



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 01/20/2010

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

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

ADMINISTRATIVE ASSISTANT

DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Closing Date: 2/3/2010

Location: MADISON

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 100120A

Qualifications: High school diploma or equivalent with emphasis in clerical and/or office procedures. Two years experience or education in a business or office setting. Excellent English comprehension skill in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Ability to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction and procedures, and maintain confidentiality. Use IBM compatible, word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs and procedures. Valid driver's license, dependable transportation and proper insurance may be required. 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

ADMINISTRATIVE ASSISTANT

DEPARTMENT OF HOUSING - BIA ROADS GRANT

Closing Date: 2/3/2010

Location: TOMAH

Submit: APPLICATION

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 100120B

Qualifications: High school diploma or equivalent with emphasis in clerical and/or office procedures. Two years experience or education in a business or office setting. Excellent English comprehension skill in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Ability to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction and procedures, and maintain confidentiality. Use IBM compatible, word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs and procedures. Valid driver's license, dependable transportation and proper insurance may be required.

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

CENTER DIRECTOR

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Closing Date: 2/3/2010

Location: LA CROSSE

Submit: APPLICATION AND RESUME

Pay Rate:\$14.00

Status:FULL-TIME

Job Code: 100120C

Qualifications: Bachelor's degree in social services area, business or education is preferred. Two years experience in program coordination and management. Knowledge of the Ho-Chunk Nation culture, language, and traditions. Knowledge of and ability to operate IBM compatible systems and software is preferred. Must be able to work professionally and cooperatively with fellow employees, be self motivated, and to provide structure. Must be drug free and substance free role model for Ho-Chunk youth. CPR certified or must be certified within 90 days of hire. Must be able to pass criminal background check as a condition of employment. Valid driver's license, dependable transportation and proper insurance.

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COMMUNITY YOUTH COORDINATOR

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Closing Date: 2/3/2010

Location: LA CROSSE

Submit: APPLICATION AND RESUME

Pay Rate:\$11.00

Status:FULL-TIME

Job Code: 100120D

Qualifications: High school diploma or equivalent AND at least two years of experience in working with youth. Must have at least two years of sobriety. Must have working knowledge of Indian culture and traditions. Ability to communicate orally and in writing. Must be able to organize activities for the program. Valid driver's license, dependable transportation and proper insurance.

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

CONSTRUCTION II

DEPARTMENT OF HOUSING - HOUSING

Closing Date: 2/3/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:\$13.00

Status:FULL-TIME

Job Code: 100120E

Qualifications: High school diploma or equivalent, desirable additional education through a trade school or technical training school. Minimum of three years experience in residential construction. Minimum of one year experience in supervisor or foreman positions. Proficient in math skills needed for residential construction. Must be in excellent physical condition and able to lift up to 75 pounds. Valid driver's license, dependable transportation, and proper insurance.

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

DISBURSEMENT ACCOUNTANT

DEPARTMENT OF BUSINESS - MAJESTIC PINES-FINANCE

Closing Date: 2/3/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 100120F

Qualifications: Minimum two years combined education/experience in accounting or related field. Knowledge about or ability to learn how to work with computers preferred. Working knowledge of general ledger systems. Must be bondable. 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

MENTAL HEALTH MANAGER

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: 100120G

Qualifications: Must have a Master's degree in mental health field, and be licensed in the State of Wisconsin, three (3) years experience working in the Mental Health field. Knowledge of theory, principle and practices of counseling and the application of such principles. Ability to communicate effectively, both orally and in writing. Previous experience in clinical services to Native Americans, a plus. Possess valid driver's license, dependable transportation and liability insurance. "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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RETAIL ASSOCIATE

DEPARTMENT OF BUSINESS - WHITETAIL

Closing Date: 2/3/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:8.00

Status:FULL-TIME

Job Code: 100120H

Qualifications: High school diploma or equivalent. Knowledge of policy and procedures, plus OSHA, EPA regulations for store operations. Possess good math skills, excellent customer service skills (friendly and courteous). Trustworthy, healthy and timely. Ability to lift a maximum of fifty (50) pounds from floor to shelf. Must meet Ho-Chunk bonding requirements. Valid driver's license, dependable transportation and proper insurance, may be required.

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

SHIFT LEADER

DEPARTMENT OF BUSINESS - WHITETAIL - BRF

Closing Date: 2/3/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$9.00

Status:FULL-TIME

Job Code: 100120I

Qualifications: Possesses the knowledge, skills, and abilities required for the Convenience Store Clerk. Previous experience as a sales clerk or lower management, preferably in convenience store/fuels sales. Has the potential, desire and commitment to be promoted to a Store Manager. Is flexible and responsive. Maintains a level of stability, impartiality and reliability. Possesses the personality and ability to relate to customers and fellow employees in a manner that renders fast, efficient and courteous customer service. Must have a high school diploma or GED.

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

SLOT REPRESENTATIVE

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SLOTS

Closing Date: 2/3/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:10.00

Status:FULL-TIME

Job Code: 100120J

Qualifications: Must be bondable. Must be a minimum of 18 years old or older upon employment. High school diploma or equivalent or acquired within 1 year of start of employment. Good written and oral communication skills and the ability to deal effectively and interact well with customers and employees. Ability to accurately use a calculator. Good mathematical skills and cash handling skills. Must have good eyesight, cannot be colorblind. Must have dexterity in both hands. Must be able to stand, walk, stoop, bend and move through all areas of the casino floor. Must be able to lift and move frequently a minimum of 25 lbs., and infrequently lift and move up to 50 lbs. Must be able to read, write, speak and understand English. Work nights, weekends and holidays as required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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SLOT TECHNICIAN

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SLOTS

Closing Date: 2/3/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:11.00

Status:FULL-TIME

Job Code: 100120K

Qualifications: MUST BE BONDABLE. High School graduate or GED equivalent required, degree in electronics beneficial. Read, write and understand English, basic machine skills required. Must be able to pass Slot tests during probation period. Must be licensable according to Tribal Policy. Knowledge of computer operation, controls and robotics beneficial, but not required. Knowledge of Ohm's law beneficial, but not required. Knowledge of time out codes beneficial, but not required. Must have good eyesight, cannot be colorblind. Must be able to stand, bend and stoop. Must be able to lift 50 lbs. 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

TAU COOK

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Closing Date: 3/2/2010

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:9.00

Status:FULL-TIME

Job Code: 100120L

Qualifications: Must have high school diploma or equivalent. Must have or acquire a CPR certificate. Knowledge of Native American traditions and problems, willingness to work with elderly. Knowledge of nutritional needs for elders and experience in food preparation for large groups of people. Must have knowledge of the Privacy Act and respect confidentiality of the elders. Must be at least 21 years of age and be in good physical condition, congenial and friendly. Must promote a positive and healthy lifestyle. Must attend a cultural sensitivity class and show respect for others. Must have a valid driver's license, liability insurance and dependable transportation. "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."

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

TRAFFIC CONTROL

DEPARTMENT OF BUSINESS - RAINBOW CASINO-MARKETING

Closing Date: 2/3/2010

Location: NEKOOSA

Submit: APPLICATION

Pay Rate:8.00

Status:PART-TIME

Job Code: 100120M

Qualifications: No previous experience necessary. Must be able to work in all types of weather conditions, from hot and humid to sub zero weather. Must be physically able to be on your feet for your shift. Must have a valid driver's license, liability insurance, and dependable transportation. Must have an excellent driving record, with the ability to drive both standard and automatic vehicle is a plus, but not required. Will train, no skills necessary. Must be personable and polite. High School Diploma or equivalent, GED. 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 - 01/13/2010 - FOR MORE INFORMATION)

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MAINTENANCE SPECIALIST

DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Closing Date: Open Until Filled

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

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - HEALTH - BARABOO

Closing Date: Open Until Filled

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

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SLOTS

Closing Date: Open Until Filled

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:\$13.00

Status:FULL-TIME

Job Code: 090909P

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

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

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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

HOST/HOSTESS CASHIER

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Closing Date: Open Until Filled

Location: MADISON

Submit: APPLICATION

Pay Rate:\$8.00

Status:FULL-TIME/PART-TIME

Job Code: 091007E

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

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Closing Date: Open Until Filled

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)

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Closing Date: Open Until Filled

Location: BARABOO

Submit: APPLICATION AND RESUME

Pay Rate:\$17.00

Status:FULL-TIME

Job Code: 091014B

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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

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

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

- N** * Ho-Chunk Preference will be applied in hiring.
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JUVENILE JUSTICE PROGRAM SUPERVISOR

Closing Date: Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - SOCIAL SERVICES BRF OFFICE

Location: BLACK RIVER FALLS

Submit: APPLICATION AND RESUME

Pay Rate:\$18.00

Status:FULL-TIME

Job Code: 091125H

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

SLOT FLOORPERSON

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE-SLOTS

Location: MADISON

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 091202D

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

SECURITY OFFICER

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SECURITY

Location: WITTENBERG

Submit: APPLICATION

Pay Rate:\$11.00

Status:FULL-TIME

Job Code: 091223F

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

MEDICAL RECORDS CLERK

Closing Date: 1/20/2010

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: APPLICATION

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 100106A

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

SALES PROFESSIONAL

Closing Date: 1/20/2010

DEPARTMENT OF BUSINESS - DISTRIBUTION CENTER

Location: TOMAH

Submit: APPLICATION AND RESUME

Pay Rate:\$11.00

Status:FULL-TIME

Job Code: 100106B

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CAGE CASHIER

DEPARTMENT OF BUSINESS - DEJOPE-CAGE

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION**

Pay Rate:\$10.00

Status:FULL-TIME

Job Code: 100113A

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

CAGE SHIFT SUPERVISOR

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-CAGE

Closing Date: 1/27/2010

Location: **WITTENBERG**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$12.00

Status:FULL-TIME

Job Code: 100113B

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

CONCESSIONAIRE

DEPARTMENT OF BUSINESS - HO-CHUNK BINGO

Closing Date: 1/27/2010

Location: **BARABOO**

Submit: **APPLICATION**

Pay Rate:\$8.00

Status:PART-TIME

Job Code: 100113C

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

MAINTENANCE SUPERVISOR

DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Closing Date: Open Until Filled

Location: **MADISON**

Submit: **APPLICATION AND RESUME**

Pay Rate:\$13.00

Status:FULL-TIME

Job Code: 100113D

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

ROOM ATTENDANT

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL

Closing Date: Open Until Filled

Location: **BARABOO**

Submit: **APPLICATION**

Pay Rate:\$10.00

Status:PART-TIME

Job Code: 100113E

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TRAFFIC CONTROL

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-MARKETING

Closing Date: 1/27/2010

Location: BLACK RIVER FALLS

Submit: APPLICATION

Pay Rate:\$8.00

Status:FULL-TIME

Job Code: 100113F

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