



DEPARTMENT OF PERSONNEL
HO-CHUNK NATION JOB POSTING
POST DATE 08/19/2009

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

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

BUS DRIVER (CDL REQUIRED)

Closing Date: 9/2/2009

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: APPLICATION

Pay Rate: \$9.52

Status: FULL-TIME

Job Code: 090819A

Qualifications: Willingness to participate in/interest in Head Start Program, prefer some experience or interest in childcare Services. Possess effective oral and written communication skills. Must have valid driver's license, CDL with 3 years good driving record, liability insurance and reliable transportation. Must have a high school diploma or equivalent. Pass all state licensing requirements, if applicable, including annual physical and TB test. Must maintain confidentiality in all aspects of the Head Start program, parents and children. Possess or obtain CPR certification, within 90 days of employment and update as needed. Empathetic with Native American culture, attitudes and problems of the community. Preference given to low income, local resident and/or Head Start parent with knowledge of the community.

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BUS MONITOR

Closing Date: 9/2/2009

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: APPLICATION

Pay Rate: \$8.26

Status: QUARTER-TIME

Job Code: 090819B

Qualifications: High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation.

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BUS MONITOR

Closing Date: 9/2/2009

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: WITENBERG

Submit: APPLICATION

Pay Rate: \$8.26

Status: QUARTER-TIME

Job Code: 090819C

Qualifications: High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation.

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CENTER DIRECTOR/LEAD TEACHER

Closing Date: 9/2/2009

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: APPLICATION & RESUME

Pay Rate: \$12.17

Status: FULL-TIME

Job Code: 090819D

Qualifications: Must have Early Childhood Training I and II. Must pass all state licensing requirements including annual physical and TB test. Must have CDA or able to attain within six months. Must have AA degree in Early Childhood, Child Development or a related field minimally, or able to attain AA by 2003. Must have CPR or equivalency or working toward achievement of certification to be completed within 90 days of employment and update as needed. Prior Supervising Education or experience, a plus. Basic literacy and knowledge of completing necessary forms is required. Confidentiality to all aspects of the Head Start Program. Must be dependable, energetic, possess initiative and be self-motivated. Must be able to plan, organize and prioritize program objectives. Must be able to utilize Positive Reinforcement with each child. Good staff/child relation skills are required. Must be able to work with a variety of personalities. This will require an individual to be able to deal with parents, children and other tribal employees with tact, courtesy, respect, objectivity and maturity. Must be able to work cooperatively and effectively with fellow employees under conditions that can become stressful due to heavy student enrollment. Preference given to low income, local resident and/or Head Start parent with knowledge of the community. Valid Wisconsin drivers license with 2 years of good driving record, evidence of liability insurance and possess reliable transportation.

Apply to: Rainbow Casino & Bingo, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

COUNTER SERVER/CASHIER

Closing Date: 9/2/2009

DEPARTMENT OF BUSINESS - RAINBOW-FOOD & BEVERAGE

Location: NEKOOSA

Submit: APPLICATION

Pay Rate: \$7.00

Status: FULL-TIME

Job Code: 090819E

Qualifications: Should have experience in work with assembling food products/merchandising. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

DISHWASHER

Closing Date: 9/2/2009

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: MADISON

Submit: APPLICATION

Pay Rate: \$8.00

Status: FULL-TIME/PART-TIME

Job Code: 090819F

Qualifications: Will train. High school diploma or equivalent desired. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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FAMILY AND COMMUNITY PARTNERSHIP COORDINATOR
DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Closing Date: 9/2/2009

Location: BLACK RIVER FALLS

Submit: APPLICATION & RESUME

Pay Rate: \$12.17

Status: FULL-TIME

Job Code: 090819G

Qualifications: Bachelor's Degree in Social Work OR Associate Degree in Human Service field WITH three years applicable experience. Early childhood II & I course work or willing to obtain within the first year of employment. Ability to obtain a physical and good health standing within 45 days of employment. Must be trustworthy, sincere, and able to serve as a bridge in communications between Head Start multi-cultural families and community resources. Have experience as a community representative and a child/family advocate. Must be familiar with the Ho-Chunk culture, communities and families. Ability to work as a team player and cooperatively with governing boards. Ability to maintain complete and respectful confidentiality of program participants. Willing to travel for business and/or training. Valid Wisconsin driver's license, dependable transportation and proper insurance.

Apply to: Rainbow Casino & Bingo, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

LINE COOK
DEPARTMENT OF BUSINESS - RAINBOW-FOOD & BEVERAGE

Closing Date: 9/2/2009

Location: NEKOOSA

Submit: APPLICATION

Pay Rate: \$8.00

Status: FULL-TIME/PART-TIME

Job Code: 090819H

Qualifications: High School diploma or equivalent. 1 - 3 years of appropriate experience preferred. Health card required. All casino employees will be subject to the Criminal and Background restrictions for the Ho-Chunk Nation.

Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

MAINTENANCE PERSON
DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-FACILITIES

Closing Date: 9/2/2009

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate: \$9.00

Status: FULL-TIME

Job Code: 090819I

Qualifications: High school diploma or equivalent desired. Must have positive mental attitude and be willing to follow through on task assignments. Have mechanical knowledge and aptitude. Must have demonstrated a dependable work record. Must be willing to work under all kinds of weather conditions from hot and humid to sub-zero weather. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

MARKETING ASSISTANT

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-MARKETING

Location: BARABOO

Submit: APPLICATION & RESUME

Pay Rate: \$11.00

Status: FULL-TIME

Job Code: 090819J

Closing Date:

9/2/2009

Qualifications: Strong interpersonal and communication skills a must. Good organizational and writing skills. Strong record keeping abilities. Ability to work varying hours and days (including weekends and holidays). Must work well as part of a team. Must be bondable and hold a gaming license. Must present a neat, clean, and professional appearance. High school diploma or equivalent required. Two years work experience in the marketing related field with some knowledge of advertising and promotions. Word-processing background a plus. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Rainbow Casino & Bingo, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

MARKETING ASSISTANT

DEPARTMENT OF BUSINESS - RAINBOW CASINO-MARKETING

Location: NEKOOSA

Submit: APPLICATION & RESUME

Pay Rate: \$11.00

Status: FULL-TIME

Job Code: 090819K

Closing Date:

9/2/2009

Qualifications: Must possess a positive, friendly, willing-to-help attitude. Excellent English comprehension, ability to research, read, writes, spell and compose. Strong math skills required. Exceptional computer knowledge and word processing skills required. Must be able to comprehend, understand, and follow directions. Must possess strong organizational skills, detail minded, precise and capable of managing information and analyzing data. Must be bondable and hold a gaming license. Must possess the ability to use sound judgment. Must present neat, clean, professional appearance. Must have the ability to work varying hours and days, including weekends and holidays. Must be able to work on a team. High school diploma required, some college education preferred. Two years of experience in the hospitality industry and marketing preferred. Gaming industry experience a plus. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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MENTAL HEALTH CLINICIAN

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - HOUSE OF WELLNESS

Location: BARABOO

Submit: APPLICATION & RESUME

Pay Rate: \$20.00

Status: FULL-TIME

Job Code: 090819L

Closing Date: Open Until Filled

Qualifications: Master's degree in clinical Social Work, A.C.S.W. or Psychology preferred with three years experience working in Mental Health field. Completion of 3,000 hours Post Master's supervised clinical hours and license to practice in the State of Wisconsin necessary. Knowledge of theory, principles and practices of counseling psychology and the application of such principles to the diagnosis of treatment of clients. Must be well versed in family and group dynamics. Knowledge of types, uses, administrations and interpretations of standardized testing. Skill in behavioral observation. Ability to establish and maintain good professional relationships with staff members and the community. Ability to establish rapport with clients, secure their cooperation in difficult situations and maintain their confidence. Ability to consult and communicate effectively, both orally and in writing. Must have a valid driver's license, liability insurance and dependable transportation. Previous experience in clinical services to Native Americans a plus. "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."

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Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

PANTRY/PREP COOK

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: MADISON

Submit: APPLICATION

Pay Rate: \$8.00

Status: FULL-TIME

Job Code: 090819M

Closing Date:

9/2/2009

Qualifications: Able to follow rules of food sanitation and safety. Excellent cooking skills. High school diploma or equivalent desired. 2-4 years of appropriate experience preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

PROMOTIONS HOST/HOSTESS

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-MARKETING

Location: BARABOO

Submit: APPLICATION & RESUME

Pay Rate: \$9.00

Status: FULL-TIME

Job Code: 090819N

Closing Date:

9/2/2009

Qualifications: Must be able to handle multiple tasks in a noisy, smoky and stressful environment. Must be bondable and hold gaming license. Must adhere to strict confidentiality at all times. Some knowledge of computers a plus. Ability to use sound judgment. Must be able to work well on a team. Ability and willingness to work nights, weekends and holidays is required. Ability to deal with stressful situations and conditions is required. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk North Casino, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183

SECURITY SHIFT SUPERVISOR (1ST SHIFT)

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SECURITY

Location: WITTENBERG

Submit: APPLICATION & RESUME

Pay Rate: \$13.00

Status: FULL-TIME

Job Code: 090819O

Closing Date:

9/2/2009

Qualifications: Must have high school diploma or equivalent. Must have an Associates Degree in Criminal Justice or Police Science OR in the process of or willing to obtain a degree AND/OR a minimum of three (3) years of formal security or law enforcement training (military or civilian) AND/OR experience required. Three (3) years of supervisory experience in security or law enforcement (military or civilian) required. Must have knowledge of security procedures, techniques, management and systems. Must have working knowledge of casino operations and security requirements. Must have working knowledge of investigative procedures and knowledge of First Aid and CPR. MUST BE BONDABLE and be of sound character with ability to make sound judgments. Must be familiar with alarm, access control and identification systems and uses. Ability to delegate authority and direct orders to make sure they are carried out efficiently. Must be physically capable of performing all duties. Must be able to read, write and understand English; ability to speak effectively and clearly. Possess ability to write clear and concise reports and work well with other department supervisors, managers, directors and staff. Valid driver's license, dependable transportation and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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