**

**Closing Date:**

**10/4/2023**

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230920A**

Qualifications: High School diploma or equivalent with emphasis in clerical and/or office procedures. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Valid driver's license, dependable transportation and proper insurance 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. Business casual, ADA-compliant facility.

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**CLINIC REGISTERED NURSE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230920E**

Qualifications: Graduate from an accredited school of nursing. Two (2) year degree is required. Four (4) year degree is preferred. Possess a current State of Wisconsin RN license in good standing or be eligible for licensure. Possess an Advanced Cardiac Life Support (ACLS) certification or obtain within 90 days of hire; optional. Possess a Cardiopulmonary Resuscitation (CPR) certification or obtain with 90 days of hire. Successfully complete the Registered Nurse (RN) skills checklist within 90 days of hire. Possess a valid driver's license, dependable transportation, and auto insurance. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations. Promote a healthy, non-abusive lifestyle. Ability to recognize signs and symptoms of an urgent or emergent nature. Ability to draw logical conclusions, which direct formulation of nursing care plan. Ability to work cooperatively on quality improvement projects related to compliance. Ability to make pertinent observations using language that correctly describes body parts and functions. Ability to perform basic assessment of patient using adequate knowledge of anatomy, physiology and pathology. Possess emotional stability to deal with emergencies and stresses with calmness and resourcefulness. Possess the knowledge to triage patients to advise patient or consult with Provider for direction indicated by triage findings. Possess basic computer skills. **WORKING CONDITIONS:** Work in a clinic setting providing patient care services and potential exposure to hazardous and bio-hazardous material. Must be able to lift up to 35lbs. (Assistive devices available for situations requiring lifting above 35lbs.) Requires ability to wear gloves and other protective equipment.

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

**COUNT TEAM SUPERVISOR**

**Closing Date:**

**10/4/2023**

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 24.17**

**Status: FULL-TIME**

**Job Code: 230920F**

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. Must have a valid driver's license, liability insurance, and dependable transportation. Minimum of two (2) years' combined education/experience in general accounting, bookkeeping, supervision, or responsible cash handling, or demonstrated successful experience in lieu of a formal degree. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Must have working knowledge of gaming operations. Capacity to supervise, direct and manage staff as evidenced by prior experience. Must be self-motivated with the ability to work with minimal supervision. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving, personnel management, and listening skills. Excellent customer/client relations skills are required. Individual must be able to deal with the general public and employees with tact, courtesy, respect, objectivity, and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established **WORKING CONDITIONS:** Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

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**PHARMACIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230920M**

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

**RESTAURANT BEVERAGE SERVICES SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230920O**

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

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

**RETAIL ASSOCIATE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.12**

**Status: FULL-TIME**

**Job Code: 230920Q**

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.

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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**

**SYSTEMS TECHNICIAN**

**Closing Date: 10/4/2023**

DEPARTMENT OF ADMINISTRATION - INFORMATION TECHNOLOGY

**Location: BRF/TOMAH**

**Submit: Application and Resume**

**Pay Rate: 23.02**

**Status: FULL-TIME**

**Job Code: 230920U**

Qualifications: Minimum of two-year degree in computer field relating to PC Hardware or 4 years of work experience in Computer Repair (Technician). Minimum: CompTIA A+ Certification, MCP in Windows 2000 or 2003. Recommended: CompTIA Network + Certification. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid Wisconsin driver's license, dependable transportation and proper insurance is required. Must promote a healthy non-abusive lifestyle. Experience in cabling, terminating and testing twisted pair and fiber. Experience in troubleshooting, diagnosis and correction of system failures. Experience working in a mixed environment of technologies and protocols. Background in Tribal or Government programs, gaming operations, HIPAA requirements. Proficient in Microsoft desktop applications. Ability to work cooperatively in a team environment or independently as needed. Ability to maintain confidentiality and professional demeanor under all work circumstances in accordance with Department Policy, Privacy Act/HIPAA regulations. WORKING CONDITIONS: Business casual, ADA-compliant facility. May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. May be required to work on ladders, under or behind equipment and in tight spaces. Must be able to lift 50 pounds from floor to overhead occasionally. Must be available for flexible work schedules; on-call as needed.

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

**SURVEILLANCE AGENT**

**Closing Date: Open Until Filled**

GAMING COMMISSION - SURVEILLANCE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 22.34**

**Status: FULL-TIME**

**Job Code: 230920R**

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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SURVEILLANCE INVESTIGATOR

Closing Date:

Open Until Filled

GAMING COMMISSION - SURVEILLANCE

Location: MADISON

Submit: Application and Resume

Pay Rate: 23.67

Status: FULL-TIME

Job Code: 230920T

Qualifications: High School diploma or equivalent. Any applicable certifications as it relates to investigations. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a gaming license. Possession of working vehicle, valid driver's license and proper insurance. Three (3) years of surveillance related experience. Must have a minimum of one (1) year of gaming experience. Ability to coordinate investigations with local/state/federal authorities. Create paper trail audits; conduct auditing investigations. Coordinate and conduct training with surveillance agents related to audit investigations. Must be physically able to attend tribal related casino operations courses and courses provided by both surveillance and security departments. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess leadership qualities needed in a law enforcement environment. Ability to maintain records, reports and files. Must possess the ability to multi-task. Must use effective time management. Must possess good organizational skills. Public speaking skills are required. Remain up to date on casino and business related scams. Thorough knowledge of all gaming activities. Thorough knowledge of Investigative techniques/undercover operations; different types of surveillance and security equipment. Knowledge of courtroom procedures. WORKING CONDITIONS: Must have eyesight correctable to 20/20 with no color blindness. Must be able to sit for extended periods and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Must be able to interview subjects one on one, in a close proximity environment. Must be able to work in a low light environment. Must be able to work in a smoke filled environment (gaming floor). Must be able to observe CCTV monitors for extended periods. Office setting environment. Must be to work in a high stress environment. Travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays may be required to fulfill effectively above job description functions.

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

BARTENDER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

Location: NEKOOSA

Submit: Application

Pay Rate: 10.52

Status: FULL-TIME

Job Code: 230920B

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

BUSINESS APPLICATION SPECIALIST

Closing Date:

10/4/2023

DEPARTMENT OF ADMINISTRATION - INFORMATION TECHNOLOGY

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 29.24

Status: FULL-TIME

Job Code: 230920C

Qualifications: Minimum of two-year degree in Business/IT, or a related field, or completion of Ho-Chunk Nation certified application program. Minimum: Comp Tia + Certification Recommended: Comp Tia Network + Certification. Valid driver's license, dependable transportation and proper insurance, only when required. Gaming license may be required depending upon assigned department. Project Management experience preferred. Experience with Microsoft Windows Operating Systems and PC Networking. Experience with SQL Server 2000 database maintenance. Knowledge of Excel (including Pivot Tables) and Access programs. Knowledge of IGT operating system, its database, and any operating system interfaces (e.g. Agilysys/InfoGenesis) Knowledge of financial and statistical analysis with tracking, measuring, and benchmarking for performance and descriptive statistics which may include regression, predictive, and business analysis. Ability to work cooperatively in a team environment or independently as needed. Ability to maintain confidentiality and a professional demeanor under all work circumstances. Ability to multitask in a fast paced environment. Excellent documentation skills with previous work history of SOP creation. Ability to work in a mixed environment of technologies and protocols. Must be proficient in Microsoft Desktop applications. WORKING CONDITIONS: Business casual; compliant with HCN disability accommodations. Must be able to lift 50 lbs. from floor to overhead occasionally. Must be available for flexible work schedules.

NOTE

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**FOOD SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 9.36**

**Status: FULL-TIME**

**Job Code: 230920G**

Qualifications: High school diploma or equivalent desired.

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

**LICENSING INVESTIGATOR**

**Closing Date:**

**10/4/2023**

GAMING COMMISSION - GAMING COMMISSION

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 18.71**

**Status: FULL-TIME**

**Job Code: 230920K**

Qualifications: High school diploma or equivalent. Two (2) years of post-high school education preferred. Must be able to obtain and maintain a Class II and Class III gaming license. Must exceed the minimum requirements of eligibility for issuance of a Ho-Chunk Nation Gaming License as mandated by the Indian Gaming Regulatory Act, the State of Wisconsin Compact, and the Ho-Chunk Nation Amended and Restated Gaming Ordinance. Must be bondable and able to acquire a Notary Public certification. Must possess and maintain a valid driver's license, dependable transportation and proper insurance. Must have computer and record keeping experience, proficient with database, word processing and spreadsheets. Experience in conducting interviews preferred. Experience in handling confidential and personal information preferred. Ability to work with computers and online licensing software. Ability to guide external users through the online licensing process. Must be self-motivated and trustworthy. Proficient in verbal and writing skills. Must be able to write clear, concise, and objective investigative reports. Must have the ability to extract and discover information in a discreet and confidential manner. Must employ tactfulness, diplomacy, objectiveness, and strong organizational skills. **WORKING CONDITIONS:** All employees will be subject to the drug and controlled substance abuse testing consistent with the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy. The position requires work in an office setting. Although the Licensing offices are non-smoking, some locations may include regular exposure to smoke filled common areas within the casinos operated by the Nation. Maintain flexibility with regard to individual work schedule as some after hours and weekend work and/or holidays may be required to fulfill effectively on job functions. Physical demands of the position include sitting for extended periods, typing and computer work. Lifting boxes of files up to 50 lbs. must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions.

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

**PRODUCTION COOK**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.86**

**Status: FULL-TIME**

**Job Code: 230920N**

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

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SYSTEMS TECHNICIAN

Closing Date: 10/4/2023

DEPARTMENT OF ADMINISTRATION - INFORMATION TECHNOLOGY

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 23.39

Status: FULL-TIME

Job Code: 230920V

Qualifications: Minimum of two-year degree in computer field relating to PC Hardware or 4 years of work experience in Computer Repair (Technician). Minimum: CompTIA A+ Certification, MCP in Windows 2000 or 2003. Recommended: CompTIA Network + Certification. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid Wisconsin driver's license, dependable transportation and proper insurance is required. Must promote a healthy non-abusive lifestyle. Experience in cabling, terminating and testing twisted pair and fiber. Experience in troubleshooting, diagnosis and correction of system failures. Experience working in a mixed environment of technologies and protocols. Background in Tribal or Government programs, gaming operations, HIPAA requirements. Proficient in Microsoft desktop applications. Ability to work cooperatively in a team environment or independently as needed. Ability to maintain confidentiality and professional demeanor under all work circumstances in accordance with Department Policy, Privacy Act/HIPAA regulations. WORKING CONDITIONS: Business casual, ADA-compliant facility. May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. May be required to work on ladders, under or behind equipment and in tight spaces. Must be able to lift 50 pounds from floor to overhead occasionally. Must be available for flexible work schedules; on-call as needed.

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

SURVEILLANCE AGENT

Closing Date: 10/4/2023

GAMING COMMISSION - SURVEILLANCE

Location: WI. DELLS

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 230920S

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 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: 15.66

Status: FULL-TIME/PART-TIME

Job Code: 230920D

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.

- 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: 9/20/2023

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**

**FOOD SERVER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 9.63 + TIPS Status: PART-TIME**

**Job Code: 230920H**

Qualifications: High school diploma or equivalent desired.

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

**GRAPHIC DESIGNER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 21.68 Status: FULL-TIME**

**Job Code: 230920I**

Qualifications: Bachelor's Degree in Graphic Design from an accredited 4-year college or university. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Valid driver's license, dependable transportation and proper insurance. At least three years of experience in graphic design or related field. At least three years of experience producing computerized graphics within a PC or Macintosh environment. Experience in web page design. Working knowledge of software programs including the Adobe Creative Suite and the Microsoft Office Suite. Strong interpersonal and communication skills. Plan, organize and schedule priorities efficiently and effectively in a deadline-oriented manner under minimal supervision. Must have knowledge of and be able to take digital photos. Ability to inform and communicate information gathered to effectively create all print materials and web design graphics that are conceptually driven to attract diverse business customers. Ability to maintain confidentiality. Good organization, detail oriented and effective writing skills. Must be personable and polite. Must work well as part of a team. **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. Climb ladder to post and update signage throughout the building. 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**

**RESTAURANT BEVERAGE SERVICES SUPERVISOR**

**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: 230920P**

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

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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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: 9/20/2023

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**

**ADVERTISING MANAGER**

**Closing Date: 9/27/2023**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 23.85**

**Status: FULL-TIME**

**Job Code: 230913A**

Qualifications: High School diploma or equivalent is required. Two 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. At least three (3) years of experience in advertising or marketing field. Gaming industry background is preferred. Some supervisory skill useful. Must be familiar with television, radio, outdoor, print, direct mail and online mediums. Must be a strong negotiator. Must work well as part of a team. Must be proficient in Microsoft Office Suite. Adobe Creative Suite knowledge is preferred. Ability to analyze data to determine cost effectiveness. Practice sound judgment when determining the value of advertising proposals. Must be detail oriented. Possess good customer service skills. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekend 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 - 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.

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

**CAGE SHIFT SUPERVISOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.60**

**Status: FULL-TIME**

**Job Code: 230913B**

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.

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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: 9/20/2023

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**

**CASINO HOST - HOSTESS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 230816E**

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

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

**CERTIFIED NURSING ASSISTANT 8AM - 4:30PM**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 230816G**

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

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

**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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\*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: 9/20/2023

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**

**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.

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

**ENVIRONMENTAL SERVICES HEAVY DUTY CLEANER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 230906F**

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. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. **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.

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

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

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

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**

**HOME CARE SCHEDULER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 230816N**

Qualifications: High School Diploma or GED required. Associates or Bachelor's degree in health-related field is preferred. 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 required. Strong written and oral communication. Excellent organizational skills and ability to meet deadlines under pressing workloads. Ability to communicate effectively and maintain professionalism with all internal and external customers. Ability to establish and maintain positive public relations skills while managing a high influx of telephone calls and referrals. Ability to prioritize the workload requirements of the day while maintaining the long-term business office needs of the clinic. 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 Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**LEAD CAGE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 25.11**

**Status: FULL-TIME**

**Job Code: 230906H**

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 have gaming license or be able to obtain. Must follow chain of command. Maintain confidentiality and professionalism at all times. Two years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory experience desirable. 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. Must be neat in appearance and positive attitude at all times. Must be punctual and ready to work at scheduled time. 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 - 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.

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

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

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





DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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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 - 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: 230809I**

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

**MARKETING ASSISTANT**

**Closing Date:**

**9/27/2023**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.32**

**Status: FULL-TIME**

**Job Code: 230913I**

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

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

**OFFICE MANAGER**

**Closing Date:**

**9/27/2023**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 20.09**

**Status: FULL-TIME**

**Job Code: 230913J**

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

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\*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: 9/20/2023

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**

**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.

**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**

**RESTAURANT BEVERAGE SERVICES SUPERVISOR**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.32**

**Status: FULL-TIME**

**Job Code: 230823C**

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

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

**REVENUE AUDITOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-REVENUE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.58**

**Status: FULL-TIME**

**Job Code: 230913M**

Qualifications: Two (2) year Associates Degree in Auditing, Accounting, or Business field is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a Gaming Class II and/or III Gaming License. Minimum of two (2) year auditing or business field experience. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Demonstrated competence in the use of mathematical skills, knowledge of accounting practices, and cash handling ability. Demonstrate the ability to use a 10-key adding machine and other office machines as required. Must be self-motivated and capable of working with minimal supervision. Must have working knowledge computers and using 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 lifting and standing required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**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: 2307261**

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.

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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

**SLOT SERVICE TECHNICIAN III**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 23.85**

**Status: FULL-TIME**

**Job Code: 230816S**

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 one (1) year prior experience as a Slot Service Technician II or higher, and a total of two (2) years' experience Slot Floor Operations or Repair 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 III 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 Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**SYSTEMS SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-REVENUE

**Location: BARABOO**

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

**Pay Rate: 23.85**

**Status: FULL-TIME**

**Job Code: 230816U**

Qualifications: Must be bondable. Proficiency in communication skills. Knowledge of general accepted accounting principles and procedures. Ability to accurately use a calculator, and other office machines as required. Must have strong analytical, technical and communication skills. Cash handling ability. Must be self-motivated and able to work with minimal supervision. College degree (may substitute additional experience for degree). Six to eight years of appropriate experience. Must have a valid driver's license, liability insurance, and dependable transportation.

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

**TRAINING AND DEVELOPMENT SPECIALIST**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TRAINING & DEVELOPMENT

**Location: BARABOO**

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

**Pay Rate: 21.34**

**Status: FULL-TIME**

**Job Code: 230830S**

Qualifications: Minimum two (2) year education beyond high school in Education, Business, or Human Resources, Training or Supervisory experience; OR an equivalent combination of education and experience. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Valid driver's license, dependable transportation and proper insurance. Tribal Gaming Industry. Training or Customer Service experience is highly desired. Must have computer skills with Microsoft Windows and data entry for training software. Ability to interact effectively with department directors, managers, supervisors and fellow employees. Possess efficient organizational skills and ability to adapt to a flexible schedule. Must be able to perform public speaking on a daily basis. Must be able to work effectively in a group and maintain records. Must be able to read, write, and understand English. Must have budgetary experience in maintaining training projections throughout the fiscal year. Must have supervisory experience in a professional work environment. Must be able to successfully execute directives. Must be able to perform trainings, lead a group, and public speaking. Ability to organize meetings and interact with professionals within Ho-Chunk Gaming and competing gaming facilities. Ability to maintain organizational priorities, meet deadlines and possess integrity and discretion in handling confidential information. Ability to solve complex problems and deal with stress. Strong cross-functional team building and leadership skills. 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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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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**

**SURVEILLANCE SHIFT SUPERVISOR**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - HCG-BRF-SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 2309130**

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. Two (2) years of experience in casino surveillance. Two (2) years of supervisory experience preferred. Must be able to operate different types of surveillance equipment. Must be able to identify criminal activity. 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 45 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess the ability to multi-task. Shall use effective time management. Must possess good organizational skills. Public speaking skills are required. Must have basic leadership qualities needed in law enforcement environment. Must exhibit leadership qualities and be able to coordinate staff as needed. Must possess the ability to work independently as well as in a team environment. Must possess the ability to apply investigative techniques and undercover operations. Remain up-to-date on casino and business related scams. Thorough knowledge of all gaming activities. WORKING CONDITIONS: Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. 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 Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**ACCOUNTANT II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230830A**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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ASSISTANT TEACHER

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: BLACK RIVER FALLS

Submit: Application, Resume and Transcripts

Pay Rate: 18.42

Status: FULL-TIME

Job Code: 230823A

Qualifications: Must have an Associate's Degree in Early Childhood Education. 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 possess or be willing to obtain a CDL with an S endorsement within one year of hire. Must have a valid driver's license, dependable transportation and proper insurance. One (1) year of experience. Willingness to fully participate in the Head Start Program. In the Lead Teachers absence, must have the ability to perform the duties and responsibilities of that position. 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 and deadlines. 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 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

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

BEHAVIORAL HEALTH DIRECTOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 230906A

Qualifications: Master's degree in the human services field, or public administration with 3 years' experience in Behavioral Health to include 1 year supervisory experience OR Bachelor's degree in human services field or administration, with a minimum of 5 years' experience in Behavioral Health, including two years of supervisory experience. Previous experience in administering tribal programs a plus. Experience providing outpatient behavioral health services to Native Americans a plus. Experience in program administration. Experience with state licensing of programs. Ability to collaborate and network with tribal programs. Ability to communicate effectively, both orally and in writing. Must maintain confidentiality in accordance with Privacy Act/HIPAA regulations. WORKING CONDITIONS: Behavioral Health staffs are located in the 6 health offices which are maintained by Health Dept. and occasionally travel to other areas as required. BH staffs are at work stations in the office; typing and some lifting up to 20 lbs.

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.

- 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

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**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: 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.

**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: 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**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.

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

**CASE MANAGER - LABOR**

**Closing Date:**

**9/27/2023**

DEPARTMENT OF LABOR - 477 PROGRAMS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 20.72**

**Status: FULL-TIME**

**Job Code: 230913C**

Qualifications: Bachelor's Degree in Social Work or related field preferred. Valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Minimum of three years (3) progressively responsible employment in field involving direct contact with the public. Experience in case management, preferred. Experience with federal programs, regulations and eligibility criteria, beneficial. Knowledge of basic computer skills and applications. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, and clear sense of boundaries. WORKING CONDITIONS: Work in an office setting. Must be able to perform considerable travel. Repetitive use of shoulders, arms, wrists and hands. Bending, stooping and occasional lifting up to 50 lbs.

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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: 9/20/2023

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 - 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

Job Code: 230906D

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. Must have a valid driver's license, liability insurance, and dependable transportation. One (1) year experience in a responsible cash handling position is required. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred. Working knowledge of gaming operations preferred. Competent at multi-tasking several activities and duties simultaneously. Must have strong problem solving and listening skills. Excellent customer/client relation skills are required. This will require the individual to be able to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity. Ability to learn new equipment and/or technology assigned to department to increase efficiency. Proficiency in oral and written communications. Ability to function in a fast paced environment, under short time constraints, and within established timelines. WORKING CONDITIONS: Required to work a flexible schedule, including extended hours, weekends, and holidays. Work area is NOT noise or dust free. Must have dexterity in both hands. Must be able 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.

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

DEALER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 8.06

Status: PART-TIME

Job Code: 230830C

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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

Job Code: 230830D

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. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. 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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**

**GUEST SERVICE REPRESENTATIVE**

**Closing Date: 9/27/2023**

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230913E**

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

**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 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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\*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: 9/20/2023

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**

**LEGISLATIVE PUBLIC RELATION OFFICER**

**Closing Date: 9/27/2023**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230913H**

Qualifications: Bachelor's Degree is required from an accredited higher educational institution with a preferred major or minor in Communications, Public Relations, Journalism, Marketing, Public Administration, Business Management, Economics, Finance, Information Technology, Graphic Design, or other related field. Preferred Master's degree from an accredited university. Relevant certifications are highly desired. Must have no prior record of conviction of, or entry of a plea of guilty, or no contest to any of the following in any Ho-Chunk Nation, or other Native Nation, county, state or federal court, unless you have been pardoned for felonies or misdemeanors. Must have and be able to maintain a valid driver's license, have dependable transportation, and have and maintain proper insurance. Six (6) years of recent, relevant and progressively responsible professional work experience, (executive level preferred) in a high profile digital communications and/or public relations function. Three (3) years of supervisory experience preferred. Must possess knowledge of the Ho-Chunk Nation's history, constitutional reform, government, and Ho-Chunk communities. Ability to navigate through computer software developing public relations documents. Ability to work well within a team, handling multiple projects at all times, and must be a motivated self-starter. Ability to create and implement strategic planning, market research, project feasibility analysis, project due-diligence and entitlement support, project budgeting, cost monitoring and project analysis. Must possess excellent written, verbal and interpersonal communication skills. Must have excellent problem solving skills and the ability to build strong relationships with other entities. Establish relationships with producers, editors, reporters and writers at the local levels as well as at top tier U.S. and/or global media. Must possess advanced technological skills including advanced skill and knowledge with current operating systems. Must be an exceptional organizer to systematically produce multimedia presentations that showcase strategic organization plans, financial initiatives, and recent social media venues. Knowledge of or experience in the Native American Gaming industry preferred. Must possess an energetic work ethic. Strong critical thinking and analytical skills essential. **WORKING CONDITIONS:** Sitting long hours in an office setting in a computer. Possess the physical capabilities requiring extensive travel, working varied hours, evenings and weekends

**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.

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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: 9/20/2023

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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**

**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.

**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**

**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 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.

- 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: 9/20/2023

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 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.

**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 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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\*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: 9/20/2023

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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**

**SECURITY OFFICER - TRIAL COURT**

**Closing Date:**

**Open Until Filled**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.96**

**Status: FULL-TIME**

**Job Code: 230830I**

Qualifications: Must have a high school diploma or GED equivalent. All Trial Court employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be trained and able to conduct procedures for building entrance, operation of court building surveillance system, and to maintain a safe and secure environment of court building specific to client and public interaction. Must be bondable. Must maintain confidentiality. Must be physically fit according to accepted standards of \*Wisconsin. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must complete all mandated training for this position and annual refresher training. Must have 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:** While performing the required duties of this position, will be required to stand, walk, talk and hear. Will occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Will occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May be exposed to smoking environment on a once a week basis. Will occasionally assist with reception desk duties as needed.

**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:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.81**

**Status: FULL-TIME**

**Job Code: 230830N**

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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\*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: 9/20/2023

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

**SLOT SERVICE TECHNICIAN III**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 21.87**

**Status: FULL-TIME**

**Job Code: 230906I**

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 one (1) year prior experience as a Slot Service Technician II or higher, and a total of two (2) years' experience Slot Floor Operations or Repair 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 III 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 Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SURVEILLANCE AGENT**

**Closing Date:**

**Open Until Filled**

GAMING COMMISSION - SURVEILLANCE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 19.57**

**Status: FULL-TIME**

**Job Code: 230816T**

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

POST DATE: 9/20/2023

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**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.

**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**

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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

**FACILITIES PERSON**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.77**

**Status: FULL-TIME**

**Job Code: 230816M**

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.

**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**

**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.

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## DEPARTMENT OF PERSONNEL

### HO-CHUNK NATION JOB POSTING

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**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**

#### PROMOTIONS SHIFT SUPERVISOR

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 21.03**

**Status: FULL-TIME**

**Job Code: 230830G**

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: 9/20/2023

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

**REVENUE AUDITOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-REVENUE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.41**

**Status: FULL-TIME**

**Job Code: 230906J**

Qualifications: Two (2) year Associates Degree in Auditing, Accounting, or Business field is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be able to obtain a Gaming Class II and/or III Gaming License. Minimum of two (2) year auditing or business field experience. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Demonstrated competence in the use of mathematical skills, knowledge of accounting practices, and cash handling ability. Demonstrate the ability to use a 10-key adding machine and other office machines as required. Must be self-motivated and capable of working with minimal supervision. Must have working knowledge computers and using 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 lifting and standing required.

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DEPARTMENT OF PERSONNEL

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**SECURITY OFFICER (B)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 19.72**

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

**Job Code: 230830J**

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.

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

**SENIOR MANAGER - PUBLIC RELATIONS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 24.98**

**Status: FULL-TIME**

**Job Code: 230823E**

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

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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: 9/20/2023

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 FLOORPERSON**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.46**

**Status: FULL-TIME**

**Job Code: 230913N**

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 accounting or money handling experience. Must be able to read, write and understand English. Knowledge of condition codes on machines helpful, but not required. Must have basic computer skills. Good communication and public relations skills. WORKING CONDITIONS: Must have the ability and willingness to work assigned schedule which includes nights, weekends and holidays as required. Must have dexterity in both hands, ability to carry up to 30 pounds. 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 - 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: 19.72**

**Status: FULL-TIME**

**Job Code: 230816R**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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

**ADVERTISING MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 22.22**

**Status: FULL-TIME**

**Job Code: 230830B**

Qualifications: High School diploma or equivalent is required. Two 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. At least three (3) years of experience in advertising or marketing field. Gaming industry background is preferred. Some supervisory skill useful. Must be familiar with television, radio, outdoor, print, direct mail and online mediums. Must be a strong negotiator. Must work well as part of a team. Must be proficient in Microsoft Office Suite. Adobe Creative Suite knowledge is preferred. Ability to analyze data to determine cost effectiveness. Practice sound judgment when determining the value of advertising proposals. Must be detail oriented. Possess good customer service skills. Must be personable and polite. Must possess strong interpersonal skills. **WORKING CONDITIONS:** Office setting. Must have the ability to work varying hours and days, including nights, weekend and holidays to meet operational need. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**BUS DRIVER - CDL WITH S ENDORSEMENT**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 15.63**

**Status: QUARTER-TIME**

**Job Code: 230906B**

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 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.

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- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
- \*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: 9/20/2023

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

**DIRECTOR OF MARKETING**

**Closing Date: 9/27/2023**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application, Resume and Letter of Application      Pay Rate: 36.25      Status: FULL-TIME      Job Code: 230913D**

Qualifications: Bachelor's Degree in Business related study is required. Masters of Business Administration 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 adhere to strict confidentiality at all times. Must maintain a driver's license and auto insurance. Must have a valid driver's license and at a minimum, liability auto insurance. Four (4) years of Business management. Minimum of five (5) years' experience in Marketing/Business related field. Gaming industry background is preferred. Knowledgeable of the Ho-Chunk Nation and current gaming policies. Must possess strong interpersonal skills. Understand market data gathering techniques. Must possess strong organizational skills. Good understanding of public relation principles and ability to exhibit a balance of creativity and logic. Ability to analyze data to determine cost effectiveness. Must work well as part of a team. Must be proficient in Microsoft Office Suite. Must be detail oriented. Possess good customer service skills. Must be personable and polite. **WORKING CONDITIONS:** Must have the ability to work varying hours and days, including nights, weekends and holidays to meet operational need. General office setting. Noisy and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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

**FAMILY & COMMUNITY PARTNERSHIP COORDINATOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application, Resume and Transcripts      Pay Rate: 18.80      Status: FULL-TIME      Job Code: 230906G**

Qualifications: Must have a Bachelor's Degree in Human Services, Early Childhood Education or a related field with one year of applicable experience. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed. Must have a valid driver's license, dependable transportation and proper insurance. 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 able to work closely with tribal and community agencies to negotiate effective collaboration of services to children and 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, Center Staff, community partners and families, and governing bodies; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations and deadlines. 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 in an office setting.

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

**HUMAN RESOURCE GENERALIST**

**Closing Date: 9/27/2023**

DEPARTMENT OF PERSONNEL - HUMAN RESOURCES

**Location: NEKOOSA**

**Submit: Application and Resume      Pay Rate: 22.22      Status: FULL-TIME      Job Code: 230913G**

Qualifications: Must have High School Diploma or equivalent. An associate degree in a personnel/human resource field is preferred. Valid driver's license, dependable transportation and proper insurance required. Three or more years of progressive experience in Human Resource positions. Excellent computer skills, including Word and Excel in a Microsoft Windows environment. Skills in database management and record keeping. Ability to operate standard office equipment. Excellent interpersonal skills, including the ability to identify and resolve problems in a timely manner. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to type 40 words per minute. Excellent spelling, grammar, written, and verbal communication skills. Ability to exhibit a high level of confidentiality. **WORKING CONDITIONS:** Office setting.

- N** \*Ho-Chunk Preference will be applied in hiring.
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- T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** \*Some of the jobs posted may require a gaming license.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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

**PROMOTIONS SHIFT SUPERVISOR**

**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: 230830H**

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.

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

**SECURITY OFFICER (B)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 17.54**

**Status: FULL-TIME**

**Job Code: 230830K**

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.

**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: 9/20/2023

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**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 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 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: 9/20/2023

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**HEAVY EQUIPMENT MECHANIC**

**Closing Date: 9/28/2023**

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**

**HOUSING PROJECT COORDINATOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF HOUSING - HOME OWNERSHIP PROGRAM

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 21.07**

**Status: FULL-TIME**

**Job Code: 230830E**

Qualifications: BS in Project Management or BS in Construction Management or Associates degree in Construction Technology. Other degrees may be considered if relevant to this position. No convictions of any felony or a misdemeanor involving dishonesty. Must comply with the Ho-Chunk Nation's drug testing policy. Valid driver's license, transportation, and proper insurance. State of Wisconsin Dwelling Contractor Qualifier certification required within one year. Minimum of two (2) years' work experience in residential home construction and/or home improvement required. Minimum of two (2) years' work experience in construction project management, construction procurement, or general contracting preferred. Minimum of two (2) years' work experience as a licensed home inspector or building inspector preferred. Other work experience may be accepted if relevant to this position. Proficiency with spreadsheets and word processing. Proficiency with reading blueprints. Excellent writing, communication, and computer skills. Must be detail oriented and conscientious with solid work ethics. Must be professional, neat in appearance, dress and demeanor, and take direction well. Ability to analyze construction projects and assess cost estimates and schedules. Ability to develop a detailed project scope of work based on the construction requirements. Ability to work under minimal supervision and meet deadlines; establish and maintain good working relationships with participants to construction projects. **WORKING CONDITIONS** Work in both an office setting and construction setting. Must be able to work flexible hours and travel may be required for this position.

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

**SLOT SERVICE SUPERVISOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 21.07**

**Status: FULL-TIME**

**Job Code: 230830M**

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.

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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: 9/20/2023

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

**SLOT SERVICE TECHNICIAN I**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 14.04**

**Status: FULL-TIME**

**Job Code: 2308300**

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**

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

**FOOD SERVICE WORKER- MAINTENANCE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - HOOCAK EE COONI

**Location: WI DELLS/BARABOO-HOOCAK HECOONI DAYCARE**

**Submit: Application**

**Pay Rate: 13.80**

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

**Job Code: 230823B**

Qualifications: Must have a high school diploma or equivalent. Must complete Early Childhood I and II or continued education classes within 12 months of employment. Food Preparation courses or 1 year of equivalent experience is required. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed. Must have willingness to participate in the Daycare/Preschool program. Must have a valid driver's license, dependable transportation and proper insurance. Ensure a clean, sanitary and orderly condition of the Daycare/Preschool Center. Make repairs as needed. Maintain clean and orderly appearance of outside premise, mow lawn, trim weeds etc. Check building fire extinguishers and smoke alarms weekly. Maintain and practice a monthly evacuation plan for the center. Work cooperatively with supervisor, center staff, families, and governing bodies remembering that courtesy, respect, and a positive attitude are required at all times. Must be able to relate and deal with needs which typify a multi-cultural environment of children and their families. Must be dependable, energetic, possess initiative, be self-motivated, and ability to maintain strict confidentiality.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**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: 230913K**

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

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

**CASINO HOST - HOSTESS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 16.86**

**Status: FULL-TIME**

**Job Code: 230816F**

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

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

**ELECTRICIAN I**

**Closing Date:**

**9/28/2023**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**GUEST SERVICE REPRESENTATIVE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.66**

**Status: FULL-TIME**

**Job Code: 230913F**

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

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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**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**

**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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DEPARTMENT OF PERSONNEL

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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: 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

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**SECURITY OFFICER**

**Closing Date: 9/28/2023**

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.

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

**SECURITY SHIFT SUPERVISOR**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 21.68**

**Status: FULL-TIME**

**Job Code: 230823D**

Qualifications: Must have a high school diploma or equivalent. An Associate Degree in Criminal Justice or Police Science is required or in process of or willing to obtain a degree. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain and maintain a Gaming License. Must be bondable. Must be certified in First Aid, AED and CPR. Valid Driver's License, dependable transportation, and proper insurance. Required to have three (3) years of supervisory experience in Security or Law Enforcement (military or civilian). Required a minimum of three (3) years of formal Security or Law Enforcement training (military or civilian). Must have knowledge of security investigative procedures, techniques, management, and systems. Must have knowledge in security requirements as it pertains to casino and facility operations. Must be able to communicate effectively in both verbal and written formats. Must be familiar with alarm, access control and identification system and uses. Possess strong computer skills. Must be of sound character with the ability to make sound judgments under stressful situations. Must be physically able to perform all duties. **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 stand, walk, talk and hear. May occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/20/2023

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**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.

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

**SLOT SERVICE TECHNICIAN II**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 18.06**

**Status: FULL-TIME**

**Job Code: 230823F**

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.

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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: 9/20/2023

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**

**SYSTEMS ADMINISTRATOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HCG-WITTENBERG-IT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 230906N**

Qualifications: Minimum of 2-year degree in Computer Science or Information Management. Minimum MCSA in Windows 2000 or 2003, CompTia Network + Certification. Recommended CCNA Certification. Must have valid driver license, dependable transportation and proper insurance. Experience with routing, cabling, installation of network operating systems, switches, VLAN's and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Knowledge of database systems concepts. Background in Tribal or Government programs; Gaming Operations; HIPAA requirements. Advanced practical skills in network operating systems. Microsoft Products, Email Systems, voice mail systems and backup systems. Ability to maintain confidentiality and professional demeanor under all work circumstances. Ability to work in a team environment or independently as needed. **WORKING CONDITIONS:** Business casual, ADA-compliant facility. May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. May be required to work on ladders, under or behind equipment and in tight spaces. Must be able to lift 50 pounds from floor to overhead occasionally. Must be available for flexible work schedules; on call as needed.

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