



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

POST DATE 12/30/2009

*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

EXECUTIVE ADMINISTRATIVE ASSISTANT

DEPARTMENT OF SOCIAL SERVICES - SOCIAL SERVICES BRF OFFICE

Closing Date: 1/13/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION AND RESUME

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091230A

Qualifications: Two years advanced education beyond high school, or several specialized business and office related courses, preferred in Business Administration. Four years responsible work experience, including two years in an office setting. Excellent English and comprehension skills in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Able to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction, procedure and ability to maintain confidentiality. Use IBM compatible word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs, procedures, secretarial and office functions. Top skills to organize systems, propose procedures, organize key requirements from laws, regulations and contracts, in a form readily understandable. Organize matters such as billings, training programs, visual aids, paste-ups or designs. Research and analyze issues, may draft position papers or historical analysis.

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

MAINTENANCE WORKER I

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Closing Date: 1/13/2010

Location: BARABOO

Submit: APPLICATION

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 091230B

Qualifications: Must be 18 years of age, or older. Must be dependable and work effectively with little or no supervision. Must have high school diploma or equivalent. General knowledge in building, ground maintenance and other related fields.

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

MAINTENANCE WORKER II

DEPARTMENT OF HEALTH - HEALTH OFFICE - BRF

Closing Date: 1/13/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 091230C

Qualifications: Must be 18 years of age, or older. Must be dependable and work effectively with little or no supervision. Must have high school diploma or equivalent. Must have valid driver's license, liability insurance and dependable transportation. General knowledge in building, ground maintenance and other related fields.

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PHARMACIST

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Closing Date: 1/13/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION AND RESUME

Pay Rate:DOQ

Status:FULL-TIME

Job Code: 091230D

Qualifications: 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 preservation and security. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients. Working knowledge of JACHO/AAAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment. Valid driver's license, dependable transportation and proper insurance.

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

PROMOTIONS HOST/HOSTESS

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-MARKETING

Closing Date: 1/13/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME/PART-TIME

Job Code: 091230E

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

RECORDS CLERK II

DEPARTMENT OF HOUSING - HOUSING - TOMAH

Closing Date: 1/13/2010

Location: TOMAH

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 091230F

Qualifications: High School Diploma or equivalent plus a minimum of two (2) years experience in an office setting. Background in tribal government helpful. Able to maintain confidentiality and professional demeanor under all circumstances. Good knowledge of telephone procedures and very good telephone courtesy. Ability to follow direction and procedures. Use IBM compatible, word processing equipment, spreadsheets, and Records Management software (Indus Software Optical Disk). Must be able to lift 35-60 lbs. Must have valid driver's license, dependable transportation, and proper insurance.

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SENIOR MANAGER - FOOD & BEVERAGE

Closing Date: 1/13/2010

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

Location: BARABOO

Submit: APPLICATION AND RESUME

Pay Rate:\$17.00

Status:FULL-TIME

Job Code: 091230G

Qualifications: College degree in Hotel and Restaurant management or equivalent experience. Minimum of 5 years progressive supervisory experience in Hotel and Restaurant operations. Must have excellent knowledge of all food and beverage departments. Must have dependable transportation and show proof of valid drivers license and liability insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

PREVIOUS POSTINGS - FOR ALL FACILITIES

(PLEASE REFER TO PREVIOUS POSTING - 12/23/2009 - FOR MORE INFORMATION)

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

MAINTENANCE SPECIALIST

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Location: MADISON

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 090715G

Apply to: 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 AND SOCIAL SERVICES - HEALTH - BARABOO

Location: BARABOO

Submit: APPLICATION AND RESUME

Pay Rate:DOQ

Status:FULL-TIME

Job Code: 090902D

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

SLOT SHIFT SUPERVISOR

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SLOTS

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:\$13.00

Status:FULL-TIME

Job Code: 090909P

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SOFT COUNT ASSOCIATE

DEPARTMENT OF BUSINESS - TOMAH WTC CASINO

Closing Date: Open Until Filled

Location: **TOMAH**

Submit: **APPLICATION**

Pay Rate: **\$10.00**

Status: **PART-TIME**

Job Code: **090909S**

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

FAMILY NURSE PRACTITIONER/NURSING SUPERVISOR

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - HOUSE OF WELLNESS

Closing Date: Open Until Filled

Location: **BARABOO**

Submit: **APPLICATION AND RESUME**

Pay Rate: **DOQ**

Status: **FULL-TIME**

Job Code: **090923D**

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

SECURITY OFFICER-1ST SHIFT

DEPARTMENT OF BUSINESS - DEJOPE-SECURITY

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate: **\$11.00**

Status: **PART-TIME**

Job Code: **090930L**

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

SECURITY OFFICER-3RD SHIFT

DEPARTMENT OF BUSINESS - DEJOPE-SECURITY

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate: **\$11.00**

Status: **FULL-TIME**

Job Code: **090930M**

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

DISHWASHER

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate: **\$8.00**

Status: **PART-TIME**

Job Code: **091007D**

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HOST/HOSTESS CASHIER

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate:\$8.00

Status:FULL-TIME/PART-TIME

Job Code: **091007E**

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

PANTRY/PREP COOK

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: **091007I**

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

PRODUCTION COOK

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: **091007J**

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

SOCIAL WORKER GRADE C

Closing Date: Open Until Filled

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:DOQ

Status:FULL-TIME

Job Code: **091007L**

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

CLINIC REGISTERED NURSE (NURSE 4)

Closing Date: Open Until Filled

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: **BARABOO**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$17.00

Status:FULL-TIME

Job Code: **091014B**

N * Ho-Chunk Preference will be applied in hiring.
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ENVIRONMENTAL SERVICE PERSON DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 091021F

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

MENTAL HEALTH CLINICIAN DEPARTMENT OF HEALTH - HEALTH OFFICE - BRF

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$20.00

Status:FULL-TIME

Job Code: 091021H

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

DENTAL ASSISTANT II DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION**

Pay Rate:\$13.00

Status:FULL-TIME

Job Code: 091028D

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

LEGISLATIVE COUNSEL LEGISLATIVE OFFICE - LEGISLATIVE - TOB

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:DOQ

Status:FULL-TIME

Job Code: 091028F

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

CASE MANAGEMENT AIDE DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091104D

N * Ho-Chunk Preference will be applied in hiring.
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CERTIFIED MEDICAL ASSISTANT

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$12.00

Status:FULL-TIME

Job Code: 091111A

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

CLINIC REGISTERED NURSE/NURSE EDUCATOR

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:DOQ

Status:FULL-TIME

Job Code: 091125B

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

JUVENILE JUSTICE PROGRAM SUPERVISOR

DEPARTMENT OF SOCIAL SERVICES - SOCIAL SERVICES BRF OFFICE

Closing Date: Open Until Filled

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$18.00

Status:FULL-TIME

Job Code: 091125H

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

SECURITY OFFICER

DEPARTMENT OF BUSINESS - RAINBOW-SECURITY

Closing Date: Open Until Filled

Location: **NEKOOSA**

Submit: **APPLICATION**

Pay Rate:\$11.00

Status:PART-TIME

Job Code: 091125K

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

CERTIFIED PHARMACY TECHNICIAN

DEPARTMENT OF HEALTH - HEALTH

Closing Date: Open Until Filled

Location: **BRF/BARABOO-HOW**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$12.00

Status:FULL-TIME

Job Code: 091202A

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SLOT FLOORPERSON

DEPARTMENT OF BUSINESS - DEJOPE-SLOTS

Closing Date: Open Until Filled

Location: MADISON

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091202D

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

EXECUTIVE ADMINISTRATIVE ASSISTANT

DEPARTMENT OF BUSINESS - RAINBOW CASINO

Closing Date: 12/30/2009

Location: NEKOOSA

Submit: APPLICATION

Pay Rate:\$11.00

Status:FULL-TIME

Job Code: 091216A

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

GENERAL LEDGER ACCOUNTANT

DEPARTMENT OF BUSINESS - MAJESTIC PINES-FINANCE

Closing Date: 12/30/2009

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091216B

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

INVENTORY CLERK

DEPARTMENT OF BUSINESS - MAJESTIC PINES BINGO

Closing Date: 12/30/2009

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 091216C

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

ROOM ATTENDANT

DEPARTMENT OF BUSINESS - MAJESTIC PINES HOTEL

Closing Date: 12/30/2009

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091216D

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BEVERAGE SERVER

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-F&B

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION**

Closing Date: 1/6/2010

Pay Rate:\$6.00

Status:PART-TIME

Job Code: 091223A

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

GENERAL COUNCIL ADVOCATE

OFFICE OF THE GENERAL COUNCIL -

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION AND RESUME**

Closing Date: 1/6/2010

Pay Rate:\$12.00

Status:FULL-TIME

Job Code: 091223B

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

LAUNDRY ATTENDANT

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL

Location: **BARABOO**

Submit: **APPLICATION**

Closing Date: Open Until Filled

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 091223C

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

MAIL CLERK

DEPARTMENT OF ADMINISTRATION - MAILROOM - TOB

Location: **BLACK RIVER FALLS**

Submit: **APPLICATION**

Closing Date: 1/6/2010

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 091223D

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

PATIENT REGISTRATION

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: **BARABOO**

Submit: **APPLICATION**

Closing Date: 1/6/2010

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091223E

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SECURITY OFFICER

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SECURITY

Closing Date: Open Until Filled

Location: **WITTENBERG**

Submit: **APPLICATION**

Pay Rate: \$11.00

Status: **FULL-TIME**

Job Code: **091223F**

N O T E

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