



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**BAKERS ASSISTANT (SHIFT VARIES)**

**Closing Date: 10/27/2017**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 171013A**

Qualifications: Minimum 1-year experience in the food and beverage industry. State sanitation certificate. Must maintain confidentiality.

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

**CAGE CASHIER (GRAVEYARD)**

**Closing Date: 10/27/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-CAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 171013B**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have 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 walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. 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**

**CHILD CARE PROVIDER (SHIFT VARIES)**

**Closing Date: 10/27/2017**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 171013C**

Qualifications: Must be 18 years of age. Must have high school diploma or equivalent. Must have completed 80 working days Experience as a full-time worker providing direct childcare as a childcare worker or volunteer in licensed day care center. Must have earned two years of documented credit at an institution of higher education with at least 3 credits equivalent to early childhood education, or have satisfactorily completed 80 hours of early childhood education. Trained in first aid, including CPR. Must have not been convicted of an offense, which is related to children. Must have knowledge of the Ho-Chunk culture. Valid Wisconsin driver's license, liability insurance, and dependable transportation may be required. Must be fully immunized and free of communicable disease. Must show documentation of continuing in-service training. Must be able to lift up to 30 lbs.

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

**COUNT ASSOCIATE (1st SHIFT)**

**Closing Date: 10/27/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-COUNT

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 171013D**

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. MUST BE BONDABLE. Valid driver's license, dependable transportation and proper insurance, is preferred. Work area is NOT: Smoke, noise, or dust free. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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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**

**FACILITIES PERSON (SHIFT VARIES)**

**Closing Date: 10/27/2017**

DEPARTMENT OF BUSINESS - HCG-BRF-FACILITIES

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.20**

**Status: FULL-TIME**

**Job Code: 171013E**

Qualifications: High school diploma or equivalent. No experience needed, will train. Basic knowledge of electrical, plumbing, masonry, carpentry and grounds preferred. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work night, weekends, and holidays as assigned. Must have dependable transportation. Smoking Environment. All conditions from hot/humid to sub-zero weather. 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**

**FITNESS SPECIALIST (SHIFT VARIES)**

**Closing Date: 10/27/2017**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 171013F**

Qualifications: Must have a high school diploma. Must possess current CPR, First Aide, and an accredited certification as a Personal Trainer. Possess good public relations. Willingness to continually keep updated on fitness information and attend fitness/health seminars or additional schooling. Ability to teach exercise classes. Ability to work a flexible schedule. Working knowledge of risk management of health risks of fitness members. Good oral and written communication skills, office management skills, and basic computer skills knowledge of Word, Excel, and Windows. Must be immunized. Must not have been convicted of any criminal offense relating to theft, fraud, or children. Must promote a healthy non-abusive lifestyle. Must follow the guidelines designated by the American College of Sports Medicine or American Council of Exercise. Valid Wisconsin driver's license, dependable transportation, and proper insurance may be required.

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

**GUEST SERVICE REPRESENTATIVE (2nd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.99**

**Status: PART-TIME**

**Job Code: 171013G**

Qualifications: High school graduate or equivalent. Must have 1 year of customer service experience. Must have a minimum of 3 months of cash handling experience. Requires keyboarding, standing, walking, writing, and hearing and visual perception. Must have dependable transportation. WORKING CONDITIONS: Office setting.

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

**HO-CHUNK LANGUAGE INSTRUCTOR II (DAYS)**

**Closing Date: 10/27/2017**

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 171013H**

Qualifications: Must have High School diploma or equivalent. Must possess adequate/acceptable background check according to State Licensing requirements. Knowledge of Hoocak language, tribal traditions, values, and social mores is required. Prior experience in a teaching and/or curriculum development capacity is preferred. Knowledge of developmentally appropriate practice for pre-school – adult learners. Valid driver's license, dependable transportation and proper insurance are required. 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 & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**HOUSEKEEPING SUPERVISOR (8a-4:30p)**

**Closing Date: 10/27/2017**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 171013I**

Qualifications: High School Diploma or equivalent, (advanced education desirable). Minimum of three (3) years' experience in housekeeping required and supervisory experience preferred. Must be knowledgeable in all aspects of hotel housekeeping and laundry operations. Must have a working knowledge of database, word processing, spreadsheet applications, property management systems, and have basic familiarity with Microsoft Windows operating system environments. Must have the ability to communicate clearly and effectively verbally and in writing. Must be able to type at least 40 words per minute. Must be able to work varied hours and shifts, including evenings and weekends as needed. Must have good hearing, visual perception, and manual dexterity. May be able on occasion be required to lift and carry up to 35 pounds. Must be dependable and have a steady work history. Must have valid driver's license, dependable transportation, and proper insurance. **WORKING CONDITIONS:** Inside and Outside of the building as needed.

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

**MAINTENANCE WORKER II (SHIFT VARIES)**

**Closing Date: 10/27/2017**

DEPARTMENT OF ADMINISTRATION - DISTRICT 1 COMMUNITY CENTER

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 14.00**

**Status: FULL-TIME**

**Job Code: 171013J**

Qualifications: Must have high school diploma or equivalent. Must be 18 years of age or older. Must be valid driver's license, liability insurance and dependable transportation. **WORKING CONDITIONS** Must be willing to work in all types of weather conditions. Must be able to lift up to 10 pounds, occasionally lift up to 50 pounds. Seldom lift up to more than 100 pounds with assistance. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception and eye-hand coordination. May be required to work weekends and evenings.

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

**MARKETING RESEARCH ANALYST (8a-4:30p)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 22.35**

**Status: FULL-TIME**

**Job Code: 171013K**

Qualifications: A Bachelor's Degree in Business, Marketing or related field is required. 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. Minimum of three-years gaming experience. Marketing management experience is preferred. Must have feasibility analysis writing experience.

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

**PANTRY PREP COOK (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 171013L**

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

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**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17**

**Status: FULL-TIME**

**Job Code: 171013M**

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**

**SECURITY OFFICER-MAINT WORKER II (SHIFT VARIES)**

**Closing Date:**

**10/27/2017**

DEPARTMENT OF ADMINISTRATION - BRANCH - MADISON

**Location: MADISON**

**Submit: Application**

**Pay Rate: 15.99**

**Status: FULL-TIME**

**Job Code: 171013N**

Qualifications: Must have High School Diploma or general education degree (GED). Completion of HVAC Training or possess HVAC Certificate. Basic Law Enforcement experience/certification. Must have three (3) years of experience performing maintenance duties. Must have blood borne pathogen training. Excellent knowledge of hand tools. Must be 18 years or older. Must be bondable. Must be of sound character, with the ability to make sound judgments. Must be able to communicate well with the public under all circumstances. Must be dependable and work effectively with little supervision. Must not have been convicted of an offense, which is related to theft, fraud, children or elders. Must promote a healthy non-abusive lifestyle. Must have valid driver's license, proper insurance and dependable transportation. Majority of work is done indoors. Occasionally works in outside weather conditions to include cold or heat. Occasionally works near moving mechanical equipment and in high places. Occasionally has the potential of exposure to blood or bodily fluids. Occasionally exposed to wet conditions, fumes, or airborne particles, toxic chemicals or risk of electric shock. It is an expectation of this position that standard safety precautions will be followed along with the appropriate use of personal protective equipment. The noise level in the work environment is usually minimal. Secured building.

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

**SENIOR TRIBAL INSPECTOR**

**Closing Date:**

**10/27/2017**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 40.00**

**Status: FULL-TIME**

**Job Code: 171013O**

Qualifications: Bachelor's Degree in Business Management, Finance, Accounting or related field of study. Prefer MBA or advanced degree in business related field of study. Must be able to secure and maintain a Class II and Class III gaming license. A certification as a CPA (certified Public Accountant), CIA (Certified Internal Auditor), CFE (Certified Fraud Examiner) or CISA (Certified Information System Auditor). At least three (3) years of gaming operation experience. A minimum of five (5) years of progressive audit experience. Ten (10) years of progressive supervisory experience. Prefer progressive experience in a medium to senior level auditing position with significant management responsibilities including process management. Two (2) years' experience in Generally Accepted Accounting Principles. A majority of time will be an office setting. Some standing and lifting will be required. May require evening, weekend, and holiday work hours. Will require occasional travel to the Nation's gaming facilities. May require out of state travel for training.

**PREVIOUS POSTINGS - FOR ALL FACILITIES**

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**DEALER (ALL SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.63 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 170106C**

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

**EMERGENCY MEDICAL TECHNICIAN (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 170106E**

Qualifications: Must have a high school diploma or equivalent. A valid/current State of Wisconsin Emergency Medical Technician License is required. 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 be bondable. 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.

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

**SHUTTLE DRIVER (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 170106L**

Qualifications: High School Diploma or equivalent, GED. 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. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. **WORKING CONDITIONS:** Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation

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

**VALET PARKING ATTENDANT (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.81**

**Status: FULL-TIME**

**Job Code: 170106N**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

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**BUS DRIVER (CDL W/S ENDORSEMENTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: QUARTER-TIME**

**Job Code: 170113C**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

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

**BUS DRIVER (CDL W/S ENDORSEMENTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BLACK RIVER FALLS - SANDPILLOW**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 170113D**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

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

**BUS DRIVER (CDL W/S ENDORSEMENTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 170113E**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

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

**BUS DRIVER (CDL W/S ENDORSEMENTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: QUARTER-TIME**

**Job Code: 170113F**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

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**LIFEGUARD LEVEL I(SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 11.99**

**Status: FULL-TIME**

**Job Code: 170113L**

Qualifications: High School diploma or equivalent or be a student in good standing. Must have current lifeguard, first aid, and CPR, AED certifications or be able to attain certifications in 2-3 weeks of hire. Knowledge of basic computer knowledge and previous cashier skills. Must be at least 16 years of age.

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

**SECURITY OFFICER ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 170124E**

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. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have 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. 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**

**CERTIFIED PHARMACY TECHNICIAN (8a-5p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH - BARABOO

**Location: BARABOO/HOW**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170127A**

Qualifications: Graduate of a formal one-year training program and/or possess certification from the National Pharmacy Technician Board (PTCB) is required. Prefer applicants who have a strong educational background in physical sciences especially chemistry. Experience working in a pharmacy or related health care facility. Works under the direct supervision of a registered pharmacist. Willing and able to complete additional training in medical/pharmacy terminology, pharmaceutical and mathematical calculations, billing and insurance procedures, inventory control, and other related skills. Utilize sanitary procedures in the handling of prescription medications. Maintain CPR certification. Comply with the Ho-Chunk Nation Drug and Alcohol Policy. **WORKING CONDITIONS:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Energetic and at times vigorous. Ability to work required long periods of standing, bending, reaching and lifting of boxes of medications weighing twenty pounds or less. Standing and walking are greater than 90% of time. Maintain a clean and healthy working environment.

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

**ENVIRONMENTAL SERVICE PERSON (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 170127H**

Qualifications: High School Diploma or equivalent is required. No experience needed, will train. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Dependable transportation is required. **WORKING CONDITIONS:** Smoking environment. All conditions from hot/humid to sub-zero weather.

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**FLOOR CHECKER/CALLER (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00+ TIPS Status: FULL-TIME**

**Job Code: 170207D**

Qualifications: Must have high school diploma or equivalent. BE BONDABLE. One year steady, dependable work record; reliable transportation; neat appearance. Demonstrate positive mental attitude and be willing to follow through on task assignments. Demonstrate salesmanship; congenial personality and ability to establish and maintain a courteous and friendly attitude toward the general public/customers. Experience in using math skills, with ability to make change rapidly and accurately, count and add accurately. Possess good voice projection and effective oral and written communication skills. Possess aptitude for accepting increased job responsibilities, follow safety standards, work well with others and perform work without close supervision. All casino employees will be subject to the Criminal and Background restrictions of 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**

**SLOT SERVICE TECHNICIAN 1 ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.20 Status: FULL-TIME**

**Job Code: 170207J**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year money handling experience. Must be bondable and licensable according to tribal policy. Must pass a basic mathematics test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the HCN. All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

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

**COOK (DAY/NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90 Status: FULL-TIME/PART-TIME**

**Job Code: 170210G**

Qualifications: High School diploma or equivalent AND 1 – 3 years of appropriate experience preferred. State sanitation certificate.

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

**COUNTER SERVER CASHIER (SWING/NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90 Status: FULL-TIME/PART-TIME**

**Job Code: 170210H**

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**

**DINING ROOM PORTER ( NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90 Status: FULL-TIME/PART-TIME**

**Job Code: 170210I**

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

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**DISHWASHER (DAY/NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170210J**

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

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

**FOOD SERVER (DAY/NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72**

**Status: FULL-TIME/PART-TIME**

**Job Code: 1702100**

Qualifications: High school diploma or equivalent desired.

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

**HOST/HOSTESS CASHIER (DAY/SWING SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170210P**

Qualifications: High school diploma or GED.

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

**PANTRY PREP COOK (DAY/NIGHT SHIFT)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170210S**

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.

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

**FLOOR SALES (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 170224E**

Qualifications: Must be a high school graduate or equivalent. MUST BE BONDABLE. Must be free of money related convictions. One (1) year prior work experience; keyboard skills helpful. Knowledge of cash register operations, ability to make change rapidly and accurately. Must be a steady, honest and dependable worker. Able to add, subtract, multiply and divide; learn to use adding machine or calculator. Ability to count accurately and prepare accurate simple records. Establish and maintain rapport with the general public. Possess aptitude for accepting increased job responsibilities, good safety standards and doing work without close supervision. Ability to accept supervisor's suggestions and ready to accept job changes as needed. Possess aptitude for getting along with fellow employees on the job. 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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**FLOOR SALES (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72 + TIPS Status: FULL-TIME**

**Job Code: 170307D**

Qualifications: Must be a high school graduate or equivalent. MUST BE BONDABLE. Must be free of money related convictions. One (1) year prior work experience; keyboard skills helpful. Knowledge of cash register operations, ability to make change rapidly and accurately. Must be a steady, honest and dependable worker. Able to add, subtract, multiply and divide; learn to use adding machine or calculator. Ability to count accurately and prepare accurate simple records. Establish and maintain rapport with the general public. Possess aptitude for accepting increased job responsibilities, good safety standards and doing work without close supervision. Ability to accept supervisor's suggestions and ready to accept job changes as needed. Possess aptitude for getting along with fellow employees on the job. 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 & INQUIRE AT: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**REVENUE AUDIT CLERK (DAY SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-REVENUE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 170314G**

Qualifications: Knowledge about or ability to learn how to work with computers. Flexible hours. Must be bondable. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in the use of mathematical skills, knowledge of accounting practices and cash handling ability. Must be self-motivated and capable of working with minimal supervision. Minimum two-year degree, preferably in auditing or business field or comparable education and/or life experience. 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**

**REGISTERED DENTAL HYGIENIST (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 26.00**

**Status: FULL-TIME**

**Job Code: 170328D**

Qualifications: Associate Degree in Dental Hygiene from an accredited school. Dental Hygienist license in the State of Wisconsin is required. Must be CPR certified and acquire radiology certification within 90 days of hire. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Clean, well-lit surroundings in a clinic setting. 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 & INQUIRE AT: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX**

**BELL PERSON (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS - TRANSPORTATION

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72**

**Status: FULL-TIME**

**Job Code: 170404A**

Qualifications: High school graduate or equivalent. Ability to communicate clearly and effectively verbally and in writing. Able to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires standing, walking, writing, and hearing and visual perception. Must be able to lift and carry up to 25 pounds on a regular basis, up to 50 pounds on occasional basis. Must be bondable. Must have dependable transportation. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**BANKER-CASHIER (2ND SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 170407A**

Qualifications: Must have a high school diploma or GED. 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. Must have a positive mental attitude and be willing to follow through with task assignments. Ability to communicate orally. Must submit to and clear security background and investigation check, if required. Safeguard bank security systems information. 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**

**DEPARTMENT OF JUSTICE BOARD OF DIRECTORS**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF JUSTICE - JUSTICE

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: STIPEND**

**Status: QUARTER-TIME**

**Job Code: 170421F**

Qualifications: Role of The Board of Directors shall serve in an advisory capacity on matters referred by the Attorney General.

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

**PANTRY PREP COOK (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: FULL-TIME**

**Job Code: 170421J**

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.

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

**SECURITY OFFICER (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SECURITY

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 170421O**

Qualifications: Must have a high school diploma or GED equivalent. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have 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. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**SHUTTLE DRIVER ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 170505K**

Qualifications: High School Diploma or equivalent, GED. 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. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. WORKING CONDITIONS: Must be able to work in a 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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**CAGE CASHIER (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-CAGE

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 13.21**

**Status: FULL-TIME**

**Job Code: 170512A**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have 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 walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. 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**

**MEDICAL LAB TECHNICIAN (8a-4:30p)**

**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: 170512G**

Qualifications: Must have an Associate Degree in Laboratory Science or Medical Laboratory Technology. Have ability to understand complex concepts and apply that knowledge to laboratory testing to include pre-analytic, analytic and post-analytic testing. Be able to multi-task and prioritize workflow in laboratory during times of low as well as high volume. Must be proficient in all areas of laboratory to include chemistry, hematology, urinalysis, microbiology, coagulation, kit testing and phlebotomy as well as patient care. Must meet the CLIA 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Must have qualified as a Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must have current license and maintain such through CEUs during employment. Must promote healthy, non-abusive lifestyle. Must have valid driver's license, dependable transportation and proper insurance. Laboratory work in clinic setting in all aspects of Clinical Laboratory to include work with analyzers, equipment, patients, etc. 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 & INQUIRE AT: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**ENVIRONMENTAL SERVICE PERSON (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: PART-TIME**

**Job Code: 170519E**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**WILDLIFE BIOLOGIST(1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: 21.00**

**Status: FULL-TIME**

**Job Code: 170523D**

Qualifications: Bachelor's degree in Wildlife Biology is required. Preferred Master's degree in Wildlife Biology, Wildlife Management, or Wildlife Ecology. Valid driver's license, dependable transportation, and proper insurance. Must demonstrate three years' experience performing the required skills and abilities. Advanced proficiency in wildlife management tools and survey techniques. Work performed indoors and outdoors. Some traveling and overnight stays will be required. Fieldwork requires working in a variety of weather conditions over non-level terrains such as forests, wetlands, and agricultural fields.

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

**FOOD AND BEVERAGE JANITOR (GRAVEYARD)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 170526I**

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

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

**SLOT SERVICE TECHNICIAN 1 (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 170526R**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year money handling experience. Must be bondable and licensable according to tribal policy. Must pass a basic mathematics test at time of interview. 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**

**COMMUNITY HEALTH NURSE (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170602C**

Qualifications: Bachelors of Science Degree in Nursing; will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Current Wisconsin Nursing License or Graduate Nurse from Accredited Bachelor of Science Institution. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment Minimum one (1) year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. Traveling is a necessity.

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**RETAIL ASSOCIATE (2:30p-12:30a)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF PERSONNEL - WHITETAIL - BARABOO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 170602F**

Qualifications: High school diploma or equivalent. CPR and Food Safety Certification is required within 6 months of hire. No prior criminal record in the past seven (7) years. Able to work nights, weekends and holidays as assigned. Ability to lift a maximum of fifty (50) pounds from floor to shelf. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**CAGE CASHIER (GRAVE/EVE/SWING)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 13.00 + TIPS Status: FULL-TIME**

**Job Code: 170609A**

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have 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 walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. 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**

**CONSTRUCTION II (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HOUSING - RENTAL DIVISION

**Location: MILWAUKEE**

**Submit: Application and Resume**

**Pay Rate: 15.21**

**Status: FULL-TIME**

**Job Code: 170620B**

Qualifications: High School diploma or equivalent. Desirable 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. 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 Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**CERTIFIED NURSING ASSISTANT (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 170623C**

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 21 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. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certification within six (6) months of employment. Traveling is a necessity.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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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**

**MEDICAL LAB TECHNICIAN (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 170627B**

Qualifications: Must have an Associate Degree in Laboratory Science or Medical Laboratory Technology. Have ability to understand complex concepts and apply that knowledge to laboratory testing to include pre-analytic, analytic and post-analytic testing. Be able to multi-task and prioritize workflow in laboratory during times of low as well as high volume. Must be proficient in all areas of laboratory to include chemistry, hematology, urinalysis, microbiology, coagulation, kit testing and phlebotomy as well as patient care. Must meet the CLIA 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Must have qualified as a Technologist/Technician under Laboratory Regulations published before March 14, 1990. Must have current license and maintain such through CEUs during employment. Must promote healthy, non-abusive lifestyle. Must have valid driver's license, dependable transportation and proper insurance. Laboratory work in clinic setting in all aspects of Clinical Laboratory to include work with analyzers, equipment, patients, etc. 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 & INQUIRE AT: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX**

**COORDINATOR SRVS TEAM PROJ FACILITATOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170630D**

Qualifications: Associate's Degree with three (3) years of experience in program management is required. Bachelors of Science in Human Service related field is preferred. Be certified and maintain or become certified in CANS tool (Child and Adolescent Needs and Strengths) within nine (9) months of hire. Must adhere to all applicable confidentiality laws. Must maintain a valid Wisconsin driver's license and insurance. Must promote a positive, non-abusive, healthy lifestyle. Two (2) to three (3) years of experience in programmatic development and strategic planning is preferred. Two (2) to three (3) years of service delivery in the field of Social Services, Indian Child Welfare preferred. Maintains a safe, healthy, and pleasant work place environment. Highly capable of working independently but also as a team member.

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

**FNCF EXECUTIVE DIRECTOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

FIRST NATIONS COMMUNITY FINANCIAL -

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170630G**

Qualifications: Master's degree from an accredited institution in Business Administration, Management, or Public Policy referred, or 7 or more years work experience demonstrating leadership, administrative capability, economic and community development in rural; preferably in tribally areas. Bachelor's degree from an accredited institution in Business related field, Administration, Management, or Public Policy required. Three or more years work experience with pro forma, investments, small business, financial data, and a financial data, and financial loan products and portfolios required. Valid driver's license and proper auto insurance.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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

**PROMOTIONS HOST/HOSTESS ( SHIFT VARIES) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

Location: MADISON

Submit: Application Pay Rate: 15.99 Status: FULL-TIME Job Code: 170630J

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. No experience is required. 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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**TRAFFIC CONTROL (SHIFT VARIES) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

Location: MADISON

Submit: Application Pay Rate: 12.56 Status: FULL-TIME Job Code: 170718N

Qualifications: No previous experience necessary. Must be able to work in all types of weather conditions, from hot and humid to subzero 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.

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

**CAGE SHIFT SUPERVISOR (2nd AND 3rd SHIFT) Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

Location: MADISON

Submit: Application, Resume and Letter of Application Pay Rate: 20.56 Status: FULL-TIME Job Code: 170725A

Qualifications: MUST BE BONDABLE. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hour's availability. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 pounds. Primary lifting requirements is 10-25 pounds on a consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. Two years training in accounting or related field. Three years' experience in bookkeeping, accounting or responsible cash handling. Computer and supervisory skills desirable. 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.

**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 (8a-4:30p) Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BARABOO

Submit: Application Pay Rate: 13.08 Status: FULL-TIME Job Code: 170725B

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 21 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 a diverse cultural population. Must maintain patient confidentiality in accordance with Privacy Act/HIPAA. All health care services are in the home and community setting. Traveling is a necessity.

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

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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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**

**AGRICULTURAL DIVISION MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 22.00**

**Status: FULL-TIME**

**Job Code: 170804B**

Qualifications: Bachelor's Degree required in Agricultural Science, Agri-Business, Horticulture, or equivalent. Master's degree is preferred. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to agricultural management. Minimum ten (10) years of experience in agricultural operations required. Minimum of three (3) years of experience in a supervisory or management role required. Minimum of five (5) years of experience in organic farm/crop management is preferred. Knowledge of the policies, regulations & grant/ cost sharing opportunities, as they apply to Agricultural programs for the United States Department of Agriculture (USDA), the Bureau of Indian Affairs (BIA), and the Natural Resource Conservation Service (NRCS). Work indoors and outdoors. Field work requires working in a variety of weather and bug conditions. The job may require moving heavy objects, physical lifting, stoop, bend, or stand for extended periods of time and work in varying environments. Travel is required with occasional overnight stays.

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

**FORESTRY DIVISION MANAGER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HERITAGE PRESERVATION - DNR

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 22.00**

**Status: FULL-TIME**

**Job Code: 170804E**

Qualifications: Bachelor's degree in forestry with an emphasis on rural and/or urban forest management. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to forestry management. Must demonstrate a minimum of two (2) years' experience in a forestry supervisory role. Must demonstrate a minimum of five (5) years' experience working in urban and/or rural forestry. Previous forestry experience working for a tribe is a plus. Bachelor's degree in forestry with an emphasis on rural and/or urban forest management. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to forestry management. Bachelor's degree in forestry with an emphasis on rural and/or urban forest management. Possession of working vehicle, valid driver's license, and proper insurance. Willingness to learn the HCN structure, organization, and traditions as they apply to forestry management. Must demonstrate a minimum of two (2) years' experience in a forestry supervisory role. Must demonstrate a minimum of five (5) years' experience working in urban and/or rural forestry. Previous forestry experience working for a tribe is a plus.

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

**RECRUITMENT & PRE COLLEGE ADVISOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 170804L**

Qualifications: This position requires a Bachelor's degree, with at least one year of experience in a student affairs/student service setting. This position may require periodic attendance and participation in meetings during evenings and weekends. A Master's degree in College Student Affairs or related field is preferred. Work experience may not be substituted for the Bachelor's degree requirement for this position. Cannot have had any criminal convictions related to a violent crime including domestic violence, a crime against a child or theft of any kind in order to meet the criteria of a good role model. Cannot have had an alcohol related conviction or plea within the last 5 years in order to be able to meet the criteria of a good role model. Valid driver's license, proper insurance and dependable transportation is required

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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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 II (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 15.25**

**Status: FULL-TIME**

**Job Code: 170808G**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass the Slot Service Technician II test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**ROOMS ATTENDANT ( 1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170815H**

Qualifications: Preferred High school diploma or equivalent is preferred. Previous hotel-related experience beneficial. Must be 18 years of age or older. Must be able to read, write, and follow written documentation and verbal instruction. Must be bondable. WORKING CONDITIONS: Must be able to perform the Physical Demand requirements as a Room Attendant. Able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception, sense of smell, and eye-hand coordination. Continually lift up to 25 pounds occasionally lift up to 50 pounds, and seldom lift up to 100 pounds, with assistance. Must be able to work in a smoking environment. Must be able to work holidays, weekends, varying hours, and forty-hours/week. Must be able to work with various chemicals. Must be able to wear Personal Protective Equipment, including required Safety Shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**SURVEILLANCE AGENT (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SURVEILLANCE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 170815K**

Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. Must have some experience in surveillance/military or criminal justice related field, one (1) year preferred. Four (4) years of casino gaming experience will waive surveillance or criminal justice requirement. Must have eyesight correctable to 20/20 with no color blindness. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver's license and proper insurance. 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.

**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 (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 170818J**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year of experience in Slot Floor Operations and/or Repair. Must have one (1) year of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass Slot Service Supervisor Test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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DIETITIAN-TAU (8a-4:30p)

Closing Date:

Open Until Filled

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 170818K

Qualifications: Bachelor's degree from an accredited institution with a Major in Dietetics. Currently credentialed as a Registered Dietitian or willing to take, and successfully pass, the Registered Dietitian exam within one year from date of hire. Must have valid driver's license, dependable transportation, and insurance. Must promote a positive and healthy lifestyle, non-abusive, healthy lifestyle. Must obtain and maintain Wisconsin certification/licensure as a Registered Dietitian. Completion of a dietetic internship or equivalent program approved by the American Dietetic Association. Preferred experience with food safety standards, nutrition screening, menu analysis, and general supervision. Office setting.

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

SENIOR AUDITOR (DAY SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-REVENUE

Location: NEKOOSA

Submit: Application and Resume

Pay Rate: 17.27

Status: FULL-TIME

Job Code: 170825H

Qualifications: Must have strong analytical, technical and organizational skills. Must have effective personnel management skills. Must have working knowledge of computer systems and IRS reporting requirements. Computer and supervisory skills desirable. Proficiency in communication skills. Minimum two year degree, preferably in financial or business field, with GPA of 3.0 (B) or better or comparable educational and/or life experience.

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

CERTIFIED MEDICAL ASSISTANT (1st SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 13.00

Status: FULL-TIME

Job Code: 170901A

Qualifications: Graduation from an accredited Medical Assistant program. Maintain certification as a Medical Assistant. Possess or obtain within 30 days of hire and maintain CPR certification. Competent in phlebotomy. Must promote a healthy, non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Hours of work 8:00 a.m. - 4:30 p.m. Hours may change depending on clinic need. Potential exposure to hazardous and bio-hazardous materials. Must be able to lift up to 35 lbs. Assistive devices available for situations requiring lifting above 35 lbs. requires ability to wear gloves and other protective equipment. Requires clear verbal communication.

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

ENROLLMENT DATA COORDINATOR (1st SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - ENROLLMENT

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 170901D

Qualifications: High school diploma. At least two years post-secondary education in Data Management or related field of study. At least two years consecutive work experience in Data Management or related field. Knowledge or understand the intricate Ho-Chunk familial structure. Speak or understand the Ho-Chunk Language. Knowledge or understand Ho-Chunk culture and tradition. Proficiency in the use and operation of computers. Must be proficient in the use of various office software programs to analyze and graph population data. Must have valid driver's license and dependable transportation and proper insurance. WORKING CONDITIONS: Job duties are primarily in the office requiring long hours of computer usage and long periods of sitting. Occasional travel to attend meetings.

NOTE

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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: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**PROGRAM & OFFICE MANAGER (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 170901K**

Qualifications: Associate's Degree in Supervisory Management, Project Management or Education-related area; or equivalent education (two years completed of a four-year degree) in Business or Education-related area. Bachelor's degree preferred. Four years responsible work experience, including two years in an office setting. Valid driver's license and proper insurance required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**EXECUTIVE CHEF (DAYS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 24.06**

**Status: FULL-TIME**

**Job Code: 170905A**

Qualifications: Degree from Culinary or Hotel school. Minimum of 3-5 years previous experience as an Executive Chef in a large, full service hotel and restaurant or 5-7 years as an executive Sous Chef. Must have dependable transportation, valid driver's license and liability insurance.

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

**SECURITY OFFICER ( SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-SECURITY

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 14.85**

**Status: FULL-TIME**

**Job Code: 170905D**

Qualifications: Must have a high school diploma or GED equivalent. Must be bondable. Must be able to obtain and maintain a Gaming License. Must maintain confidentiality. Must have 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. 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. All casino employees will be subject to the Criminal and Background restrictions of 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**

**ACCOUNTANT II (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-FINANCE

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Letter of Application**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 170912A**

Qualifications: A two (2) year Associate's Degree in Accounting is required. Minimum of four (4) years 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. Must be bondable and be able to obtain a 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. WORKING CONDITIONS: Inside work, seated at desk for the majority of the day. Some light lifting, required with file boxes, and some standing associated with copying and inventory duties.

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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: 10/13/2017

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

**RETAIL ASSOCIATE (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - WHITETAIL - NEKOOSA

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 170912I**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. Preferred experience within the convenience stores/fuel sales industry. WORKING CONDITIONS: Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**SLOT BENCH TECHNICIAN (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 170912L**

Qualifications: High School Diploma or GED certificate is required. Two (2) year degree in Electronics required, Bench Component Level Repair Experience preferred. Three (3) years experience as Slot Technician II or related field. Must be bondable and licensable according to tribal policy. Must pass a Slot Bench Technician test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of 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**

**SLOT SERVICE TECHNICIAN III (VARIOUS SHIFTS)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 170912M**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have one (1) year prior experience as a Slot Service Technician II or higher, and a total of two (2) years experience in Slot Floor Operations or Repair or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass a Slot Service Technician III test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SNACK BAR COOK (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.46**

**Status: FULL-TIME**

**Job Code: 170912N**

Qualifications: Excellent cooking/preparation skills. High school diploma or GED. 2-4 years of appropriate experience preferred. Must have a valid driver's license, liability insurance, and dependable transportation.

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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: 10/13/2017

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

**OFFICE MANAGER (1st SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 17.45**

**Status: FULL-TIME**

**Job Code: 170919F**

Qualifications: High school diploma or equivalent. Associates Degree, preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Valid driver's license, dependable transportation, and proper insurance. Must have experience in office management. Experience in office management, preferred. Office Setting. Must be willing to work weekends, and evenings, if necessary.

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

**PRE K-12 GRANT SPECIALIST (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 170922G**

Qualifications: Must have a High School Diploma. Two (2) year/Associate's degree in Education or a Business related degree is preferred. Cannot have had any criminal convictions related to a violent crime including domestic violence, a crime against a child or theft of any kind in order to meet the criteria of a good role model. Cannot have had any alcohol related conviction or pleas within the last 5 years in order to be able to meet the criteria of a good role model. Must appear as a good role model for youth and maintain a clean/sober lifestyle. Possess a valid driver's license, proper insurance and dependable transportation. Remain free of any conviction or cannot have entered any plea other than "not guilty" to any crime or offense related to violence, theft or alcohol while in this position. Failure to do so will result in immediate termination. Previous experience with electronic data management systems or electronic filing systems. Education or training beyond High School is desirable. Office setting. Must be able to work in a team setting. Business casual. Travel may be required. Some evenings and weekend hours.

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

**BEVERAGE SERVER (MID/SWING/GRAVEYARD)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.72**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170926B**

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**

**DEALER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 7.00 + TIPS**

**Status: FULL-TIME/PART-TIME**

**Job Code: 170926D**

Qualifications: Must have high school diploma or equivalent. Must have successfully completed a recognized dealer training school with proficiency in math. Must successfully complete required orientation and training in Title 31 requirement, Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have perfect or corrected eyesight. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday 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**

**LEAD COOK/SHIFT SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 170926I**

Qualifications: College degree (may substitute additional experience for degree). 2-4 years of appropriate experience. Strong organization, culinary, and supervisory skills.

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

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 170926Q**

Qualifications: High School Diploma or equivalent, GED. 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. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. **WORKING CONDITIONS:** Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of 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**

**SLOT SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 170926R**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year of experience in Slot Floor Operations and/or Repair. Must have one (1) year of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass Slot Service Supervisor Test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**ACCOUNTANT I (1st SHIFT)**

**Closing Date:**

**10/13/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-FINANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 20.56**

**Status: FULL-TIME**

**Job Code: 170929A**

Qualifications: A two (2) YEAR Associates Degree in Accounting is required. Minimum two (2) year general ledger experience or one year in a Casino Finance Department. Must be bondable and be able to retain a Gaming Class II and/or III Gaming License. Must have a working knowledge of computer systems. 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. **WORKING CONDITIONS** Inside work, seated at desk for the majority of the day. Some light lifting required with file boxes and some standing associated with the copying and inventory count duties

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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

**ENVIRONMENTAL SERVICE SUPERVISOR (3rd SHIFT)**

**Closing Date: 10/13/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.54**

**Status: FULL-TIME**

**Job Code: 170929B**

Qualifications: High School Diploma or equivalent is required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Maintain in compliance with the Ho-Chunk Nation Occupational and Safety and Health Program Act of 2002. Must be bondable. Dependable transportation is required. Maintain Confidentiality. No experience, will train. Able to work nights, weekends, and holidays as assigned. Smoking atmosphere. All conditions related to the weather. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift and climb. Continuously lift up to 10lbs, sometimes lift up to 50lbs and rarely lift up to 100lbs.

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

**FACILITIES PERSON (2nd AND 3rd SHIFT)**

**Closing Date: 10/13/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY

**Location: MADISON**

**Submit: Application**

**Pay Rate: 13.70**

**Status: FULL-TIME**

**Job Code: 170929C**

Qualifications: High school diploma or equivalent. No experience needed, will train. Basic knowledge of electrical, plumbing, masonry, carpentry and grounds preferred. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work night, weekends, and holidays as assigned. Must have dependable transportation. 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**

**PARALEGAL II (DAYS)**

**Closing Date: 10/13/2017**

LEGISLATIVE - GAMING COMMISSION

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 19.00**

**Status: FULL-TIME**

**Job Code: 170929D**

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. Work in an office setting. Minimal travel required.

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

**PRODUCTION COOK (2nd SHIFT)**

**Closing Date: 10/13/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: PART-TIME**

**Job Code: 170929E**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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

**TRAINING & DEVELOPMENT DIRECTOR (DAYS)**

**Closing Date: 10/13/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TRAINING & DEVELOPMENT

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 27.26**

**Status: FULL-TIME**

**Job Code: 170929F**

Qualifications: Minimum four year degree in Education, Business, Human Resources. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Must have a valid driver's license, liability insurance, and dependable transportation. Experience with needs analysis and curriculum design. Minimum two (2) years' experience in Business, Human Resources, Training, Education and/or Management. Travel required in and out of State. Work in an office/casino setting. Must be able to work flexible hours as required by the Surveillance Division. Be able to work in a smoke filled environment (gaming floor). Be able to sit for extended periods of time and observe in close quartered areas.

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

**BAR PORTER (SWING SHIFT)**

**Closing Date: Open Until Filled**

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

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 9.81**

**Status: FULL-TIME**

**Job Code: 171003A**

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 - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**FRONT DESK SUPERVISOR (8a-4:30p)**

**Closing Date: 10/16/2017**

DEPARTMENT OF BUSINESS - HCG-WITT- HOTEL

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 17.79**

**Status: FULL-TIME**

**Job Code: 171003B**

Qualifications: High school graduate or equivalent, advanced education desirable. Minimum two years' work experience in a hotel preferred or other supervisory experience considered. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft windows computer operating system environment. Ability to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires keyboarding, standing, walking, writing, sitting, and hearing and visual perception and required to lift and carry up to 25 lbs. Must have valid driver's license, dependable transportation, and proper insurance.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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

**GAMING HALL MANAGER (SHIFT VARIES)**

**Closing Date: 10/16/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.90**

**Status: FULL-TIME**

**Job Code: 171003C**

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. Minimum of two (2) years of directly related work experience is required. Must be able to successfully complete Management Minded Supervision within one year of hire date. 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. The work experience must be diversified, deemed successful and document the applicant's ability to review, evaluate and recommend changes in ordinances, policies, business plans, operational guidelines, inventory systems, sales, and acquisitions. The candidate will ideally provide documentation that this work experience has been accomplished in American Indian for-profit organizations. 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. 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 months. Must be able to provide three (3) letters of reference specifically addressing the applicant's Job Description. 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 - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

**HOST HOSTESS CASHIER (SHIFT VARIES)**

**Closing Date: 10/16/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 171003D**

Qualifications: High school diploma or GED

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

**LINE COOK (SHIFT VARIES)**

**Closing Date: 10/16/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: PART-TIME**

**Job Code: 171003E**

Qualifications: High School diploma or equivalent. 1 – 3 years of appropriate experience preferred. Health card required.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**RESTAURANT BEVERAGE SERVS SUPERVISOR (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-F&B

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 171003F**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**TABLE GAMES SUPERVISOR (SHIFT VARIES)**

**Closing Date: 10/16/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-TABLE GAMES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 22.90**

**Status: FULL-TIME**

**Job Code: 171003G**

Qualifications: Must have high school diploma or equivalent. Position requires previous dealing experience of six (6) months or more on at least two games. Supervisory experience in a Table Games environment is preferred. Must have perfect or corrected eyesight with the ability to hear game activity within an elevated noise environment. Cannot be colorblind. Computer experience preferred. Must have thorough knowledge of the IGRA, State Gaming Compact, Internal Controls, the Gaming Ordinance and Personnel Policies and Procedures. Must be bondable. Reads, writes, speak and understand English with the ability to verbally communicate clearly with customers and co-workers. Must be willing and able to work any assigned schedule, shift, and/or hours, including weekends and holidays. Will be professional in appearance while following good grooming and hygiene habits. Must be able to stand at one location for long periods of time during 10-hour shifts or longer. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**BANKER CASHIER (2nd SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.90**

**Status: FULL-TIME**

**Job Code: 171006A**

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. **WORKING CONDITIONS:** Loud, smoky, fast-paced environment. Must be able to lift up to 20lbs.

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

**COMMUNITY HEALTH NURSE (8a-4:30p)**

**Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 171006B**

Qualifications: Bachelors of Science Degree in Nursing; will accept Graduate Nurse with obtaining Registered Nurse license within 6 months of employment. Current Wisconsin Nursing License or Graduate Nurse from Accredited Bachelor of Science Institution. Must have valid driver's license, dependable transportation and proper insurance. Must promote a healthy, non-abusive lifestyle. Completes National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700 certifications within six (6) months of employment Minimum one (1) year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. **WORKING CONDITIONS** Administrative duties are performed in office/clinic setting and health care services provided in clinic and community setting. Traveling is a necessity. 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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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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**

**COMPUTER PROGRAMMER II VB/Asp.net (1st SHIFT)**

**Closing Date: 10/20/2017**

DEPARTMENT OF ADMINISTRATION - IT-TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 26.00**

**Status: FULL-TIME**

**Job Code: 171006C**

Qualifications: Minimum Associate Degree of Applied Science-Computer Programming and two years recent programming experience, systems analysis, design and development in XML or .NET. Preferred experience in VB6. MCP Certification required. Advanced knowledge of VB6, .NET, XML, MS Access, SQL, Windows XP and Visual Basic. Advanced knowledge of trouble-shooting, diagnosis and correction of computer programs. Advanced knowledge of Microsoft Office Products and Windows XP operating systems. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Must comply with tribal drug testing policy. May need to apply for and be approved to hold a Ho-Chunk Nation Gaming License. Valid driver's license dependable transportation and proper insurance. **WORKING CONDITIONS:** Business casual, ADA-compliant facility.

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

**COUNT ASSOCIATE (GRAVE SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 171006D**

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. **MUST BE BONDABLE.** Valid driver's license, dependable transportation and proper insurance, is preferred. Work area is NOT: Smoke, noise, or dust free. 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**

**FOOD SERVICE WORKER- MAINTENANCE (8a-4:30p)**

**Closing Date: 10/20/2017**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 171006F**

Qualifications: Must have a high school diploma or equivalent. Must complete Early Childhood I and II within 12 months of employment. Food Preparation courses or 1 year of equivalent experience is required. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed. Must have willingness to participate in the Head Start program. Must have a valid driver's license, dependable transportation and proper insurance.

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

**HOST/HOSTESS CASHIER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: FULL-TIME/PART-TIME**

**Job Code: 171006G**

Qualifications: High School Diploma or GED.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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

**OFFICE MANAGER (SHIFT VARIES)**

**Closing Date: 10/20/2017**

DEPARTMENT OF BUSINESS - HCG-BRF-TABLEGAMES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 171006H**

Qualifications: High school diploma or equivalent. Associates Degree, preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Valid driver's license, dependable transportation, and proper insurance. Must have experience in office management. Experience in office management, preferred. Office Setting. Must be willing to work weekends, and evenings, if necessary.

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

**PROMOTIONS HOST/HOUSTESS (SWING/GRAVE)**

**Closing Date: 10/20/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 14.22**

**Status: FULL-TIME**

**Job Code: 171006I**

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. No experience is required. 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 - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SHUTTLE DRIVER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 12.56**

**Status: PART-TIME**

**Job Code: 171006J**

Qualifications: High School Diploma or equivalent, GED. 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. Must be a custodian of gaming supplies or cash. Knowledge of gaming is a plus. WORKING CONDITIONS: Must be able to work in a smoking environment. Must be able to work in extreme weather conditions. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**SLOT SERVICE SUPERVISOR (3rd SHIFT)**

**Closing Date: 10/20/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 16.74**

**Status: FULL-TIME**

**Job Code: 171006K**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year of experience in Slot Floor Operations and/or Repair. Must have one (1) year of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass Slot Service Supervisor Test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Tuesday and Friday of each week.

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

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

**SLOT SERVICE TECHNICIAN I (11p-7:30a)**

**Closing Date: 10/20/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08 + TIPS Status: FULL-TIME**

**Job Code: 171006L**

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year money handling experience. Must be bondable and licensable according to tribal policy. Must pass a basic mathematics test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the HCN. All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

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

**SLOT SERVICE TECHNICIAN II (11p-7:30a)**

**Closing Date: 10/20/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 16.36 Status: FULL-TIME**

**Job Code: 171006M**

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass the Slot Service Technician II test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**APPLY & INQUIRE AT: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183 - FAX**

**VALET PARKING ATTENDANT (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 9.42 + TIPS Status: FULL-TIME**

**Job Code: 171006N**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

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

**BOARD OF DIRECTORS**

**Closing Date: 10/13/2017**

DEPARTMENT OF PERSONNEL - PERSONNEL

**Location: BLACK RIVER FALLS**

**Submit: Resume and Letter of Application**

**Pay Rate: STIPEND + MILEAGE Status: FULL-TIME**

**Job Code: 171006O**

Qualifications: PLEASE SEND RESUME & LETTER OF INTEREST TO: EXECUTIVE DIRECTOR OF PERSONNEL-W9814 AIRPORT RD, BLACK RIVER FALLS, WI 54615. Associate Degree or Bachelor Degree preferred. Experience of at least two (2) years in a professional field and basic knowledge of the Ho-Chunk Nation government.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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**BUS DRIVER CDL W/S ENDORSEMENT (8a-4:30p)**

**Closing Date: 10/24/2017**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 12.20**

**Status: FULL-TIME**

**Job Code: 171010A**

Qualifications: Must have valid driver's license, CDL with an S endorsement, 3 years good driving record, dependable transportation and proper insurance. Must have a high school diploma or equivalent. Willingness to participate in/interest in Head Start Program. Must complete Early Childhood I & II within 12 months of employment. Must pass all state licensing requirements, including annual physical and TB test. Must possess or obtain CPR and First Aid training within 90 days of employment and update as needed.

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

**CHIEF FINANCIAL OFFICER (1st SHIFT)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 171010B**

Qualifications: Must possess a Bachelor's degree in Accounting from a four-year college or university, and two to four years' experience in casino finance. Experience in Bingo, Casino, Hotel and food & beverage accounting. Must be able to obtain and maintain CPA (Certified Public Accountant) licensure in good standing. Must possess excellent communication, organizational, and analytical skills. Ability to read, analyze, and interpret complex documents; such as financial reports and legal documents and draw valid conclusions. Ability to communicate effectively with clients, senior management and Ho-Chunk Hotel/Convention Center support staff. Must have a valid driver's license, dependable transportation and proper insurance. Able to work varying hours and days (including weekends and holidays). Must be bondable. 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**

**CLINIC REGISTERED NURSE SUPERVISOR (8a-4:30p)**

**Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 171010C**

Qualifications: Graduate from an accredited school of nursing with an Associate's degree in nursing is required; Bachelor of Science in Nursing (BSN) is preferred. Possess a current State of Wisconsin RN license in good standing or be eligible for licensure within six (6) months of hire. 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. Up to ten (10) years of Experience as a registered nurse, with two (2) of these years in a supervisory role. Preferred two years of RN experience. Possess basic computer skills and be comfortable using Electronic Health Records. Ambulatory clinic setting. 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**

**DISHWASHER (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42**

**Status: PART-TIME/QTR TIME**

**Job Code: 171010D**

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

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 10/13/2017

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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**

**RETAIL ASSOCIATE (5a-3p AND 2:25p-12:25a)**

**Closing Date: 10/24/2017**

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

**Location: TOMAH**

**Submit: Application**

**Pay Rate: 10.17**

**Status: FULL-TIME**

**Job Code: 171010E**

Qualifications: High school diploma or equivalent. No prior criminal record in the past seven (7) years. CPR and Food Safety Certification is required within 6 months of hire. Preferred experience within the convenience stores/fuel sales industry. Position is in the convenience store environment. Able to lift a maximum of fifty (50) pounds from floor to shelf. Able to work nights, weekends and holidays as assigned. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

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

**VALET PARKING ATTENDANT (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA- TRANSPORTATION

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 9.14**

**Status: FULL-TIME**

**Job Code: 171010F**

Qualifications: Must have a valid driver's license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Driver's License with a passenger endorsement is a plus. High School Diploma or equivalent, GED.

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

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17**

**Status: FULL-TIME**

**Job Code: 171013M**

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.

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