



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

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

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

DISHWASHER

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 12.55

Status: FULL-TIME/PART-TIME

Job Code: 23115D

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

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

ROOM ATTENDANT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application

Pay Rate: 17.58

Status: FULL-TIME

Job Code: 23115H

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 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: 23115A

Qualifications: Two (2) year business degree from an accredited college or university. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Minimum of two years' experience as a bookkeeper, accounts receivable clerk, or accounts payable clerk. Ability to maintain confidentiality and follow directions and procedures. Understand basic accounting principles and practices. Use spreadsheets, database file systems and AS400 software. Work with desktop computers to access, modify and record loan data. **WORKING CONDITIONS:** Work in an office setting.

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: FULL-TIME/PART-TIME

Job Code: 23115C

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.

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REGISTERED NURSE-HOME CARE

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: LA CROSSE

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231115G

Qualifications: Associates degree in Nursing is required. Bachelor's degree in Nursing preferred. Will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Possess a current State of Wisconsin RN license in good standing or General Nurse. Possess Cardiopulmonary Resuscitation (CPR) certification or obtain within 90 days of hire. Possess a valid driver's license, dependable transportation, and proof of auto insurance. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment. Must maintain patient confidentiality in accordance with the Privacy Act/HIPAA. Preferred three (3) years nursing experience. Possess basic computer skills and have experience with Electronic Health Records. WORKING CONDITIONS: General in home care setting and community sites. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Traveling is a necessity. Potential exposure to hazardous and bio-hazardous material. Requires use of personal protective equipment.

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

COUNT TEAM MEMBER

Closing Date:

11/29/2023

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

Location: NEKOOSA

Submit: Application

Pay Rate: 19.88

Status: FULL-TIME

Job Code: 231115B

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

FACILITIES PERSON (1ST SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

Location: TOMAH

Submit: Application

Pay Rate: 14.04

Status: FULL-TIME

Job Code: 231115E

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.

NOTE

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TRUCK DRIVER - HOUSING

Closing Date:

Open Until Filled

HOUSING AND PUBLIC WORKS - HEAVY EQUIPMENT

Location: TOMAH

Submit: Application and Resume

Pay Rate: 22.24

Status: FULL-TIME

Job Code: 231115I

Qualifications: High School Diploma or equivalent required. Possess a good driving record (at least one year with no driving violations). Must possess and maintain a valid class D regular driver's license and CDL with A, B, C endorsements. Must have dependable transportation and vehicle insurance. Must have knowledge of OSHA safety regulations pertaining to operating heavy equipment. Three (3) years demonstrated heavy truck driving experience with endorsements. Able to operate vehicles having two or more gear ranges, air breaks and hydraulics. Knowledge of truck mechanics, air brakes, diesel and gas powered engines. Able to maintain and operate dump trucks, tractors, brush chipper, sand/salter, snowplow and other equipment required to complete assigned tasks. Able to operate graders, excavators, dozers, wheel loaders and other heavy equipment required to complete assigned tasks on a temporary basis. Able to use measuring devices and hand tools including lasers, level, tape, hand levels, brooms, hammer, wrenches and other small hand tools. Able to operate hand power tools including a chain saw. Able to read land surveys and blueprints effectively to include setting grade elevations with a laser transit when necessary. Able to communicate effectively both written and verbally. Able to work effectively and efficiently under minimal supervision. Knowledge of DOT requirements including but not limited to load limits and highway restrictions. Willing to work with other Ho-Chunk Nation Departments. WORKING CONDITIONS: Must be able to work in all conditions including but not limited to extremely hot/cold conditions. Must be able to work all scheduled shifts including overtime availability.

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

Status: FULL-TIME

Job Code: 231115F

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.

PREVIOUS POSTINGS - FOR ALL FACILITIES

- 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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SURVEILLANCE AGENT (SWING-GRAVEYARD)

Closing Date: 11/22/2023

GAMING COMMISSION - SURVEILLANCE

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 231108H

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

BANKER / CASHIER

Closing Date: 11/22/2023

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

Location: BARABOO

Submit: Application

Pay Rate: 15.06

Status: FULL-TIME

Job Code: 231108A

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have demonstrated competence in the use of mathematical skills. Knowledge of accounting practices. Ability to operate calculators with accuracy. Accurately record and prepare accounting data. Ability to communicate orally. Must have a positive mental attitude and be willing to follow through with task assignments. **WORKING CONDITIONS:** Loud, smoky, fast-paced environment. Must be able to lift up to 20lbs.

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

BAR PORTER

Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 11.29

Status: FULL-TIME/PART-TIME

Job Code: 231101B

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

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

BEVERAGE SERVER

Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 10.04

Status: FULL-TIME/PART-TIME

Job Code: 231101C

Qualifications: Will train. Some food experience helpful.

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CAGE CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

Location: BARABOO

Submit: Application

Pay Rate: 16.32

Status: FULL-TIME

Job Code: 231025A

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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.

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

CASINO SHIFT MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231011B

Qualifications: Bachelors Degree in Business Administration or Finance, OR an equivalent number of years experience in Management of Hospitality and/or Casino Operations. Must have a high school Diploma or equivalent. Minimum of two (2) years progressive experience in operations, financial planning or administrative areas. Sales and Marketing experience is preferred. Must be knowledgeable of the Ho-Chunk Nation/State of Wisconsin Compact, Ho-Chunk Nation Gaming Ordinance, IGRA Federal Regulations, BIA Regulations. Must be knowledgeable in all aspects of Casino Operations. Must have strong planning and organizational skills. Ability to work varying hours, weekends and holidays. Must have perfect or corrected eyesight and the ability to hear game activity within an elevated noise environment. Cannot be colorblind. Valid driver's license, dependable transportation, and proper insurance.

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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.

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

EXECUTIVE MANAGER - ADVERTISING

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231108D

Qualifications: Bachelor's degree in Business (or related degree) and a minimum of 4 years' experience in Marketing. Experience with radio, television, outdoor, newspaper, yellow pages, direct mail, magazine, and specialty advertising with the ability to analyze data and determine cost effectiveness and project results. Requires an energetic, self-motivated, self-starter with the ability to think creatively. Must have excellent organizational skills and be able to work effectively under tight deadlines. Must have excellent oral and written communication skills. Must maintain confidentiality and be able to handle high stress levels. Valid Wisconsin driver's license, dependable transportation, and proper insurance.

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

GRAPHIC DESIGNER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application, Resume and Letter of Application

Pay Rate: 22.60

Status: FULL-TIME

Job Code: 231018H

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.

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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

MARKETING ASSISTANT Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

Location: BARABOO

Submit: Application and Resume Pay Rate: 16.32 Status: FULL-TIME Job Code: 231018M

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

MOBILE ADVOCATE-DOMESTIC VIOLENCE Closing Date: Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - DOMESTIC ABUSE DIVISION

Location: BARABOO

Submit: Application, Resume and Letter of Application Pay Rate: DOQ Status: FULL-TIME Job Code: 231018N

Qualifications: High School diploma or equivalent is required. Bachelor's Degree in social work, sociology, psychology or related field, and/or equivalent combination of human services/social services/domestic violence related training and education is preferred. Complete 120 hours of Domestic Violence Advocacy Training within six (6) months of initial hire. Maintain a valid driver's license, dependable transportation, and insurance. Promote a positive, non-abusive, healthy lifestyle. Adhere to all applicable confidentiality laws. Minimum of two (2) years post high school experience in social work or related disciplines. Two (2) to four (4) years of professional experience in human service field preferred. Knowledge of and understanding of the dynamics of domestic violence and sexual assault issues within Indian Country. Knowledge of Native American and Ho-Chunk culture, family dynamics, and social service systems. Knowledge of both tribal and non-tribal community resources. Ability to work sensitively with traumatized populations and handle crisis situations effectively. High degree of flexibility with an ability to empower, consistently convey an open, respectful, and solution-orientated approach to addressing challenges, completing work tasks, and provide positive and constructive feedback to internal and external persons. Effective time management skills with capability to prioritize and exceptional organizational skills. Ability to work with Microsoft Office programs including Word, Excel, Access, Outlook, and publisher. Ability to work independently, be dependable, energetic, possess initiative, and be self-motivated. Strong collaboration and team work skills. Excellent, respectful oral and written communication. WORKING CONDITIONS: Office setting (40%) and frequent travel to provide direct client services. Be able to and willing to travel to trainings in and out of the state. Willingness to work varied hours, including some evenings, nights, and holidays.

- 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: 11/15/2023

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

MOBILE ADVOCATE-SEXUAL ASSAULT

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - DOMESTIC ABUSE DIVISION

Location: BARABOO

Submit: Application, Resume and Letter of Application

Pay Rate: 22.60

Status: FULL-TIME

Job Code: 2310180

Qualifications: High School diploma or equivalent is required. Bachelor's Degree in social work, sociology, psychology or related field and/or equivalent combination of human services/social services/sexual assault related training and education is preferred. Complete 120 hours of Sexual Assault Advocacy Training within six (6) months of hire. Maintain a valid driver's license, dependable transportation, and insurance. Promote a positive, non-abusive, healthy lifestyle. Adhere to all applicable confidentiality laws. Minimum of two (2) years post high school experience in social work or related disciplines. Two (2) to four (4) years of professional experience in human service field preferred. Knowledge of and understanding of the dynamics of sexual assault and sex/human trafficking issues within Indian Country. Knowledge of Native American and Ho-Chunk culture, family dynamics, and social service systems. Knowledge of tribal and non-tribal community resources. Ability to work sensitively with traumatized populations and handle crisis situations effectively. High degree of flexibility with an ability to empower, consistently convey an open, respectful, and solution-orientated approach to addressing challenges, completing work tasks, and provide positive and constructive feedback to internal and external persons. Effective time management skills with capability to prioritize and exceptional organizational skills. Ability to work with Microsoft Office programs including Word, Excel, Access, Outlook, and publisher. Ability to work independently, be dependable, energetic, possess initiative, and be self-motivated. Strong collaboration and team work skills. Excellent oral and written respectful communication. **WORKING CONDITIONS:** Office setting (40%) and frequent travel to provide direct client services. Be able to and willing to travel to trainings in and out of the state. Willingness to work varied hours, including some evenings, nights, and holidays.

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

PATIENT SERVICES COORDINATOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH-FINANCE-HOW

Location: BARABOO

Submit: Application

Pay Rate: 16.32

Status: FULL-TIME

Job Code: 231018R

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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PATIENT SERVICES COORDINATOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application

Pay Rate: 16.32

Status: FULL-TIME

Job Code: 231011J

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

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

PRODUCTION COOK

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 13.80

Status: FULL-TIME

Job Code: 230927K

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

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

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

RESTAURANT SITE MANAGER

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 230913L

Qualifications: Associates Degree in restaurant/bar/hotel management is required. Bachelors of Arts is preferred. None Listed. 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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

RETAIL ASSOCIATE

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-GIFTSHOP

Location: BARABOO

Submit: Application

Pay Rate: 17.58

Status: FULL-TIME

Job Code: 230927M

Qualifications: High school diploma or GED/HSGED, or within 12 months of hire/transfer with work improvement plan and quarterly updates. (Existing staff at time of job description approval will be grandfathered in but returning staff would need to meet new requirement) Valid Driver's license at time of hire or within 12 months of hire/transfer date with work improvement plan and quarterly updates. (Existing staff at time of job description approval will be grandfathered in but returning staff would need to meet new requirement. Must have dependable transportation to and from work at time of hire. No prior criminal charges, including but not limited to violence, retail theft, fraud or issuance of worthless checks within the past seven (7) years. 3 months of hire, including but not limited to C Operator, Food Safety, We Card, and where appropriate and if the employee is 18 years of age or older Safe Serve. Maintain compliance with the Ho-Chunk Nations' ERA (Employee Relations Act), Occupational Safety and Health Program Act. Must possess good money handling skills and be able to pass change count back test at time of interview or prior to being placed in position. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary. Ability to work on your feet for a minimum of ten (10) working hours. Ability to stand for the duration of your shift. Ability to move body. Stretch, bend or turning motions continuously.

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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: 11/15/2023

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

SHIFT LEADER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-GIFTSHOP

Location: BARABOO

Submit: Application and Resume

Pay Rate: 22.60

Status: FULL-TIME

Job Code: 230927P

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

TABLE GAMES OPERATIONS MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

Location: BARABOO

Submit: Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 2310110

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have valid driver's license, dependable transportation and proper insurance. Must have perfect or corrected eyesight with the ability to hear game activity within an elevated noise environment. Cannot be colorblind. Minimum of five (5) years of Table Games supervisory experience. Must successfully complete training in Title 31 and remain compliant. Must have working knowledge of Table Games operations. Must have thorough knowledge of the IGRA, state gaming compact, internal controls, the Gaming Ordinance and Personnel Policies and Procedures. Knowledgeable about ongoing marketing promotions and casino events. Must be dependable and able to work any schedule necessary. Must be neat in appearance and project professionalism. **WORKING CONDITIONS:** Fast-paced casino floor environment.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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.

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: BARABOO

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 37.65

Status: FULL-TIME/PART-TIME

Job Code: 231018X

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. **WORKING CONDITIONS:** Work indoors.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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WOMEN'S RECOVERY SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

Location: BARABOO

Submit: Application

Pay Rate: 20.09

Status: FULL-TIME

Job Code: 231011P

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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SYSTEMS TECHNICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - HCG-BRF-IT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 23.02

Status: FULL-TIME

Job Code: 231025K

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

ACCOUNTANT

Closing Date:

Open Until Filled

DEPARTMENT OF TREASURY - TREASURY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 23.02

Status: FULL-TIME

Job Code: 231101A

Qualifications: Must have a (4) year degree in accounting. No convictions for any felony or for misdemeanor involving dishonesty. Valid driver's license, dependable transportation and proper insurance. Must have 2-4 years of working experience in the accounting field. Prefer experience with AS 400 software. Strong verbal and written communication skills. Ability to maintain confidentiality and follow directions and procedures. Strong understanding of accounting theory, principles, and practices. Familiarity with relevant FASB and GASB requirements. Proficiency with accounting applications, spreadsheets, word processing. **WORKING CONDITIONS:** Work in an office setting.

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

POST DATE: 11/15/2023

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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

ADMINISTRATIVE ASSISTANT

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES - CHILD CARE SERVICE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 14.96

Status: FULL-TIME

Job Code: 231018A

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.

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

BANK SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 17.27

Status: FULL-TIME

Job Code: 231004A

Qualifications: Must have high school diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. No record or felony conviction within the last 10 years. Must be bondable. Willing and able to complete a basic supervision skills course within 6 months of hire. Minimum of two years' experience in general accounting, bookkeeping or responsible cash handling, some work in accounting. One (1) year of prior supervisory experience. Knowledge of Generally Accepted Accounting Principles and Procedures. Ability to speak and write effectively, able to work with minimal supervision and trustworthy. Keyboard and computer skills desired. WORKING CONDITIONS: Loud, fast-paced environment. Office setting

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

CAGE CASHIER (SWING/ GRAVES SHIFT)

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

Job Code: 231101D

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

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

CAGE SHIFT SUPERVISOR (SWING / GRAVES SHIFT)

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: 231101F

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

CASE MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231101G

Qualifications: Bachelor's Degree in Human Services or related field is required. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. One (1) to two (2) years of experience, demonstrating working knowledge of case management. Demonstrate a sophisticated knowledge of human development through the life span. Knowledge of laws and tribal codes associated with program of employment. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Knowledgeable of county court procedures. Effective time management skills with capability to prioritize high need cases or tasks. Knowledge and adherence to the values, attitudes and beliefs of the Ho-Chunk people plus the willingness to continue learning. Strong verbal and written communication skills in addition to strong computer skills with working knowledge of Microsoft operating systems. Provide excellent customer service. Able to code switch between critical needs communication and strengths/assets based communication. Follow applicable policies, codes, acts, and ordinances. WORKING CONDITIONS: Case Manager will work in the field for 60% of this position but will have office work 40% of the time. Case Manager is required to travel, sometimes during inclement weather. Case Managers may be required to lift up to 50 pounds. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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

CLINIC REGISTERED NURSE

Closing Date:

11/22/2023

DEPARTMENT OF HEALTH - MEDICAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231108B

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

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

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

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

DENTAL ASSISTANT II

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - MEDICAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 230927D

Qualifications: High school diploma or equivalent. Valid driver's license, dependable transportation, and vehicle insurance. Acquire X-ray certification within 6 months of hire. Obtain and maintain cardiopulmonary resuscitation (CPR) within 90 days of hire. Must maintain patient confidentiality in accordance with Department policy, Privacy Act, and HIPAA regulations. Three (3) years previous dental assisting experience or Certificate from an Accredited Dental Assistant Program. Prior experience administering dental x-rays and knowledge of dental instruments. Possess knowledge of dental terminology and advanced dental disease prevention techniques. Possess knowledge of most recent sterilization and infection control procedures. Possess knowledge of dental anatomy, related oral anatomy, and technical methods and practices of Dentistry. Possess basic computer skills, effective communication skills and record keeping procedures. Ability to adapt to changing schedule and to work effectively with others through teamwork. Must promote a healthy non-abusive lifestyle. WORKING CONDITIONS: Clean, well-lit surroundings in clinic setting.

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DEPARTMENT OF PERSONNEL

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DIRECTOR OF MEDICAL SERVICES

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - MEDICAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application, Resume and Transcripts

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231018E

Qualifications: Bachelor's Degree in Health Management or Health Administration or related field. Valid driver's license, dependable transportation and proper insurance are required. Must promote healthy, non-abusive lifestyle. Minimum of three-years, experience in health management and staff supervision. Knowledge of Ho-Chunk Nation culture, traditions and community concerns a strong plus. Familiarity with funding agencies, contract requirements, budget monitoring and implementation. Must be able to work under minimal supervision and demonstrate strong initiative. Must be able to effectively relate to clients, patients, staff, community members, and other Tribal staff and outside agencies. Strong communication and supervisory skills. Skilled in budget preparation and familiarity with both Net Profit Distribution (NPD) and Indian Health Services (IHS) budgets. Familiar with MS Office, RPMS, NextGen, SharePoint, and AS400. Ability to maintain HIPAA compliance. Ability to meet deadlines. WORKING CONDITIONS: Work in an office setting. Frequent travel between both Health ambulatory clinics.

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

E S HEAVY DUTY CLEANER (3RD SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 16.12

Status: FULL-TIME/PART-TIME

Job Code: 231018F

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.

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

JUNIOR ACCOUNTANT

Closing Date:

Open Until Filled

DEPARTMENT OF TREASURY - TREASURY

Location: BLACK RIVER FALLS

Submit: Application and Resume

**Pay Rate: 20.48 OR
DOQ**

Status: FULL-TIME

Job Code: 231101I

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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NIGHT AUDITOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 16.12

Status: FULL-TIME

Job Code: 231108E

Qualifications: High School diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must have valid driver's license, dependable transportation, and proper insurance. Two (2) years of proven experience in accounting and bookkeeping required. One (1) year of proven hotel front desk experience preferred. One (1) year of cash handling experience preferred, knowing how to process drawer counts, and issue change with 100% accuracy. Two (2) years of quality guest service experience in accordance with standardized or branded guest service standards required. Previous experience with a Hotel Property Management System preferred. Ability to type at least 40 words per minute. Must have good written and oral communication skills. Must be able to effectively verbally communicate in a noisy environment using proper pronunciation and sentence structure. Advanced familiarity with the Microsoft Windows and Microsoft Office with certification as a Microsoft Office Specialist preferred. Proficient computer skills working in Microsoft Windows and Microsoft Office. Excellent customer service skills. Must have good communication and possess interpersonal skills. Must have the ability to work effectively in stressful situations. Must understand and follow organizational chain of command. **WORKING CONDITIONS:** Ability to work varied hours, shifts, including evenings, and weekends if needed. Requires keyboarding, writing, standing, sitting, and walking.

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

PHARMACIST

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME/PART-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/AAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. **WORKING CONDITIONS:** Ability to work required long periods of standing, bending, reaching, and lifting boxes of pharmacy supplies weighing fifty pounds or less. Willingness and ability to perform required travel to field locations to provide pharmacy services. Standing and walking are greater than 90% of the time.

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

PHARMACY CLERK

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - PHARMACY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 17.27

Status: FULL-TIME

Job Code: 231025H

Qualifications: High School diploma or GED. No convictions for any felony or misdemeanor involving dishonesty, alcohol and controlled substances. Must live and promote a healthy, non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance is preferred. Maintain CPR certification. Customer service experience preferred. Experience operating cash register. Good customer relation skills. Display a caring attitude toward patients in all aspects of job responsibilities. Skill needed to adapt direct patient care to meet the needs of diversity and cultural sensitivity. Demonstrate competence in the use of mathematical skills. Competence in basic keyboard skills required in order to work with computer systems. Accurately record and prepare deposits. Possess strong verbal and written communication skills. Possess interest in health and/or health professions. Ability to maintain confidentiality and follow direction and procedures. Willingness to maintain professional appearance. **WORKING CONDITIONS:** Ability to stand and walk for a full (8) eight-hour shift. Ability to work long periods of standing, bending, reaching and lifting boxes of medications weighing twenty pounds or less. Ability to view computer screens for long periods of time. Standing and walking are greater than 90% of time.

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DEPARTMENT OF PERSONNEL

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POST DATE: 11/15/2023

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

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

PHARMACY TECHNICIAN CARE COORDINATOR 1

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - PHARMACY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 18.42

Status: FULL-TIME

Job Code: 230927J

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) or equivalent is required. Prefer applicants who have a strong educational background in physical sciences, especially chemistry. Maintain CPR certification. Experience working in a pharmacy or related health care field. Assist the pharmacist in assuring the quality of all pharmaceutical services. Understand the principles for managing change. Exercise extreme attention to detail in order to comply with State, Tribal, and Federal regulations for operating within a dual pharmacy operation. Skill needed to adapt direct patient care to meet the needs of a diversity and cultural sensitivity. Knowledge resources for staying current with changes in pharmacy practice. Communicate clearly when speaking and/or writing. Excellent math and business skills required. Ability to read, understands, and follows written instructions required. Ability to pay close attention to details in tasks that are routine and repetitive. Competence in basic keyboard skills required in order to work with computer systems. Good customer relation skills. Ability to solve problems commonly encountered in one's work. Display a caring attitude toward patients in all aspects of job responsibilities. Function effectively as a member of the health care team. Ability to understand the use and side effects of prescription and non-prescription medications used to treat common disease states. Ability to accurately collect pharmacy co-payments; identify origins of insurance claim reject errors in order to successfully adjudicate claims for reimbursement. Ability to complete additional training in medical/pharmacy terminology, pharmaceutical, and mathematical calculations, billing and insurance procedures, inventory control, and other related skills. Knowledgeable about utilizing sanitary procedures in the handling of prescription medications. WORKING CONDITIONS: Ability to stand and walk for a full eight-hour shift required. Ability to work required long periods of standing, bending, reaching, and lifting boxes of medications weighting twenty pounds or less. Standing and walking are greater than 90% of time.

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

PROMOTIONS HOST /HOSTESS

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: 231101J

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. Be knowledgeable and detail-oriented at all times in all aspects that pertain to the Players Club and the player tracking system. This includes, but not limited to: point/comp dollar redemptions, free play, Club card use and any discrepancies related to them. Be knowledgeable and detail-oriented at all times in all aspects of the departmental Standard Operating Procedures. Ability to use sound judgement. Must work well as part of a team. Knowledge of computers and keyboarding is required. 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. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

NOTE

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*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: 11/15/2023

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PROMOTIONS SHIFT SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 18.42

Status: FULL-TIME

Job Code: 231018T

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 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 - MEDICAL SERVICES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 230927L

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

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

RECORDS CLERK II

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - RECORDS MANAGEMENT - TOB

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.81

Status: FULL-TIME

Job Code: 231004N

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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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: 2309200

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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SECURITY OFFICER

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: 231025I

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 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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.

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: 231108G

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 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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STAFF ATTORNEY-LAW CLERK – (JUDICIARY APPOINTED)

Closing Date:

Open Until Filled

JUDICIAL BRANCH - TRIAL COURT

Location: BLACK RIVER FALLS

Submit: Application, Resume and Transcripts

Pay Rate: 34.53

Status: FULL-TIME

Job Code: 231004P

Qualifications: Graduation from an accredited law school and in good standing of a State Bar. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch. Valid driver's license, dependable transportation and proper insurance, is required. Fluency in Ho-Chunk Language desired but not required. Preference to members of the Ho-Chunk Nation, then other Native Americans. Demonstrated interest in and familiarity with Tribal and Federal Indian Law. Familiarity with Ho-Chunk Nation laws. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude with dealing with parties and the general public. Ability to work independently; exercise initiative. Ability to multi-task, prioritize tasks and delegate responsibilities as appropriate to the demands of the Court. Ability to communicate clearly, orally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers and attorneys. Strong research and writing skills. Strong word processing and computer research skills. Follow through on assigned tasks of completion. **WORKING CONDITIONS:** Office setting, courtroom. Traditional courtroom, where smoking is permitted.

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

TRIBAL AGING UNIT COMMUNITY ELDER REPRESENTATIVE

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 18.42

Status: FULL-TIME

Job Code: 2311010

Qualifications: Must have a high school diploma or equivalent. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for Elders. Knowledge of tribal and non-tribal service resources available to tribal Elders. Knowledge of Native American traditions and nutritional needs of the Elders. Must have knowledge of the Privacy Act and respect confidentiality of the Elders. Must be dependable, energetic, possess initiative, and be self-motivated. Must be empathetic with culture, attitudes, and problems of the Native American community. **WORKING CONDITIONS:** Office setting. Frequent travel required.

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

TUTOR SERVICES DIVISION MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 36.84

Status: FULL-TIME

Job Code: 231004R

Qualifications: Bachelor's degree in education. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper insurance. Must possess at least two (2) years with managerial experience. Working Understanding of Individualized Education Programs. Experience using Microsoft Office, Microsoft Excel and Virtual Meeting software. Experience using social media (Facebook, Twitter, ect.) preferred. **WORKING CONDITIONS:** Work indoors and office work will also be necessary

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WILDLIFE BIOLOGIST

Closing Date: 11/22/2023

DEPARTMENT OF NATURAL RESOURCES - WILDLIFE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 24.17

Status: FULL-TIME

Job Code: 231108J

Qualifications: Bachelor's degree in Wildlife Biology is required. Preferred Master's degree in Wildlife Biology, Wildlife Management, or Wildlife Ecology. Valid driver's license, dependable transportation, and proper insurance. Must demonstrate three years' experience performing the required skills and abilities. Advanced proficiency in wildlife management tools and survey techniques. Working knowledge of the principles of wildlife management. Advanced proficiency in wildlife management tools and survey techniques. Ability to lead. Supervise staff and volunteer groups. Ability to promote and provide assistance to special interest groups associated with wildlife. Ability to communicate effectively orally and in writing, and negotiate effectively. Ability to promote/maintain partnerships with diverse groups. WORKING CONDITIONS: Work performed indoors and outdoors. Some traveling and overnight stays will be required. Fieldwork requires working in a variety of weather conditions over non-level terrains such as forests, wetlands, and agricultural fields.

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

TUTOR SPECIALIST

Closing Date: Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: CHICAGO

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 41.76

Status: FULL-TIME/PART-TIME

Job Code: 231018Y

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

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

TUTOR SPECIALIST

Closing Date: Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: GREEN BAY

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 35.11

Status: FULL-TIME/PART-TIME

Job Code: 231018Z

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

NOTE

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DEPARTMENT OF PERSONNEL

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TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: LA CROSSE

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 34.87

Status: FULL-TIME/PART-TIME

Job Code: 231018AA

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. **WORKING CONDITIONS:** Work indoors.

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

CAGE CASHIER 3PM-11:30PM

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

Location: MADISON

Submit: Application

Pay Rate: 17.09 + TIPS Status: FULL-TIME

Job Code: 231018C

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

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

CAGE CASHIER (6:00pm - 2:30am)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

Location: MADISON

Submit: Application

Pay Rate: 17.09 + TIPS Status: FULL-TIME

Job Code: 231004E

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

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*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: 11/15/2023

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

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

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

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

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

Location: MADISON

Submit: Application

Pay Rate: 17.09 + TIPS Status: FULL-TIME

Job Code: 231018B

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

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

COUNT TEAM SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-COUNT

Location: MADISON

Submit: Application

Pay Rate: 27.60

Status: FULL-TIME

Job Code: 231011C

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.

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

ENVIRONMENTAL SERVICES 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

Job Code: 231101H

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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*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: 11/15/2023

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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 - 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

Status: FULL-TIME/PART-TIME

Job Code: 231018K

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

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.

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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: 11/15/2023

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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.

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

SENIOR MANAGER FOOD AND BEVERAGE

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume

Pay Rate: 30.24

Status: FULL-TIME

Job Code: 231011M

Qualifications: College degree in Hotel and Restaurant management or equivalent experience. Minimum of 5 years progressive supervisory experience in Hotel and Restaurant operations. Must have excellent knowledge of all food and beverage departments. Must have dependable transportation and show proof of valid drivers license and liability insurance.

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

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

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

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

SYSTEMS ENGINEER

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - INFORMATION TECHNOLOGY

Location: MADISON

Submit: Application and Resume

Pay Rate: 32.86

Status: FULL-TIME

Job Code: 231101N

Qualifications: Minimum of 4-year degree in Computer Science or Information Management. Minimum MCSE in Windows 2000 or 2003, CompTia Network + Certification. Minimum Specialization (Select one): CCNA Certification, CompTia IT Project + Certification, Mitel Telecommunications. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid driver's license, dependable transportation and proper insurance. Four (4) years focused job experience. Minimum two (2) years supervisory or project management experience. Experience with strategic planning and implementation in a business environment. Experience with routing, cabling, installation of network operating systems, switches, VLAN's and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Proficient in project management of IS system and technological changes. Experience with WAN communications, troubleshooting and connectivity solution. Background in Tribal or Government programs; gaming operations: HIPAA requirements. Advanced practical skills in network operating systems. Microsoft Products, Email Systems, voice mail systems and backup systems. Knowledge of database systems concepts. 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. Must be able to lift 50 pounds from floor to overhead occasionally. May be required to work on ladders, under or behind equipment and in tight spaces. Must be available for flexible work schedules; on call as needed.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: MADISON

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 39.44

Status: FULL-TIME/PART-TIME

Job Code: 231018AB

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: MILWAUKEE

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 37.52

Status: FULL-TIME/PART-TIME

Job Code: 231018AC

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: MINNEAPOLIS/ST.PAUL

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 39.98

Status: FULL-TIME/PART-TIME

Job Code: 231018AD

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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

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

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

PROMOTION HOST/ HOSTESS

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application

Pay Rate: 16.37

Status: FULL-TIME

Job Code: 231004M

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. Be knowledgeable and detail-oriented at all times in all aspects that pertain to the Players Club and the player tracking system. This includes, but not limited to: point/comp dollar redemptions, free play, Club card use and any discrepancies related to them. Be knowledgeable and detail-oriented at all times in all aspects of the departmental Standard Operating Procedures. Ability to use sound judgement. Must work well as part of a team. Knowledge of computers and keyboarding is required. 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. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

SECURITY SHIFT SUPERVISOR

Closing Date: 11/22/2023

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 21.04

Status: FULL-TIME

Job Code: 231108F

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.

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

TUTOR SPECIALIST

Closing Date: Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: NEKOOSA

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 35.08

Status: FULL-TIME/PART-TIME

Job Code: 231018AE

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

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

ARBORIST - HOUSING

Closing Date: Open Until Filled

DEPARTMENT OF HOUSING - HEAVY EQUIPMENT

Location: TOMAH

Submit: Application and Resume

Pay Rate: 25.75

Status: FULL-TIME

Job Code: 231011A

Qualifications: High School diploma or equivalent. Successful completion of International Society of Arboriculture (ISA) Certified Arborist Exam. American National Standard for Arboriculture Operations Z133.1 Training. Knowledge of operating small equipment wood chipper, stump grinder, skid steer. Valid driver's license, dependable transportation and proper insurance are required. Chainsaw Safety. OSHA Training. Proven (3) three years of work experience in climbing Arborist work. Experience with large/ complex tree removal. Advanced Knowledge of tree identification, biology, and tree anatomy. Knowledge of soil biology and fertilizer composition. Understands and performs static and dynamic cabling, bracing, bolting, guying trees and branches. Demonstrates high safety standards. Demonstrates strong tree risk assessment skills. Demonstrates equipment inspection skills. Proper application of approved knots for guying trees and branches. Demonstrates proper climbing techniques and procedures. Able to obtain and complete basic skills training and pursue any additional training. WORKING CONDITIONS: Able to work in all weather conditions. Able to work in elevated heights. Responsible for carrying out all other duties assigned by supervisor. Must be able to work in extreme cold and heat. Must be able to work all scheduled shifts including overtime.

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- 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: 11/15/2023

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

CAGE CASHIER (SWING SHIFT)

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: 231101E

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

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

CERTIFIED NURSING ASSISTANT

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: TOMAH

Submit: Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231018D

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

EXECUTIVE ASSISTANT III

Closing Date:

11/22/2023

DEPARTMENT OF HOUSING - ADMINISTRATION

Location: TOMAH

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231108C

Qualifications: High School Diploma/GED required, Associate Degree is preferred. Valid driver's license, transportation, and proper insurance. Minimum of 4-5 years of administrative/support experience, with strong organizational, time management and follow up background. Budget management experience. Proficient in keyboarding, basic grammar, basic math, MS Word and MS Excel. Proficiency with applications, spreadsheets, word processing, PowerPoint, and database file systems. Ability to maintain confidentiality. Must possess excellent English comprehension skills, in reading, writing, spelling, and composition. Must possess knowledge of telephone procedures and demonstrate excellent telephone courtesy. Must be detail oriented and conscientious with solid work ethic. Must be professional, neat in appearance, dress and demeanor. Must possess good skills at coordinating with people, programs, homebuyer handouts, and education procedures. Ability to lead and direct work groups and teams, coordinate staff, department and officials. Communicate ideas and instructions clearly and concisely, interpret and apply rules, regulations, policies and procedures. Excellent written and oral communication skills. Working knowledge of the Ho-Chunk Nation government, departments and programs. Working knowledge of Ho-Chunk Nation concepts, practices, procedures and culture. Knowledge to interpret analyses and summarize findings in written reports with recommendations. Knowledge of contract administration and related Ho-Chunk Nation laws. WORKING CONDITIONS: Work in an office setting. Must be willing to travel weeknights and weekends, as job requires.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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

GRANTS FISCAL MANAGER - TRANSPORTATION AUTHORITY

Closing Date:

Open Until Filled

HO-CHUNK TRANSPORTATION AUTHORITY -

Location: TOMAH

Submit: Application and Resume

Pay Rate: 28.00

Status: FULL-TIME

Job Code: 231011G

Qualifications: An associate degree in finance/Accounting but preferably a bachelor's degree or its equivalent. Experience in government accounting. Experience in construction accounting. Minimum two to three (2-3) year's work experience in a similar position working directly with grant funding and grant required financial reporting. Completed Bureau of Indian Affairs approved training or two years' experience involving Tribal Transportation Program Roads Inventory procedures. Must have the ability to maintain confidentiality and follow directions and procedures. Must have the ability to understand the Transportation Authority financial matters. Must have familiarity with relevant FASB and GASB requirements. Must be have proficiency with accounting applications, spreadsheets, word processing and prefer experience with Harris Data software. Must have ability to work independently and complete duties and projects with little direct supervision. Must have ability to accurately work under pressure in meeting deadlines. Must have good verbal and written communication skills. Must have the ability to multi-task and ability to work under stressful situations. Must have considerable knowledge with basic accounting principles (i.e. journal entries, debits, credits, etc.) and accounting functions. Job cost construction experience will be key for this position. Knowledge of payroll functions, taxes, tax laws, bank reconciliations, and double entry accounting. Knowledge of PC computers, word processing, spreadsheet, accounting and database. The ability to pass a Federal Bureau of Investigation background check. WORKING CONDITIONS: Work in an office setting. Require flexibility for travel and working varied hours.

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

OUTREACH WORKER-DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: TOMAH

Submit: Application and Resume

Pay Rate: 15.22

Status: FULL-TIME

Job Code: 231025E

Qualifications: Possess a high school diploma or equivalent (GED/HSED). Preferably Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language. Valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must attend a cultural sensitivity class and show respect for Elders. Experience in working with Elders and community resource agencies. Willingness to work with Elders and their families. Knowledge of Native American traditions and nutritional needs of the Elders. Must have knowledge of the Privacy Act and respect confidentiality of the Elders. Must be dependable, energetic, possess initiative, and be self-motivated. Preferably proficient in Microsoft Word, Excel, and Outlook. WORKING CONDITIONS: Kitchen and office setting. Travel required.

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

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: TOMAH

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 35.11

Status: FULL-TIME/PART-TIME

Job Code: 231018AF

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

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

OUTREACH WORKER-DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WI. DELLS

Submit: Application and Resume

Pay Rate: 16.32

Status: FULL-TIME

Job Code: 231025F

Qualifications: Possess a high school diploma or equivalent (GED/HSED). Preferably Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language. Valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must attend a cultural sensitivity class and show respect for Elders. Experience in working with Elders and community resource agencies. Willingness to work with Elders and their families. Knowledge of Native American traditions and nutritional needs of the Elders. Must have knowledge of the Privacy Act and respect confidentiality of the Elders. Must be dependable, energetic, possess initiative, and be self-motivated. Preferably proficient in Microsoft Word, Excel, and Outlook. WORKING CONDITIONS: Kitchen and office setting. Travel required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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

TRIBAL AGING UNIT MAINTENANCE WORKER II

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WI. DELLS

Submit: Application and Resume

Pay Rate: 20.09

Status: FULL-TIME

Job Code: 231101P

Qualifications: Must have high school diploma or equivalent. Must maintain a valid Wisconsin driver's license and insurance. Must have or acquire a CPR certificate. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Must have two (2)-four (4) years' experience in home maintenance and repair. Experience in safety, handling saws, hammers, and power tools related to job assignment. Ability to assess needs and costs to make correct minor home repairs. Ability to meet the physical demands of the position, such as heavy lifting, working on ladders, and standing or walking for extended periods of time. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Must have ability to operate a snow plow and commercial lawn mower. **WORKING CONDITIONS:** Must be willing to work in all types of weather conditions and be willing to travel to various locations as needed. Conditions will vary outdoor heat and cold, cramped work areas, some night work, winter travel under varying road conditions. Continuous lifting, carrying, pushing, and/or pulling, climbing and balancing, stooping, kneeling, crouching, crawling, walking and standing. Must have ability to work nights and weekends as needed.

APPLY & INQUIRE AT: Ho-Chunk 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

BARTENDER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 10.84

Status: PART-TIME

Job Code: 231004C

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

BEVERAGE SERVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 9.63

Status: PART-TIME

Job Code: 231004D

Qualifications: Will train. Some food experience helpful.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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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.

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

COUNT TEAM MEMBER 3RD SHIFT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

Location: WITTENBERG

Submit: Application

Pay Rate: 20.48

Status: FULL-TIME

Job Code: 230927C

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

COUNTER SERVER/ CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 12.04

Status: FULL-TIME/PART-TIME

Job Code: 231004F

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

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

DISHWASHER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 12.04

Status: PART-TIME

Job Code: 231004G

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

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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: 11/15/2023

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

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

ELECTRICIAN 1

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application

Pay Rate: 13.25

Status: FULL-TIME

Job Code: 231011D

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. Good use of hand tools and testing equipment (volt meters, test lamp, etc.). Knowledge of blue print reading. Knowledge of low voltage systems. WORKING CONDITIONS: Sub-zero to hot/humid temperatures. Confined spaces. Noisy gaming floor. Smoking environment. All levels of heights.

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

ENVIRONMENTAL SERVICES HEAVY DUTY CLEANER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application

Pay Rate: 16.86

Status: FULL-TIME/PART-TIME

Job Code: 231011E

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.

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

F&B JANITOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 12.04

Status: FULL-TIME

Job Code: 231004H

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

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

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: 2309201

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

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 CAGE SHIFT SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 24.09

Status: FULL-TIME

Job Code: 231025C

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.

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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-MARKETING

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 19.27

Status: FULL-TIME

Job Code: 231018P

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

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

OFFICE MANAGER - TAU

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 20.48

Status: FULL-TIME

Job Code: 231018Q

Qualifications: High school diploma or equivalent. Associate Degree preferred. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust. Valid driver's license, dependable transportation, and proper insurance. CPR certification required. Must promote a positive, non-abusive, healthy lifestyle. Must attend a cultural sensitivity class and show respect for others. Experience in office management. Must adhere to all applicable confidentiality laws. Proficiency in Microsoft Word, Excel, and Outlook. Possess good decision making, interpersonal relations, and leadership skills. Ability to communicate effectively both orally and in writing. Must be dependable, energetic, possess initiative, and be self-motivated. Must have exceptional organizational skills. WORKING CONDITIONS: Office setting. Some travel required.

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

OUTREACH WORKER-DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 15.66

Status: FULL-TIME

Job Code: 231025G

Qualifications: Possess a high school diploma or equivalent (GED/HSED). Preferably Native American, who understands and speaks Ho-Chunk, has ability to communicate with Elders in their language. Valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must complete CPR certification. Must adhere to all applicable confidentiality laws. Must attend a cultural sensitivity class and show respect for Elders. Experience in working with Elders and community resource agencies. Willingness to work with Elders and their families. Knowledge of Native American traditions and nutritional needs of the Elders. Must have knowledge of the Privacy Act and respect confidentiality of the Elders. Must be dependable, energetic, possess initiative, and be self-motivated. Preferably proficient in Microsoft Word, Excel, and Outlook. WORKING CONDITIONS: Kitchen and office setting. Travel required.

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

PANTRY PREP COOK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 12.04

Status: FULL-TIME/PART-TIME

Job Code: 231004K

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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PRODUCTION COOK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application

Pay Rate: 13.25

Status: FULL-TIME/PART-TIME

Job Code: 231004L

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

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

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.

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

SECURITY OFFICER (B)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

Location: WITTENBERG

Submit: Application

Pay Rate: 18.06

Status: FULL-TIME

Job Code: 231101K

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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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.

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

SHUTTLE DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

Location: WITTENBERG

Submit: Application

Pay Rate: 14.46

Status: FULL-TIME/PART-TIME

Job Code: 231101L

Qualifications: High School Diploma or Equivalent GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. 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. Knowledge of gaming a plus. Must be a custodian of gaming supplies or cash. Must have excellent verbal, written, and communication skills. Must be able to accurately keep records. Must be able to drive outside city limits. Must maintain confidentiality. **WORKING CONDITIONS:** Must be able to work in smoking environment. Must be able to work in extreme weather conditions.

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

SLOT SERVICE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

Location: WITTENBERG

Submit: Application

Pay Rate: 21.68

Status: FULL-TIME

Job Code: 231101M

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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DEPARTMENT OF PERSONNEL

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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.

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

SURVEILLANCE AGENT

Closing Date:

Open Until Filled

GAMING COMMISSION - HCG-WITTENBERG-SURVEILLANCE

Location: WITTENBERG

Submit: Application

Pay Rate: 20.48

Status: FULL-TIME

Job Code: 231011N

Qualifications: Must possess a high school diploma or equivalent. Subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. Experience in surveillance/military or criminal justice related field preferred. Gaming experience preferred. Must have the ability to effectively follow direction. Must be able to read, write comprehend and retain information. Must be able to type at a minimum of 30 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must have the ability to multi-task. Must possess the ability to work independently as well as in a team environment. Must possess the ability to acquire working knowledge of Investigative techniques and undercover operations. Must possess the ability to acquire working knowledge of all table games and slot machines. Remain up-to-date on casino and business-related scams. WORKING CONDITIONS: Must have eyesight correctable to 20/20 with no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

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

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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HO-CHUNK NATION JOB POSTING

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TRIBAL AGING UNIT ASSISTANT COOK

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 14.46

Status: FULL-TIME

Job Code: 231025L

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

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

TRIBAL AGING UNIT MAINTENANCE WORKER II

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 19.27

Status: FULL-TIME

Job Code: 231101Q

Qualifications: Must have high school diploma or equivalent. Must maintain a valid Wisconsin driver's license and insurance. Must have or acquire a CPR certificate. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Must have two (2)-four (4) years' experience in home maintenance and repair. Experience in safety, handling saws, hammers, and power tools related to job assignment. Ability to assess needs and costs to make correct minor home repairs. Ability to meet the physical demands of the position, such as heavy lifting, working on ladders, and standing or walking for extended periods of time. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Must have ability to operate a snow plow and commercial lawn mower. WORKING CONDITIONS: Must be willing to work in all types of weather conditions and be willing to travel to various locations as needed. Conditions will vary outdoor heat and cold, cramped work areas, some night work, winter travel under varying road conditions. Continuous lifting, carrying, pushing, and/or pulling, climbing and balancing, stooping, kneeling, crouching, crawling, walking and standing. Must have ability to work nights and weekends as needed.

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - TUTOR SERVICES

Location: WITTENBERG

Submit: Application, Resume, Letter of Application and Transcripts

Pay Rate: 36.13

Status: FULL-TIME/PART-TIME

Job Code: 231018AG

Qualifications: Bachelor's degree in Education or a related field. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. CPR certified or must be certified within 90 days of hire. No convictions of a crime against a child or disabled person. Must possess at least two (2) years' of teaching experience. Working Understanding of Individualized Education Programs. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality. Must be a role model for Ho-Chunk students. WORKING CONDITIONS: Work indoors.

NOTE

*Ho-Chunk Preference will be applied in hiring.

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

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

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

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 11/15/2023

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

YOUTH COORDINATOR

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: WITTENBERG

Submit: Application, Resume and Letter of Application

Pay Rate: 18.06

Status: FULL-TIME

Job Code: 231018AH

Qualifications: High School Diploma or equivalent. Must adhere to all applicable confidentiality laws. Must lead a non-abusive lifestyle; alcohol-free, substance-free, and free of domestic violence required throughout employment. CPR certified or must be certified within 90 days of hire. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance. Two (2) years' experience working with youth in a structured program. Working experience facilitating youth discussion groups. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher. Extensive knowledge about the Youth Services Division and its organizational structure. Must have knowledge of Ho-Chunk or Native American culture and traditions. Ability to assist the youth with personal conflicts in a positive, productive manner. Ability to organize activities in small and large group settings, activities can be presentations, conferences and overnights. Must serve as an advisor to youth council. Create and maintain a youth council to empower the youth to use their voices to make positive change. Must be reliable, dependable, organized, self-motivated, show initiative, and have strong interpersonal skills. Ability to communicate effectively in writing or orally. Must possess good decision making skills. **WORKING CONDITIONS:** Office setting. Classroom setting. Transportation setting. Large group setting. Frequent travel as assigned.

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