



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

ELDER WORKER

Closing Date:

Open Until Filled

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

Location: BARABOO

Submit: Application

Pay Rate: 15.06

Status: PART-TIME

Job Code: 240207C

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. WORKING CONDITIONS: Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

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

FRONT DESK SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 240207D

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

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

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: 240207F

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

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*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.



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LAUNDRY ATTENDANT Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

Location: BARABOO

Submit: Application Pay Rate: 12.55 Status: FULL-TIME Job Code: 2402071

Qualifications: High school graduate or equivalent. Must be bondable and licensable according to Tribal Policy. Housekeeping/laundry experience a plus. Able to perform duties safely and efficiently. Ability to communicate clearly and effectively verbally and in writing. Demonstrates initiative, self-motivation and the ability to work in a team setting. Must understand and follow organizational chain of command. Able to work varied hours and shifts, including evenings and weekends if needed. Must have good dexterity, manual skills, and good eyesight, cannot be colorblind. Must not be allergic to cleaning chemicals or be sensitive to heat. Must be able to lift, push and carry heavy loads. Stand/walk 75%, pushing/pulling 75%, sit 5%, bend 25%, twist 25%, stoop 25%, climb 5%, lift/reach 25%. Must be able to lift and carry up to 25 lbs. on a regular basis.

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

PBX OPERATOR Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

Location: BARABOO

Submit: Application Pay Rate: 15.06 Status: FULL-TIME Job Code: 240207M

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

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

ASSISTANT COURT CLERK Closing Date: Open Until Filled

JUDICIAL BRANCH - HO-CHUNK NATION TRIAL COURT

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 16.12 Status: FULL-TIME Job Code: 240207A

Qualifications: High school graduate or equivalent. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch. Must be bondable. Valid driver's license, dependable transportation and proper insurance is required. Must complete Tribal Court Clerk Basic and Advanced Training courses within two (2) years of employment. At least two (2) years' experience as an administrative assistant/receptionist. Record and bookkeeping experience and familiarity with tribal programs and operations desirable. Must be able to type 40 words per minute. Strong typing, word-processing and computer skills. Ability to work with the public in a positive and objective manner and maintain utmost confidentiality. Ability to work independently and efficiently, exercise initiative. Familiarity with Ho-Chunk laws. Strong listening and organizational skills. 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. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude when dealing with clients and the general public. Follow through on assigned tasks to completion. WORKING CONDITIONS: Office setting, courtroom.

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HEALTH INFORMATION SYSTEMS ENGINEER

Closing Date: 2/21/2024

DEPARTMENT OF HEALTH - HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240207G

Qualifications: Minimum of 4-year degree in Computer Science or Information Management. Valid driver's license, dependable transportation and proper insurance. Minimum MCSE in Windows 2000 or 2003, CompTIA Network + Certification. Minimum Specialization (select one): CCNA Certification, CompTIA IT Project + Certification, Mitel Telecommunications. Maintain confidentiality and professional demeanor in all work related activity and communication. 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, VI-AN's and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Experience with WAN communications, troubleshooting and connectivity solutions. Background in Tribal or Government programs, gaming operations; HIPAA requirements. Advanced practical application skills in network operating systems. Microsoft products, messaging systems, voice mail systems, video/teleconference systems, and back-up systems. Knowledge of database system concepts. Proficient in project management of IS system and technological changes. Ability to work in a team environment or independently as needed. WORKING CONDITIONS: Business casual attire. American Disabilities Act (ADA) compliant facility. 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

LEAD CHILD CARE TEACHER

Closing Date: 2/21/2024

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

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240207J

Qualifications: High School Diploma or Equivalent. Associates or Bachelor's Degree in Early Childhood Education or complementary degree is preferred, but not required. Be at least 18 years of age. Must pass a background check and provide a negative TB test before scheduled start date. CPR/First Aid, SIDS/Shaken Baby Certified or willing to obtain within 90 days of hire. Supervisory and/or leadership training within 90 days of hire. Must adhere to all confidentiality laws and sign a confidentiality agreement. One year experience in a licensed childcare or early childhood education is preferred. Ability to perform physical labor as needed for position. Ability to work collaboratively with other staff members to ensure the best care and safety for our children. Ability to communicate in a positive manner both orally and in writing. Model positive behavior and provide guidance to children as needed, while handling discipline concerns calmly and appropriately. Stay current on early childhood education practices. Ability to problem solve in a stressful environment. Create and maintain positive relationships and communication with parents/guardians. Establish and maintain good working relationships with fellow employees. Must be a self-starter, dependable, and possess good organizational skills. Must have knowledge of Microsoft Office programs. Knowledge of Ho-Chunk Culture and willingness to expand, and use that knowledge. WORKING CONDITIONS: The duties of this position are primarily performed indoors in a classroom setting. Daily outdoor teaching and playground supervision. Exposure to diseases, infections such as influenza, colds, etc. on a weekly basis. Exposure to high levels of sound and noise. Ability to lift and carry young children on a regular basis.

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MAINTENANCE WORKER II-HEALTH Closing Date: Open Until Filled

DEPARTMENT OF HEALTH - HEALTH-MAINTENANCE

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 16.12 Status: FULL-TIME Job Code: 240207L

Qualifications: Must have high school diploma or general education degree (GED) Must be at least 18 years of age. Must have a valid driver's license, dependable transportation and proof of automobile insurance. Must promote a healthy non-abusive lifestyle. Must have (1-2) years of experience in maintenance or housekeeping field. Must be able to work independently with little or no supervision. General knowledge of hand tools. General knowledge in building and grounds maintenance. Must have excellent reading and comprehension skills. Must be able to take orders and carry them out efficiently. Must be trustworthy and honest. Must be able to communicate and work well with all health employees and outside vendors. WORKING CONDITIONS: Ability to lift or move items weighing between 5-25 lbs. frequently. Ability to lift or move items weighing between 25-50 lbs. occasionally. Ability to use a ladder safely and properly. Majority of work is done indoors however some of the duties are done outside. Occasionally works near moving mechanical equipment and in elevated places. Potential of exposure to blood or bodily fluids. Appropriate personal protective equipment (PPE) is required to be worn. The noise level in the work environment is usually minimal.

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

BAR PORTER Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application Pay Rate: 11.83 Status: FULL-TIME/PART-TIME Job Code: 240207B

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

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

LEAD COOK Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application Pay Rate: 17.09 Status: FULL-TIME/PART-TIME Job Code: 240207K

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

REVENUE AUDITOR Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-REVENUE

Location: MADISON

Submit: Application and Resume Pay Rate: 18.41 Status: FULL-TIME Job Code: 240207N

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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SOUS CHEF

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 22.34

Status: FULL-TIME

Job Code: 2402070

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

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

TUTOR SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION

Location: MILWAUKEE

Submit: Application, Resume and Letter of Application

Pay Rate: 37.52

Status: FULL-TIME

Job Code: 240207P

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 Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX

GRANT WRITER

Closing Date:

Open Until Filled

HO-CHUNK HOUSING AND COMMUNITY DEVELOPMENT AGENCY - HHODA

Location: TOMAH

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240207E

Qualifications: Graduation from a 4-year accredited college or university with a Bachelor's Degree and a minimum of two (2) years' demonstrated experience in grantsmanship with an Indian tribe or with a fund-raising organization OR a Master's Degree from an accredited college or university. College or university course work, emphasizing English, creative writing, critical thinking, education, business, or planning, is preferred. Must have working knowledge of Microsoft Word and Excel, and be skilled at research using the Internet. Must have superior writing and communication skills. Must be able to work independently, manage time constructively, and demonstrate a dependable work record, with ability to meet deadlines. Must be punctual and be professional in appearance and demeanor. Must be willing to work varied hours, including evenings and weekends and travel.

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HOCAK TEACHER ASSISTANT-HOCAK EE COONI

Closing Date: 2/21/2024

DEPARTMENT OF EDUCATION - HOCAK EE COONI

Location: WI. DELLS

Submit: Application

Pay Rate: 22.60

Status: FULL-TIME

Job Code: 240207H

Qualifications: Must have a high school diploma, GED or equivalent. Prefer Associate Degree in the area of Early Childhood Education or related field or Bachelor's Degree in another field; or an Associate's Degree in another field and 30 related credits is preferred. Must be at least eighteen (18) years of age. Valid driver's license, dependable transportation and proper insurance is required. Must pass all state licensing requirements, including annual physical and TB test. Must be up to date on all vaccines including but not limited to measles-mumps-rubella (MMR), tetanus-diphtheria (Td) or tetanus-diphtheria-pertussis (Tdap), varicella, influenza, and hepatitis B. Must pass a caregiver background check. Must complete the required courses for Child Care within a year of hiring. Must possess or obtain SIDS, Shaken Baby Syndrome, CPR and First Aid training within 90 days of employment and update as needed. Must complete an in-person department approved training in Shaken Baby Syndrome and Sudden Infant Death Syndrome (SIDS) prior to working with any children and update as required. Must complete cardiopulmonary resuscitation (CPR), and First Aid/First Response training within 30 days of employment and update as required. Must complete the required courses for Child Care within six (6) months of beginning employment. Speak a minimum of 5 phrases of the Hoocak Language. Some early childcare experience preferred. Willingness to participate in the Hoocak Ee Cooni language Program. Must be an appropriate role model for children, parents and staff. Possess excellent verbal and written communication skills. Must be able to work cooperatively with the Administrator, Teacher, Eminent Speakers, center staff, families, and governing bodies remembering that courtesy, respect and a positive attitude are required at all times. Must be dependable, energetic, possess initiative and be self-motivated, and an ability to maintain strict confidentiality. Must have knowledge of child development, guidance, and behavior management methods. Must understand the child abuse and neglect prevention, detection, and reporting requirements. Knowledge of and/or the willingness to learn the Ho-Chunk Nation culture, language, and traditions. Knowledge of and ability to implement tribal, state, and federal regulations as well as program policies and procedures. Must be able to relate and deal with needs which typify a multi-cultural environment of children and their families. WORKING CONDITIONS: Working in a childcare environment. Must be able to lift/carry up to 35 pounds frequently.

PREVIOUS POSTINGS - FOR ALL FACILITIES

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

APPLIANCE TECHNICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 20.09

Status: FULL-TIME

Job Code: 231122A

Qualifications: High School Diploma or equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Environmental Protection Agency (EPA) certified. Have valid driver's license. Vocational training with three (3) years minimum experience, state certification required. Knowledge of gas, electrical and steam appliances. Electromechanical knowledge and skills to diagnose and correct appliance difficulties. Have good oral and written communication skills. Ability to read schematics. Good math skills. WORKING CONDITIONS: Sub-zero to hot/humid temperatures. Confined spaces. Various shifts. Smoking environment. All levels of heights.

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BINGO FLOOR CLERK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

Location: BARABOO

Submit: Application

Pay Rate: 12.55

Status: FULL-TIME

Job Code: 231206C

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. Must have reliable transportation. Must be neat in appearance. Must possess the ability to add, subtract, multiply and divide with the use of a calculator. Must possess the ability to count and make change, rapidly and accurately. Must be able to work without being involved in interpersonal conflicts. Must be able to speak clearly and concisely in front of large audiences. WORKING CONDITIONS: Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

APPLY & INQUIRE AT: Ho-Chunk 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: 240110B

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

CERTIFIED NURSING ASSISTANT

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231220C

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.

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

COUNTER SERVER/ CASHIER

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application

Pay Rate: 12.55

Status: FULL-TIME/PART-TIME

Job Code: 231206F

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

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: 231115D

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

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

DUAL DIAGNOSIS THERAPIST

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

Location: BARABOO

Submit: Application, Resume and Transcripts

Pay Rate: 38.90

Status: FULL-TIME

Job Code: 231227B

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.) AND Current Wisconsin State Licensure as Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT) at time of hire AND Current Wisconsin Substance Abuse Counselor (CSAC, SAC, SAC-IT) or Substance Abuse Specialty at time of hire. Valid driver's license, dependable transportation and proper insurance. American Heart Association Basic Life Support (BLS) CPR AED certification or ability to obtain within first three (3) months of hire. Three (3) year of experience conducting mental health and substance abuse therapy. Must include assessment, DSM-V diagnosis, treatment planning, and ongoing therapy interventions using evidence-based treatment models. Knowledge and understanding of the Ho-Chunk Nation culture, tradition and values. Integrative Care, Medical Assisted Treatment (MAT), and Psychiatry, collaboration experience preferred. Must be able to work in compliance with all applicable state and federal regulations and agency policies. Knowledge of theory, principles and practices of clinical, developmental and counseling psychology as well as treatment of alcohol and drug abuse. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services. Knowledge of modern office practices, procedures, and equipment. Maintain professional relationships with colleagues. Demonstrates establish rapport with community members and clients. Ability to communicate efficiently and effectively both verbally and in writing. Ability to work as part of a team. Ability to work independently and meet strict timelines. Understand and utilize treatment models and practices in various service settings. Understand, embrace, and utilize cultural values, traditions, and practices as they apply to working with Ho-Chunk and other Native American, organizational, and service populations. Ability to mentor and coach subordinate counselors in behavioral health counseling skills with children and adults. Demonstrate ability to provide culturally appropriate treatment services to Ho-Chunk and other Native Americans. Demonstrate ability in creating a positive work environment and professional ethics and boundaries. Must adhere to strict confidentiality in all matters. WORKING CONDITIONS: Frequently sit, walk, handle and feel, reach with hands and arms. Work is generally performed in an office setting with a moderate noise level. Occasional travel to outlying branch offices required. Moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke. Work environment is NOT smoke free. Evening and/or weekend work or extended hours may be required.

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

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

EMERGENCY MEDICAL TECHNICIAN Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

Location: BARABOO

Submit: Application, Resume and Transcripts Pay Rate: 18.83 Status: FULL-TIME Job Code: 231122B

Qualifications: Must have a high school diploma or equivalent. Required to have a valid/current State of Wisconsin Emergency Medical Technician License. A current Healthcare Professional level CPR certification is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain complete patient confidentiality. Must not have been convicted of a felony, or convicted of an offense which is related to drugs, theft, fraud, children or elders. Must be able to obtain and maintain a Gaming License. Must have reliable transportation, a valid driver's license and proper insurance where applicable. Must be able to write, speak, and understand English. Must be physically able to perform all duties. Security experience is preferred. Must be of sound mind and good moral character. Uphold and maintain a high standard of patient care. Must possess strong PC skills and knowledge of Microsoft products. Ability to remain calm under stressful situations and use logic and rational judgement to solve problems. Ability to calculate figures and amounts. Ability to multitask and to concentrate on a task over a period of time without being distracted. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Must possess the ability to acquire a working knowledge of security procedures, and perform investigative procedures and techniques and systems including alarm, access control and identification systems. Ability to accept change(s). WORKING CONDITIONS: May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, will be required to sit, stand, walk, stoop, squat, push, pull, bend, crouch, crawl, climb, balance, run, talk and hear. Is frequently required to lift and/or move fifty (50) pounds and may be required to lift and/or move up to two hundred (200) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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

FINE DINING BUSSER Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application Pay Rate: DOQ Status: FULL-TIME Job Code: 231227C

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Must work well with people, possess excellent customer service skills, and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. WORKING CONDITIONS: Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends.

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

FINE DINING HOST Closing Date: Open Until Filled

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

Location: BARABOO

Submit: Application Pay Rate: DOQ Status: FULL-TIME Job Code: 231227D

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Must not be convicted for a crime of moral turpitude, including theft. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Accurate cash-handling experience and good mathematical skills are required. Must work well with people, possess excellent customer service skills, and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. WORKING CONDITIONS: Must be able to work in a loud, fast-paced environment.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

FINE DINING LINE COOK **Closing Date:** Open Until Filled

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

Location: BARABOO

Submit: Application **Pay Rate: DOQ** **Status: FULL-TIME** **Job Code: 231227E**

Qualifications: A High School Diploma or equivalent is required. An associate degree or certificate in Culinary Arts is preferred. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. ServSafe Food Handler is required within 14 days of regular employment. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Intermediate understanding of or the ability to learn basic sanitation and regulations for workplace safety. Intermediate understanding of or the ability to learn food handling techniques, preparation, and cooking procedures. Ability to function well in a high-paced and at times stressful environment. Ability to work quickly and efficiently. Ability to work well as part of a team. Ability to maintain personal hygiene. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

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

FINE DINING RESTAURANT MANAGER **Closing Date:** Open Until Filled

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

Location: BARABOO

Submit: Application, Resume and Letter of Application **Pay Rate: DOQ** **Status: FULL-TIME** **Job Code: 231227F**

Qualifications: A High School Diploma or equivalent is required. A bachelor's degree in Business or Culinary Arts is required. An associate's degree and two (2) years' of experience or four (4) years' of relevant experience may be supplemented in place of post-secondary education. Sommelier level one certification is preferred. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must not be convicted for a crime of moral turpitude, including theft. ServSafe Manager required within 90 days of regular employment. Must demonstrate financial understanding, including the ability to read and analyze financial statements, and demonstrate proficiency in menu engineering. Must demonstrate technological capabilities in Microsoft Office Applications, point-of-sale systems, and other restaurant and business technologies. Relevant experience or training may be demonstrated via degree or certificate, completion of apprenticeship, or other experience necessary to become trained as a highly skilled business leader. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Strong supervisory and leadership skills. Excellent interpersonal skills with a focus on guest service. Excellent time management skills. Excellent organizational skills and attention to detail. Familiarity with food handling, safety, and other restaurant guidelines. Proficient with Microsoft Office Suite or related software. **WORKING CONDITIONS:** Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

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

FINE DINING SERVER **Closing Date:** Open Until Filled

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

Location: BARABOO

Submit: Application **Pay Rate: DOQ** **Status: FULL-TIME** **Job Code: 231227G**

Qualifications: High school diploma or equivalent. Successful completion of criminal background check and drug screen. Must not be convicted for a crime of moral turpitude, including theft. Current ServSafe certificate preferred. ServSafe certification is required within one (1) month of regular employment. Able to obtain food handler's card where required. One (1) year of fine dining restaurant experience is preferred. Ability to maintain a professional demeanor in stressful situations is necessary. Accurate cash-handling experience and good mathematical skills are required. Must work well with people; possess excellent customer service skills and show sensitivity to diverse cultures. Must possess strong oral and written communication skills. Must possess basic computer skills. **WORKING CONDITIONS:** See the Physical Demands worksheet. Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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FINE DINING SOUS CHEF

Closing Date:

Open Until Filled

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

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231227H

Qualifications: A High School Diploma or equivalent is required. An associate degree in Culinary Arts is required. Four (4) years' of relevant experience may be supplemented in place of a post-secondary education. All employees are subject to the Criminal and Background restrictions of the Ho-Chunk Nation. ServSafe Food Handler required within 14 days of regular employment. ServSafe Manager required within 90 days of regular employment. Relevant experience or training may be demonstrated via degree or certificate, completion of apprenticeship, or other experience necessary to become trained as a highly skilled professional cook. Minimum of two (2) years' of experience working in a full-service restaurant, fine dining preferred. Ability to produce an excellent culinary and restaurant experience for guests. Excellent verbal and written communication skills. Excellent time management, scheduling, supervisory, and organizational skills. Excellent interpersonal skills with the ability to work well with various personalities and under pressure. WORKING CONDITIONS: Must be able to work in a loud, fast-paced environment. Able to work varied hours and shifts, including evenings and weekends, as needed.

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

INVENTORY CLERK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

Location: BARABOO

Submit: Application

Pay Rate: 16.32

Status: FULL-TIME

Job Code: 231206K

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. Have demonstrated competence in the use of mathematical skills. Knowledge of inventory controls systems and procedures. Ability to count, record and prepare simple accurate records. Must have a positive mental attitude and be willing to follow through on task assignments. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers. Maintains a safe and healthy work place environment. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work. WORKING CONDITIONS: Loud, smoky, fast-paced environment. Must be able to lift, move and store heavy objects.

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

LIFEGUARD LEVEL 1

Closing Date:

Open Until Filled

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application

Pay Rate: 13.80

Status: FULL-TIME

Job Code: 240103D

Qualifications: High School Diploma, equivalent or a student in good standing. Must have current Lifeguard, First Aide, and CPR, AED certifications or obtain certifications in 2-3 weeks of hire. Knowledge of basic computer Knowledge and previous cashier skills. Must be at least 16 years of age. Willingness to continually keep updated on first aid, lifesaving skills/certifications. Must not have been convicted of any offense which is related to children. Must promote a healthy non-abusive lifestyle. Must have proper Driver's License, transportation and insurance.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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MAINTENANCE SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 17.58

Status: FULL-TIME

Job Code: 231122E

Qualifications: Strong analytical and written skills. Strong interpersonal skills. Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Maintain confidentiality. High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrate working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrate working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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

MAINTENANCE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 23.85

Status: FULL-TIME

Job Code: 231122F

Qualifications: High School Diploma or equivalent and Two (2) to four (4) years of combined education/experience in relevant field. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation, and proper insurance. Must be bondable. Maintain confidentiality. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC electrical, structural, and plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. Strong analytical and written skills. Strong interpersonal skills. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. Smoking environment. All conditions from hot/humid to sub-zero weather.

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

MASTER MACHANIC

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.34

Status: FULL-TIME

Job Code: 240110N

Qualifications: High School diploma or equivalent. Must have a valid Class B, CDL driver's license, liability insurance and reliable transportation to work. Must be bondable or licensable according to tribal policy. Must have diesel and gas engine background. One year vocational training and/or five years minimum experience. Must have a working knowledge of electrical/computer components. Must have knowledge of air brakes. Basic welding and body repair. Must be able to communicate effectively with employees and patrons, be able to read, write and understand English. Demonstrate initiative, self-motivation and ability to work in a team setting. Must be mechanically inclined, have good dexterity, manual skills, and have cheerful disposition. Will be required to utilize the vehicle maintenance software. Maintain up to date first aid and OSHA certification and remain state compliant. WORKING CONDITIONS: Majority of work inside minimally heated vehicle maintenance building. Occasional work outdoor all seasons. Must be able to lift 50 lbs.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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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: 240124J

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.

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

SECURITY OFFICER (B) 3RD SHIFT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

Location: BARABOO

Submit: Application and Resume

Pay Rate: 18.83

Status: FULL-TIME

Job Code: 231122K

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. **WORKING CONDITIONS:** May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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SHUTTLE DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

Location: BARABOO

Submit: Application

Pay Rate: 15.06

Status: FULL-TIME

Job Code: 231122L

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 - 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: 231206A

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

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

BANKER/ CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.81

Status: FULL-TIME

Job Code: 231213A

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

BARTENDER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 10.36

Status: FULL-TIME/PART-TIME

Job Code: 240131A

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.

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: 2/7/2024

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

BEVERAGE SERVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 9.21

Status: FULL-TIME/PART-TIME

Job Code: 240131B

Qualifications: Will train. Some food experience helpful.

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

BINGO FLOOR CLERK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 11.51 + TIPS Status: FULL-TIME

Job Code: 240124B

Qualifications: Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable. Must be free of money related convictions. Steady and dependable work record with a minimum of one (1) year prior work experience with cash registers. Must have reliable transportation. Must be neat in appearance. Must possess the ability to add, subtract, multiply and divide with the use of a calculator. Must possess the ability to count and make change, rapidly and accurately. Must be able to work without being involved in interpersonal conflicts. Must be able to speak clearly and concisely in front of large audiences. WORKING CONDITIONS: Must be able to stand and walk for long periods of time. Must be able to lift and carry up to 35lbs. Must be able to work in a smoking environment.

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

BUS DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 15.38

Status: FULL-TIME

Job Code: 240124C

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

CASE MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240117A

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.

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

COUNT TEAM MEMBER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-COUNT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 19.57

Status: FULL-TIME/PART-TIME

Job Code: 240124E

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

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

COUNTER SERVER/ CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 11.51

Status: FULL-TIME/PART-TIME

Job Code: 240131D

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

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- T** *All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** *Some of the jobs posted may require a gaming license.
- *All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

DATA ANALYST

Closing Date:

Open Until Filled

DEPARTMENT OF EDUCATION - EDUCATION

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 24.17

Status: FULL-TIME

Job Code: 231206G

Qualifications: A Bachelor's degree in a related field or discipline is required. A Master's degree is preferred. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S. C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment. Valid driver's license, dependable transportation and proper insurance are preferred. Maintains strict confidentiality. Four (4) years of increasingly responsible and complex data analysis experience. Additional years of related data experience are preferred from any field where the experience involved effective use of human relations skills in a technical and/or analytical environment. Experience in applied statistics, including regressions, forecasting and value-added analysis. Experience with performing statistical significance tests is preferred. Experience in data analysis and problem solving with large amounts of data. Experience using spreadsheets to conduct trend analyses. Knowledgeable in use of data management systems, computers, word processing and filing. Possess strong analytic skills. Possess strong written and verbal communication skills. Ability to collaborate; propose innovative solutions using data; survey, evaluate and synthesize research from various sources in a clear summary targeted to a specific audience; manage multiple responsibilities simultaneously and flexibility, and learn quickly and work in a fast paced environment. Ability to transform data from a variety of sources and formats into data acceptable for analysis software and spreadsheet analyses, as needed; understand the strengths, weaknesses, and limitations of given datasets or metrics; and limitations of policy, implementation, evaluation, leadership principles and skills including conflict management and consensus building. Ability to present data graphically for a non-technical audience. WORKING CONDITIONS: Office setting. Occasional travel.

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: 231115C

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

ELDER WORKER

Closing Date:

Open Until Filled

DEPARTMENT OF LABOR - ELDER WORKFORCE DIVISION

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.81

Status: PART-TIME

Job Code: 231220D

Qualifications: Enrolled Ho-Chunk member, 62 years and beyond. Valid driver's license, appropriate insurance and dependable transportation is required. Preferred qualification may also be included. Proper handling of office equipment, and some tools of the trades. WORKING CONDITIONS: Office Setting. Cultural events indoors and outdoors in all seasons. Some travel is required.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

ENROLLMENT SECRETARY

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - ENROLLMENT

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 14.96

Status: FULL-TIME

Job Code: 240131F

Qualifications: High School Diploma. Must have Notary Public commission or acquire commission within 30-60 days upon start of regular employment. Must have valid driver's license, dependable transportation and proper insurance. Minimum of one-year prior work experience in a comparable position. Excellent guest service skills. Excellent telephone etiquette. Must possess excellent organizational skills. Must be proficient in the use of computer software. Must be able to work with people. Ability to follow direction and procedure. Ability to work as part of a team. Knowledge or understanding of the intricate Ho-Chunk familial structure. Speak or understand the Ho-Chunk language. Knowledge of or understand Ho-Chunk culture and tradition. WORKING CONDITIONS: Job duties are primarily in the office setting requiring long hours of computer use and long periods of sitting, occasional travel to attend meetings.

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

GAMING HALL MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240124H

Qualifications: Bachelor's Degree in Business Administration, Accounting, Administrative Management or Marketing is preferred, or a demonstrated successful experience in lieu of a formal degree. Qualifications that may substitute for the college degree are defined as minimum of six (6) years combination of post-secondary education and experience in business management, retail business management, planning, marketing or gaming management. Candidates without a college degree may be required to develop and implement a career development plan, which will result in a college degree within a reasonable amount of time. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable, according to Tribal Policy. Must be able to successfully complete Management Minded Supervision within one (1) year of hire date. Minimum of two (2) years of directly related work experience is required. Demonstrate capability, initiative, self-motivation, communication skills and ability to operate in a "team approach" environment. Must have working knowledge of gaming operations or the ability to gain a working knowledge in six (6) months. Must be able to provide three (3) letters of reference specifically addressing the applicant's Job Description. Working knowledge of computer systems from a systems-design perspective, including knowledge of personal computers and mainframe applications. Must be able to effectively represent the gaming enterprises in public and must be experienced in communicating with computer, accounting and management professionals. Monitor sales promotion, marketing and advertising activities for the gaming operation. WORKING CONDITIONS: This job is in an office setting. Must be able to monitor the sessions, employees and customers to ensure all are satisfied with the sessions. Walking, and standing and lifting up to 30 lbs., on occasion.

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

GUEST SERVICE REPRESENTATIVE

Closing Date:

2/14/2024

DEPARTMENT OF BUSINESS - HCG-BRF-HOTEL

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 14.96

Status: FULL-TIME

Job Code: 240131G

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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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

LABOR DEPARTMENT BOARD OF DIRECTORS MEMBER

Closing Date:

Open Until Filled

DEPARTMENT OF LABOR - LABOR

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: STIPEND

Status: FULL-TIME

Job Code: 240117K

Qualifications: The Ho-Chunk Nation Department of Labor, which houses the Ho-Chunk Nation 477 Federal Program, Tribal Workforce Development, Occupational Safety & Health, Emergency Management, Residential Construction Inspection, the Elder Workforce Division, and the Youth Employment Program, is seeking nominations to fill five (5) vacancies on its Board of Directors. The Board serves in an advisory capacity on matters referred by the Executive Director of the Department of Labor. Board members shall have the requisite skills, knowledge, and education to provide the Executive Director with professional and expert advice and recommendations, including, but not limited to, occupational safety & health, emergency management, residential construction, Federal and State labor laws, employment, human resources, training, etc. A director shall possess leadership skills and communicate as a Board committed to the mission of the Department of Labor. A director must be an enrolled Ho-Chunk tribal member 25 years or older. An FBI background check is required for all Board of Director nominees as per Resolution 04-08-13K. A director must not have a conviction of, or entry of a plea of guilty or no contest to, any of the following in any jurisdiction within the past ten (10) years: a felony, any crime of dishonesty, including, but not limited to, fraud, misrepresentation, theft, or deception in any form. The Board shall comprise five (5) Ho-Chunk Nation enrolled members, selected by the Executive Director, approved by the President of the Ho-Chunk Nation, and confirmed by the Ho-Chunk Nation Legislature, according to the Establishment Act of the Department of Labor. The Board of Directors serve two (2) year terms and may serve more than one (1) term. The terms will alternate so that two (2) Directors are appointed or re-appointed after the first year and every two (2) years after that, and three (3) Directors are appointed or re-appointed in the alternate years. The Department of Labor's Board of Directors will also serve as the Emergency Management Advisory Committee (EMAC). An EMAC advises, assists, reviews, and comments on emergency management, homeland security issues, regional planning, and policies. They measure and prioritize core capabilities and recommend homeland security allocations and work products to sustain and enhance preparedness and operational levels. As set forth on this board, members provide regional and multi-discipline perspectives and represent the communities, districts, government, particular purpose, utilities, non-profit agencies, and the private sector involved with or coordinating with the Ho-Chunk Nation.

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

LEAD SUPERVISOR / PURCHASING AGENT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 19.57

Status: FULL-TIME

Job Code: 240131H

Qualifications: College degree (may substitute additional experience for degree). 2-4 years of appropriate experience. Strong organization culinary, and supervisory skills. Must have dependable transportation and show proof of valid drivers license and liability insurance.

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

LEGISLATIVE FINANCIAL CLERK

Closing Date:

Open Until Filled

LEGISLATIVE - LEGISLATIVE - TOB

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 16.12

Status: FULL-TIME

Job Code: 240131I

Qualifications: High School diploma or equivalent. Must pass a background check. Minimum two (2) years of experience in an office setting in accounting. Knowledgeable with current computer accounting software. Typing skills required. Able to take meeting minutes required. Must be detail oriented and knowledge of structure, organization, and history of the Ho-Chunk Nation Legislature and its government. Ability to follow direction and procedures. Ability to maintain confidentiality. WORKING CONDITIONS: Works in an office setting. Available to work flexible hours including evenings and weekends. Professional dress code.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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MAINTENANCE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 21.87

Status: FULL-TIME

Job Code: 231213D

Qualifications: High School Diploma or equivalent and Two (2) to four (4) years of combined education/experience in relevant field. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, dependable transportation, and proper insurance. Must be bondable. Maintain confidentiality. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Two (2) years of supervisory experience. Demonstrated working knowledge of building systems, HVAC electrical, structural, and plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Cost analysis for materials in the repair of buildings. Knowledge of Microsoft Office products. Strong analytical and written skills. Strong interpersonal skills. WORKING CONDITIONS: Able to work nights, weekends, and holidays as assigned. Smoking environment. All conditions from hot/humid to sub-zero weather.

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

PARALEGAL II

Closing Date:

Open Until Filled

DEPARTMENT OF JUSTICE - JUSTICE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 21.87

Status: FULL-TIME

Job Code: 240131J

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

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

PHARMACIST

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - PHARMACY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME/PART-TIME

Job Code: 231227K

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.

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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

POOL-GROUNDSKEEPER-MAINTENANCE PERSON

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.81

Status: FULL-TIME

Job Code: 231227L

Qualifications: High school diploma or equivalent. Certification by the National Swimming Pool Foundation as a Certified Pool Operator. Valid driver's license, dependable transportation and proper insurance. Must have thorough knowledge of building systems, HVAC, electrical, structural, plumbing and grounds. Knowledge of inventory of all units, tools and materials of real property. Must have positive attitude, team player and be willing to follow through on assigned tasks with minimal or no supervision. Must be able to read and write effectively and to communicate effectively with the public. WORKING CONDITIONS: Ability to work varying hours and days (including weekends and holidays). Must be willing to work in extreme varied weather conditions all year. Must be physically able to stand, bend, stoop, walk and do heavy lifting (50 pounds) and effectively move heavy objects from one location to another safely.

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

PRODUCTION COOK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-F&B

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 12.66

Status: FULL-TIME/PART-TIME

Job Code: 240131K

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

RADIOLOGY TECHNOLOGIST II

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240131L

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

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

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/PART-TIME

Job Code: 240131N

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

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

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



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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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

SECURITY SHIFT SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 20.72

Status: FULL-TIME

Job Code: 231206N

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

SENIOR CONSTRUCTION II

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - RENTAL MANAGEMENT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 18.42

Status: FULL-TIME

Job Code: 240124K

Qualifications: High School diploma or equivalent. Additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Comprehensive knowledge of new and remodel for residential construction. Proficient in math skills needed for residential construction. **WORKING CONDITIONS:** Work will be both indoors and out in diverse conditions. Any physical demands of the position should be listed or the Physical Demands Worksheet referenced. Lifting minimum of 50 lbs. Snow Plowing. Mowing. Sitting, Standing, Reaching, Climbing, and Crouching. Working in all-weather types. Hard physical labor.

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

SLOT SERVICE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 20.72

Status: FULL-TIME

Job Code: 231220I

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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- 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: 2/7/2024

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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-BRF-SLOTS

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.81

Status: FULL-TIME

Job Code: 231220L

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

SOCIAL WORKER

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231220O

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

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

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: 240131Q

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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SURVEILLANCE SHIFT SUPERVISOR

Closing Date:

Open Until Filled

GAMING COMMISSION - SURVEILLANCE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 21.87

Status: FULL-TIME

Job Code: 231227N

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. Two (2) years of experience in casino surveillance. Two (2) years of supervisory experience preferred. Must be able to operate different types of surveillance equipment. Must be able to identify criminal activity. Must have the ability to effectively follow direction. Must be able to read, write, comprehend and retain Information. Must be able to type at a minimum of 45 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess the ability to multi-task. Shall use effective time management. Must possess good organizational skills. Public speaking skills are required. Must have basic leadership qualities needed in law enforcement environment. Must exhibit leadership qualities and be able to coordinate staff as needed. Must possess the ability to work independently as well as in a team environment. Must possess the ability to apply investigative techniques and undercover operations. Remain up-to-date on casino and business related scams. Thorough knowledge of all gaming activities. WORKING CONDITIONS: Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

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

TAU ASSISTANT COOK

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 13.81

Status: FULL-TIME

Job Code: 231122N

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 ATTORNEY

Closing Date:

Open Until Filled

DEPARTMENT OF JUSTICE - JUSTICE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231213K

Qualifications: Must possess a law degree. Must be of legal age and never have been convicted of a felony, unless pardoned. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Must be eligible to practice law or licensed to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court within 9 months of employment. Valid driver's license, dependable transportation and proper insurance. Licensed or eligible to practice law in Federal jurisdiction, federal court experience desirable. Entry level to five (5) years of experience. Contract review and lease experience preferred. Must become and maintain membership in the Ho-Chunk Nation Bar Association. Knowledge of all relevant aspects of tribal law, federal law and Wisconsin law. Respect for the culture and traditions of the Ho-Chunk Nation. Ability to communicate and provide verbal feedback in a professional manner. Ability and willingness to cooperate and collaborate with agencies from other jurisdictions. Ability to resolve problems, handle conflicts and make effective decisions under pressure. Must be familiar with the constitution and laws of the Ho-Chunk Nation. Knowledge of the Ho-Chunk communities and people. WORKING CONDITIONS: Office setting. Travel required.

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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: 2/7/2024

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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

UTILITY COORDINATOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 26.48

Status: FULL-TIME

Job Code: 240131T

Qualifications: High school diploma or GED equivalent. Minimum of Associates degree including specialized courses, including courses in water technology, water utility management. or other related fields. An equivalent combination of education, training and experience that demonstrates the required knowledge, skills and abilities may be considered. Possess a WI DNR Grade 1 Municipal Water Supply Operator Certification in subclasses of: "Groundwater", "Distribution", "Iron Removal" and "Zeolite Softening", and maintain Certification. Valid WI driver's license, proper insurance and dependable transportation. Minimum five (5) years of experience operating and maintaining a municipal water or wastewater utility, or closely related industry. Minimum two (2) years of supervisory experience at a municipal water utility with exposure to budgetary, billing, record keeping and reporting, and administrative processes. Knowledgeable and conversant in WI DNR and EPA drinking water regulations as they pertain to municipal water supply, storage and distribution systems. Strong working knowledge of well construction and operation, operation and maintenance of pressure and gravity sand filters and zeolite water softeners, construction and maintenance of underground piping systems and water storage tank maintenance. Ability to use safety equipment and follow procedures for climbing water towers, entering confined spaces and handling hazardous materials. Ability to use laboratory equipment for water analysis, various types of instrumentation, multimeters, line tracers, etc. Ability to read and interpret various design and as-built drawings pertaining to the water industry, basic electrical ladder drawings and diagrams, and to communicate effectively civil engineers, contractors and other professionals. Strong computer skills, ability to operate various programs such as Excel, Word, etc. Ability to use meter reading, utility billing, contract, budgeting, preventive maintenance and other computer software systems. Strong oral and written communication skills, ability to establish working relationships with employees, citizens, contractors, government agencies and elected officials. Must be very responsible, well organized, self-motivated and able to work with minimal supervision. Must be able to multi-task, prioritize, work under pressure and handle stressful situations with tact and diplomacy. Strong ability to establish and fulfill goals and objectives, strong interpersonal, decision-making and supervisory skills. **WORKING CONDITIONS:** Requires significant office work, computer and keyboard use. Requires extensive travel and some outdoor work, in all weather conditions. Requires some varied hours and overtime work, occasional on-call. Occasional climbing to high heights and confined space entry. Some heavy lifting up to 50 lbs., and repetitive actions. Occasional work around electrical controls and components. Exposure to loud noise and to unpleasant odors and fumes.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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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

UTILITY COORDINATOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - ENVIRONMENTAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240110U

Qualifications: High school diploma or GED equivalent. Minimum of Associates degree including specialized courses, including courses in water technology, water utility management. or other related fields. An equivalent combination of education, training and experience that demonstrates the required knowledge, skills and abilities may be considered. Possess a WI DNR Grade 1 Municipal Water Supply Operator Certification in subclasses of: "Groundwater", "Distribution", "Iron Removal" and "Zeolite Softening", and maintain Certification. Valid WI driver's license, proper insurance and dependable transportation. Minimum five (5) years of experience operating and maintaining a municipal water or wastewater utility, or closely related industry. Minimum two (2) years of supervisory experience at a municipal water utility with exposure to budgetary, billing, record keeping and reporting, and administrative processes. Knowledgeable and conversant in WI DNR and EPA drinking water regulations as they pertain to municipal water supply, storage and distribution systems. Strong working knowledge of well construction and operation, operation and maintenance of pressure and gravity sand filters and zeolite water softeners, construction and maintenance of underground piping systems and water storage tank maintenance. Ability to use safety equipment and follow procedures for climbing water towers, entering confined spaces and handling hazardous materials. Ability to use laboratory equipment for water analysis, various types of instrumentation, multimeters, line tracers, etc. Ability to read and interpret various design and as-built drawings pertaining to the water industry, basic electrical ladder drawings and diagrams, and to communicate effectively civil engineers, contractors and other professionals. Strong computer skills, ability to operate various programs such as Excel, Word, etc. Ability to use meter reading, utility billing, contract, budgeting, preventive maintenance and other computer software systems. Strong oral and written communication skills, ability to establish working relationships with employees, citizens, contractors, government agencies and elected officials. Must be very responsible, well organized, self-motivated and able to work with minimal supervision. Must be able to multi-task, prioritize, work under pressure and handle stressful situations with tact and diplomacy. Strong ability to establish and fulfill goals and objectives, strong interpersonal, decision-making and supervisory skills. **WORKING CONDITIONS:** Requires significant office work, computer and keyboard use. Requires extensive travel and some outdoor work, in all weather conditions. Requires some varied hours and overtime work, occasional on-call. Occasional climbing to high heights and confined space entry. Some heavy lifting up to 50 lbs., and repetitive actions. Occasional work around electrical controls and components. Exposure to loud noise and to unpleasant odors and fumes.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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WOMEN'S RECOVERY ADVOCATE

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 14.96

Status: FULL-TIME

Job Code: 231227P

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

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: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 17.27

Status: FULL-TIME

Job Code: 231206S

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.

- 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: 2/7/2024

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

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: 23115G

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

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

SLOT SERVICE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application

Pay Rate: 23.67

Status: FULL-TIME

Job Code: 231220J

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

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

ACCOUNTANT I

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-FINANCE

Location: MADISON

Submit: Application and Resume

Pay Rate: 23.67

Status: FULL-TIME

Job Code: 240124A

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

- 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: 2/7/2024

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

BEVERAGE SERVICES MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume

Pay Rate: 19.72

Status: FULL-TIME

Job Code: 231227A

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

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

CAGE CASHIER

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: 240110A

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

DISHWASHER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application

Pay Rate: 15.77

Status: PART-TIME

Job Code: 240110G

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

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

FOOD SERVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

Location: MADISON

Submit: Application and Resume

Pay Rate: 10.52

Status: FULL-TIME/PART-TIME

Job Code: 231227I

Qualifications: High school diploma or equivalent desired.

NOTE

*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: 2/7/2024

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

SECURITY OFFICER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application and Resume

Pay Rate: 19.72

Status: FULL-TIME

Job Code: 231129F

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. WORKING CONDITIONS: May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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

SLOT SERVICE TECHNICIAN II

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

Location: MADISON

Submit: Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231122M

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.

NOTE

*Ho-Chunk Preference will be applied in hiring.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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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: MINNEAPOLIS/ST.PAUL

Submit: Application, Resume and Letter of Application

Pay Rate: 39.98

Status: FULL-TIME

Job Code: 2401240

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

CAGE CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-CAGE

Location: NEKOOSA

Submit: Application

Pay Rate: 15.21

Status: FULL-TIME

Job Code: 240103A

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

CASINO CONTROLLER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

Location: NEKOOSA

Submit: Application, Resume and Letter of Application

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240110C

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

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

PROMOTIONS 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: 240110P

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.

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

PROMOTIONS SHIFT SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 18.71

Status: FULL-TIME

Job Code: 240110Q

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

SECURITY OFFICER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

Location: NEKOOSA

Submit: Application

Pay Rate: 17.54

Status: FULL-TIME

Job Code: 231220H

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. WORKING CONDITIONS: May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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

SHUTTLE DRIVER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA

Submit: Application

Pay Rate: 14.03 + TIPS Status: FULL-TIME

Job Code: 231206O

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.

- 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: 2/7/2024

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

SLOT SERVICE TECHNICIAN I

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

Location: NEKOOSA

Submit: Application

Pay Rate: 14.03 + TIPS Status: FULL-TIME

Job Code: 231129G

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

SLOT SERVICE TECHNICIAN II

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SLOTS

Location: NEKOOSA

Submit: Application

Pay Rate: 17.54

Status: FULL-TIME

Job Code: 231129H

Qualifications: High School Diploma or GED certificate required. A two (2) year degree in Electronics preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and licensable according to tribal policy. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be able to read, write and understand English. Must possess basic computer skills. Must pass the Slot Service Technician II test at time of interview. WORKING CONDITIONS: Ability and willingness to work assigned schedule that will include nights, weekends and holidays is required. Cannot be color blind. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and second hand tobacco smoke. The noise level in the work environment is usually moderate.

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

SURVEILLANCE AGENT

Closing Date:

Open Until Filled

GAMING COMMISSION - HCG-NEKOOSA-SURVEILLANCE

Location: NEKOOSA

Submit: Application

Pay Rate: 19.88

Status: FULL-TIME

Job Code: 231206P

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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*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: 2/7/2024

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

SURVEILLANCE SHIFT SUPERVISOR

Closing Date:

Open Until Filled

GAMING COMMISSION - HCG-NEKOOSA-SURVEILLANCE

Location: NEKOOSA

Submit: Application

Pay Rate: 22.22

Status: FULL-TIME

Job Code: 231206Q

Qualifications: Must possess a high school diploma or equivalent. Must have one (1) year of higher education. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be able to obtain Gaming License. Possession of working vehicle, valid driver's license and proper Insurance. Two (2) years of experience in casino surveillance. Two (2) years of supervisory experience preferred. Must be able to operate different types of surveillance equipment. Must be able to identify criminal activity. Must have the ability to effectively follow direction. Must be able to read, write, comprehend and retain Information. Must be able to type at a minimum of 45 words per minute. Must be familiar with computer software programs (i.e. spreadsheets, word processing). Must possess the ability to multi-task. Shall use effective time management. Must possess good organizational skills. Public speaking skills are required. Must have basic leadership qualities needed in law enforcement environment. Must exhibit leadership qualities and be able to coordinate staff as needed. Must possess the ability to work independently as well as in a team environment. Must possess the ability to apply investigative techniques and undercover operations. Remain up-to-date on casino and business related scams. Thorough knowledge of all gaming activities. WORKING CONDITIONS: Must have eyesight correctable to 20/20, no color blindness. Be able to sit for extended periods of time and observe in close quartered areas. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. Must be able to work in a high stress environment. Occasional travel may be required to fulfill effectively above job description functions. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

APPLY & INQUIRE AT: Ho-Chunk 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 and Letter of Application

Pay Rate: 35.08

Status: FULL-TIME

Job Code: 240131S

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.

- 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: 2/7/2024

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

CERTIFIED NURSING ASSISTANT

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: TOMAH

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240124D

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

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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-TOMAH-CASINO

Location: TOMAH

Submit: Application and Resume

Pay Rate: 19.90

Status: PART-TIME/QTR TIME

Job Code: 240110E

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.

NOTE

*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.

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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: 2/7/2024

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

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

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

COUNT TEAM SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

Location: TOMAH

Submit: Application and Resume

Pay Rate: 24.58

Status: FULL-TIME

Job Code: 240110F

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

HEAVY EQUIPMENT MECHANIC

Closing Date:

Open Until Filled

HOUSING AND PUBLIC WORKS - HEAVY EQUIPMENT

Location: TOMAH

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 231220F

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

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

SENIOR CONSTRUCTION II

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - HEAVY EQUIPMENT

Location: TOMAH

Submit: Application and Resume

Pay Rate: 18.73

Status: FULL-TIME

Job Code: 240103F

Qualifications: High School diploma or equivalent. Additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Comprehensive knowledge of new and remodel for residential construction. Proficient in math skills needed for residential construction. WORKING CONDITIONS: Work will be both indoors and out in diverse conditions. Any physical demands of the position should be listed or the Physical Demands Worksheet referenced. Lifting minimum of 50 lbs. Snow Plowing. Mowing. Sitting, Standing, Reaching, Climbing, and Crouching. Working in all-weather types. Hard physical labor.

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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: 2/7/2024

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

SLOT SERVICE SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

Location: TOMAH

Submit: Application

Pay Rate: 21.07

Status: FULL-TIME

Job Code: 231220K

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

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

SLOT SERVICE TECHNICIAN I

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

Location: TOMAH

Submit: Application

Pay Rate: 14.04

Status: FULL-TIME

Job Code: 231220M

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

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

SLOT SERVICE TECHNICIAN II

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

Location: TOMAH

Submit: Application

Pay Rate: 17.55

Status: FULL-TIME

Job Code: 231220N

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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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

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: 231151

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

HOUSING BOARD OF DIRECTORS MEMBER

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - HOUSING - TOMAH

Location: VARIOUS

Submit: Application

Pay Rate: STIPEND

Status: FULL-TIME

Job Code: 240117J

Qualifications: Director shall possess leadership skills and communicate as Board committed to mission of the Department. Director must be an enrolled Ho-Chunk tribal member 25 years of age or older. A FBI background check is required for all Board of Director nominees as per Resolution 04-08-13K. A director must not have a conviction of, or entry of a plea of guilty or no contest to, any of the following, in any jurisdiction within the past ten (10) years. A felony. Any crime of dishonesty, including, but not limited to, fraud, misrepresentation, theft or deception in any form.

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

SENIOR CONSTRUCTION II

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - RENTAL MANAGEMENT

Location: WI DELLS/BARABOO

Submit: Application and Resume

Pay Rate: 20.09

Status: FULL-TIME

Job Code: 240110R

Qualifications: High School diploma or equivalent. Additional education through a trade school or technical training school. Must have a valid driver's license, dependable transportation, and proper insurance. Minimum of three years' experience in residential construction. Minimum of one-year experience in supervisor or foreman positions. Comprehensive knowledge of new and remodel for residential construction. Proficient in math skills needed for residential construction. WORKING CONDITIONS: Work will be both indoors and out in diverse conditions. Any physical demands of the position should be listed or the Physical Demands Worksheet referenced. Lifting minimum of 50 lbs. Snow Plowing. Mowing. Sitting, Standing, Reaching, Climbing, and Crouching. Working in all-weather types. Hard physical labor.

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: 2/7/2024

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

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

CLINIC PHYSICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - MEDICAL SERVICES

Location: WI. DELLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240131C

Qualifications: Graduate from an accredited U.S. Medicine and Surgery program with either an M.D. or D.O. degree. Graduate from an accredited residency-training program in a primary care specialty of their choice. Possess or be eligible to obtain a State of Wisconsin medical license within four (4) months of hire. Possess or be eligible to possess a controlled substance registration certificate from the Drug Enforcement Agency. Be board qualified or board certified by an American Board of Specialty (Family Medicine, Internal Medicine). Possess a valid driver's license, dependable transportation, and proper auto insurance. Must be able to maintain strict patient confidentiality. Ability to utilize mature judgement, self-discipline, tact, and ingenuity in maintaining effective working relationships with staff members and/or the general public. Ability to work with a diverse population in a positive manner and with a team orientated approach. 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 departments within the Tribe in the spirit of compromise. WORKING CONDITIONS: Majority of work is in primary care clinic setting providing patient care services; occasionally will be doing health related activity in community setting. Administrative duties comprise about 10% of the time in a given week.

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

RENTAL HVAC TECHNICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF HOUSING - RENTAL MANAGEMENT

Location: WI. DELLS

Submit: Application, Resume and Letter of Application

Pay Rate: 25.11

Status: FULL-TIME

Job Code: 240131M

Qualifications: High School diploma or equivalent, desirable additional education through a trade school or technical training school. Valid driver's license, dependable transportation, and proper Insurance. Two years training with two years' work experience, current certification or 4 years' experience under a certified technician. Preferable residential work experience. Knowledge and working function of electrical circuitry. Knowledgeable in HVAC environmental laws. Knowledge and use of technical terms that apply to HVAC. Diagnostic analysis of the heating, cooling, and venting systems. Ability to read and understand schematics for furnaces and air conditioners. Work safely with electricity and gas. Strong replacement skills of original equipment. Strong computer and writing skills. WORKING CONDITIONS: Work will be both indoors and out in diverse conditions. Must be in excellent physical condition and able to lift up to 75 pounds.

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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

Job Code: 231213B

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.

NOTE

*Ho-Chunk Preference will be applied in hiring.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

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

CAGE SHIFT SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-CAGE

Location: WITTENBERG

Submit: Application

Pay Rate: 21.68

Status: FULL-TIME

Job Code: 231206D

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

COUNT TEAM MEMBER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

Location: WITTENBERG

Submit: Application

Pay Rate: 20.49

Status: PART-TIME

Job Code: 240131E

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

ELECTRICIAN I

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application

Pay Rate: 13.25

Status: FULL-TIME

Job Code: 240103C

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.

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: 2/7/2024

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

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

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

EXECUTIVE CASINO HOST MANAGER

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: 240110I

Qualifications: High School diploma or equivalent is required. A two year college degree is preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must be bondable and hold a gaming license throughout employment. Must have and maintain a valid driver's license and at a minimum, liability auto insurance. Must have excellent supervisory skills and scheduling experience. Minimum of two-year Slot Floorperson experience (knowledge of machine play). Must have Casino Host experience. Must work well as part of a team. Possess good customer service skills. Must be skilled in computer programs used to provide data, reports and analysis of information regarding the Players Club. 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 needs. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/ icy or sunny.

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

MAINTENANCE SPECIALIST

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FACILITIES

Location: WITTENBERG

Submit: Application

Pay Rate: 16.86

Status: FULL-TIME

Job Code: 240103E

Qualifications: Strong analytical and written skills. Strong interpersonal skills. Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002. Maintain confidentiality. High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrate working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrate working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

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

PROMOTIONS HOST /HOSTESS

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

Location: WITTENBERG

Submit: Application

Pay Rate: 16.86

Status: FULL-TIME

Job Code: 231213G

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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*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: 2/7/2024

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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/PART-TIME

Job Code: 2401310

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: 240131P

Qualifications: Must have a high school diploma or GED equivalent. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation and able to obtain and maintain a gaming license. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Reliable transportation, a valid driver's license and proper insurance where applicable. Must have a minimum of one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and systems including alarm, access control and identification systems. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner. Ability to accept change(s) (e.g., policies, procedures, schedules, duties or post rotations) at any given time; sometimes on short notice, without letting it affect your ability to perform all duties with a high level of customer service and professionalism. Must be able to apply learned skills (i.e. mandated trainings, SOPs, etc.) to job duties. Must be physically able to perform all duties. Must possess strong computer skills and knowledge of Microsoft products. Must have the ability to clearly articulate, in writing, the details of incidents and other shift occurrences in official reports and logs. Must be able to interpret and carry out a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information. Ability to speak effectively to team members and guests of the organization in a public forum. Ability to remain calm under stressful situations and use logic and reasoning to solve problems. Ability to multitask and to concentrate on a task over a period of time without being distracted. WORKING CONDITIONS: May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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

SENIOR MANAGER FOOD AND BEVERAGE

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: 27.70

Status: FULL-TIME

Job Code: 240117M

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

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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

SLOT SERVICE TECHNICIAN I

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

Location: WITTENBERG

Submit: Application

Pay Rate: 14.46

Status: FULL-TIME

Job Code: 240117L

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

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: 240124L

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 - INFORMATION TECHNOLOGY

Location: WITTENBERG

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 240131R

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.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 2/7/2024

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VALET PARKING ATTENDANT

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

Location: WITTENBERG

Submit: Application

Pay Rate: 13.25

Status: FULL-TIME/PART-TIME

Job Code: 231213M

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 have and maintain a valid driver's license and at a minimum, liability auto insurance. Must be bondable and hold a gaming license throughout employment, as applicable. The ability to drive standard transmission vehicles is preferred. Must adhere to strict confidentiality at all times. No experience is required. **WORKING CONDIIIONS:** The ability and willingness to work nights, weekends and holidays is required. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

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