



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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**

**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.

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

**BARTENDER (NIGHT SHIFT)**

**Closing Date:**

**9/26/2017**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 9.81**

**Status: FULL-TIME**

**Job Code: 170912B**

Qualifications: Must have a High school diploma or equivalent. One to three years of appropriate experience. State Bartender's Certification required. Must have a valid driver's license, dependable transportation and proper insurance.

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

**ENVIRONMENTAL SERVICE PERSON (2ND & 3RD SHIFTS)**

**Closing Date:**

**9/26/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FACILITIES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 170912C**

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

**HO-CHUNK LANGUAGE INSTRUCTOR II (DAY SHIFT)**

**Closing Date:**

**9/26/2017**

DEPARTMENT OF HERITAGE PRESERVATION - LANGUAGE & CULTURE

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 170912D**

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© and shall be subject to a background investigation as a condition of employment.

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**MAINTENANCE SPECIALIST (2ND SHIFT)**

**Closing Date: 9/26/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FACILITIES

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 12.19**

**Status: FULL-TIME**

**Job Code: 170912E**

Qualifications: High School diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrated working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather. 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**

**PROMOTION SHIFT SUPERVISOR (3RD SHIFT )**

**Closing Date: 9/26/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-MARKETING

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.27**

**Status: FULL-TIME**

**Job Code: 170912F**

Qualifications: Must be bondable and hold a gaming license. Is a custodian of gaming supplies or cash. Strong oral communication skills. Good working knowledge of computers. Ability to use sound judgement. Good guest relations and training skills. Must present a neat, clean and professional appearance. Effective supervisory skills. Ability to work varying days and hours (to include weekends and holidays). Must be able to communicate and interact effectively with other casino floor staff department supervisors. Must be able to work well on a team. High school diploma or GED. Prefer prior experience in guest service related position. Word processing background preferred. 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**

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

**Closing Date: 9/26/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-MARKETING

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 14.65**

**Status: FULL-TIME**

**Job Code: 170912G**

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. WORKING CONDITIONS: Office setting. Must have the ability to work varying hours and days, including nights, weekends and holidays. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny. Facilities with an ancillary site may include travel between site locations.

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

**RESTAURANT BEVERAGE SERVICES SUPERISVOR (NIGHTS)**

**Closing Date: 9/26/2017**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 14.18**

**Status: FULL-TIME**

**Job Code: 170912H**

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

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RETAIL ASSOCIATE (VARIOUS SHIFTS)

Closing Date: 9/26/2017

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

RETAIL ASSOCIATE (1ST SHIFT-5a-3p)

Closing Date: 9/26/2017

DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH

Location: TOMAH

Submit: Application

Pay Rate: 10.17

Status: FULL-TIME

Job Code: 170912J

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

SECURITY OFFICER (SWING/GRAVE SHIFTS)

Closing Date: 9/26/2017

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-SECURITY

Location: NEKOOSA

Submit: Application

Pay Rate: 13.21

Status: FULL-TIME

Job Code: 170912K

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. WORKING CONDITIONS: May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, is required to stand, walk, talk and hear. Is occasionally required to sit, run, climb, balance, stoop, kneel, crouch and crawl. Is occasionally required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

APPLY & INQUIRE AT: Ho-Chunk Gaming - 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.

NOTE

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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 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.

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

**SOCIAL WORKER (8a-4:30p)**

**Closing Date:**

**9/26/2017**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170912O**

Qualifications: Bachelor's Degree in Social Work or related field required. Master's Degree in Social Work or related field is preferred. Possess a Wisconsin Social Work Certification or License. Must maintain a valid Wisconsin driver's license and insurance. Must adhere to all applicable confidentiality laws. Must promote a positive, non-abusive, healthy lifestyle. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred. **WORKING CONDITIONS:** Social Worker will work in the field (60% of the time) but will have office work 40% of the time. Social Worker is required to travel, sometimes during inclement weather. Social Workers may be required to lift up to 50 pounds infrequently. Home visits must be conducted, sometimes in unsafe environments. Work hours are subject to change, requiring flexibility as needed. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207© 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**

**SYSTEMS TECHNICIAN (DAY SHIFT/ON CALL)**

**Closing Date:**

**9/26/2017**

DEPARTMENT OF ADMINISTRATION - HCG-WITTENBERG-IT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 20.93**

**Status: FULL-TIME**

**Job Code: 170912P**

Qualifications: Minimum of two-year degree in computer field relating to PC Hardware or 4 years of work experience in Computer Repair (Technician). Minimum: CompTia A+ Certification, MCP in Windows 2000 or 2003. Recommended: CompTia Network + Certification. Experience in cabling, terminating and testing twisted pair and fiber. Experience in troubleshooting, diagnosis and correction of system failures. Experience working in a mixed environment of technologies and protocols. Proficient in Microsoft desktop applications. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Must comply with tribal drug testing policy. \*Must apply for and be approved to hold a Ho-Chunk Nation Gaming License. Must be available for flexible work schedules; on-call as needed. Must promote a healthy non-abusive lifestyle. Valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Business casual, ADA-compliant facility.

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: QUARTER-TIME**

**Job Code: 170113G**

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**

**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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**HOST/HOSTESS CASHIER (2nd AND 3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 11.42 + TIPS Status: FULL-TIME/PART-TIME**

**Job Code: 170120D**

Qualifications: High school diploma or GED

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

**LEAD SOCIAL WORKER ( DAY SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170120E**

Qualifications: Master's Degree in Social Work or related field is required. Possess a Wisconsin Social Work Certification or License. At least four years of experience in related field in direct line services is required. Demonstrate sophisticated knowledge of human development through the life span. Knowledge of social work practice. Knowledge of laws and tribal codes associated with program of employment. Knowledge of the Social Work Code of Ethics and confidentiality. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Knowledgeable of county court procedures. Must promote a positive, non-abusive, healthy lifestyle. Valid driver's license, dependable transportation and proper insurance are required.  
**WORKING CONDITIONS:** Travel is required for this position.

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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: 9/12/2017

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**

**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.

**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: PART-TIME**

**Job Code: 170203D**

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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\*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: 9/12/2017

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**

**BAKERS ASSISTANT (DAYS/NIGHTS)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application and Resume**

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

**Job Code: 170210C**

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

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

**BEVERAGE SERVER ( 1st AND 3rd SHIFT )**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.14 + TIPS Status: PART-TIME**

**Job Code: 170210E**

Qualifications: Will train. Some food experience helpful

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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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**

**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.

**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: 170210O**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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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**

**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.

**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

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DEPARTMENT OF PERSONNEL

**HO-CHUNK NATION JOB POSTING**  
**POST DATE: 9/12/2017**

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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**

**REGISTERED DENTAL HYGIENIST (8a-12p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 25.00**

**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

**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**

**LIFE SKILLS COORDINATOR (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY SUPPORTIVE SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 17.00**

**Status: FULL-TIME**

**Job Code: 170407G**

Qualifications: Associates Degree in Human Services or Social Sciences. Must adhere to all applicable confidentiality laws. Must maintain a valid driver's license, dependable transportation, and insurance. Must promote a positive, non-abusive, healthy lifestyle. Two (2) years relevant work experience. Three (3) to five (5) years relevant work experience. Office environment, client's homes, youth centers, county jails, as well as other nonstandard workplaces located in all HCN communities if needed. Must be able to adjust standard work week to meet the needs of clients or community including evenings and occasional weekends. Travel is required to worksites and/or meetings and trainings. Must be able to lift up to 20 lbs.

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DEPARTMENT OF PERSONNEL

**HO-CHUNK NATION JOB POSTING**  
**POST DATE: 9/12/2017**

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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**

**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 - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

**PRODUCTION COOK (2nd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-F&B

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

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

**Job Code: 170421K**

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 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.

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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: 9/12/2017

This listing can also be located at 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 - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

INVENTORY CLERK (2nd SHIFT)

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-BINGO

Location: BARABOO

Submit: Application

Pay Rate: 14.18

Status: PART-TIME

Job Code: 170516C

Qualifications: Must have a high school diploma or GED. Have demonstrated competence in the use of mathematical skills. Knowledge of inventory control systems and procedures. Ability to count, record and prepare simple accurate records. Ability to lift, move and store heavy objects. Must have a positive mental attitude and be willing to follow through on task assignments. Congenial personality and attitude with a courteous and friendly attitude toward the general public/customers.

NOTE

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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**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

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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

**SOUS CHEF (VARIES SHIFTS)**

**Closing Date:**

**Open Until Filled**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 18.54**

**Status: FULL-TIME**

**Job Code: 170526S**

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

**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.

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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

**CASINO CONTROLLER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-FINANCE

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: 32.51**

**Status: FULL-TIME**

**Job Code: 170609B**

Qualifications: Minimum six years combines education/experience in accounting or related field, preferably a CPA. Knowledge about or ability to learn how to work with computers. Flexible working hour's availability. Able to maintain confidentiality and maintain professional demeanor. Able to work cooperatively in a team environment or independently as needed. Communication and writing skills, as well as Supervisory skills. Minimum two years' experience in a Casino Finance Department. Knowledge of Casino Gaming Operations. Knowledge of generally accepted accounting principles. Knowledge of or willingness to learn about Indian Gaming Laws and Regulations. Must be bondable. Minimum four year degree in Financial or Business Field and GPA of 3.0 or better. Comparable educational and/or professional 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**

**INFECTION PREVENTION EMPLOYEE HEALTH RN (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH

**Location: BLACK RIVER FALLS/BARABOO**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170613A**

Qualifications: Licensed healthcare professional required (Physician, Epidemiologist, Physician's Assistant, Nurse Practitioner, Registered Nurse). Bachelor of Science in Nursing or Master's Degree preferred. Possess current Certification in Infection Control & Epidemiology (CIC) or obtain CIC within three (3) years of hire. Certification in Basic Life Support (BLS). Minimum of two (2) years' experience as an RN or other licensed healthcare professional in a hospital setting or Minimum of three (3) years in a clinic setting. Outpatient clinic setting. Potential exposure to hazardous and bio-hazardous materials. Some travel may be required

**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 Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53718, (608) 224-1801 - FAX**

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

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-MADISON-CAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 14.85+ TIPS Status: FULL-TIME**

**Job Code: 170623A**

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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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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**

**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.

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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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**

**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.

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

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

**LEGISLATIVE OFFICE CLERK (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 170718H**

Qualifications: High School Diploma or equivalent plus a minimum of two (2) years' experience in an office setting. Knowledge of structure, organization, history of the Ho-Chunk Nation Legislature and its government. Knowledge of telephone procedures and very good telephone courtesy. Must be able to lift 35-60 lbs. Must pass a background check. Notary Public preferred. WORKING CONDITIONS: Office setting, professional dress code

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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 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.

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

**INITIAL RESPONSE WORKER (8a-4:30p)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

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

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170801D**

Qualifications: Bachelor's Degree in Human Services related field is required. 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. A minimum of two (2) years' experience in child welfare and/or adult services required. Experience in receiving and referring timely to ensure service needs are met. Prior experience in Initial Response or Access Response preferred. Initial Response Worker will work in the field (10% of the time) but will have office work 90% of the time. Initial Response Worker is required to travel, sometimes during inclement weather. Initial Response Worker may be required to lift up to 50 pounds infrequently. Home visits must be conducted, sometimes in unsafe environments.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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**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

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**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: 170808C**

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 - 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**

**CAMPGROUND PROPERTY MANAGER (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - RV PARK/CAMPGROUNDS

**Location: LYNDON STATION**

**Submit: Application and Resume**

**Pay Rate: 18.57**

**Status: FULL-TIME**

**Job Code: 170811C**

Qualifications: High school diploma or equivalent with prior property management experience and a strong working knowledge of rental agreements, leases, governmental regulations. Excellent English comprehension skills in reading, writing, spelling and composition. Possess good organizational skills and ability to meet deadlines. CPR certification is required within 6 months of hire. Valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Willingness to travel and work varied hours; some evening's weekends and outdoors. All conditions from hot/humid to sub-zero weather.

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

**COUNT MANAGER (3rd SHIFT)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 18.83**

**Status: FULL-TIME**

**Job Code: 170811E**

Qualifications: Minimum High School Diploma or equivalent, GED. Minimum of two years combined education/experience in general accounting, bookkeeping, supervision or responsible cash handling or demonstrated successful experience in lieu of a formal degree. Must have working knowledge of gaming operations. Ability to supervise, direct and manage staff as evidence by past experience. Working knowledge of computer systems including knowledge of personal computers and mainframe applications. Proficiency in oral and written communications. Must be self-motivated and self-directed with ability to work without supervision. Must have dexterity in both hands. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time. Must have good eyesight, no color blindness. **MUST BE BONDABLE.** Must have a valid driver's license, liability insurance, and dependable transportation. 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: 9/12/2017

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

**CAMPGROUND PROPERTY MAINT SUPERVISOR (SHIFT VARIES)**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - RV PARK/CAMPGROUNDS

**Location: LYNDON STATION**

**Submit: Application and Resume**

**Pay Rate: 17.54**

**Status: FULL-TIME**

**Job Code: 170815A**

Qualifications: High School diploma or equivalent and four (4) to six (6) years of combined education/experience in relevant field. Four (4) years of supervisory and/or management experience. Demonstrated working knowledge of building systems, HVAC, electrical, structural, mechanical, plumbing, masonry, carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal. Demonstrated working knowledge of personal protective equipment. Demonstrated working knowledge of cost analysis for materials in the repair of buildings. Demonstrated working knowledge of Microsoft Office products, Gantt charts, and blueprints. CPR certification is required within 6 months of hire. Must have a valid driver's license, dependable transportation and proper insurance. **WORKING CONDITIONS:**All conditions from hot/humid to sub-zero weather. Able to work nights, weekends, and holidays as assigned

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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

**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.

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

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

**BEVERAGE SERVER (GRAVEYARD)**

**Closing Date:**

**9/12/2017**

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

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 8.72**

**Status: FULL-TIME**

**Job Code: 170829A**

Qualifications: Will train. Some food experience helpful.

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HO-CHUNK NATION JOB POSTING

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**SLOT DISPATCHER (SHIFT VARIES)**

**Closing Date: 9/12/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 11.51**

**Status: FULL-TIME**

**Job Code: 170829B**

Qualifications: Must have High School diploma, or GED. Knowledge of radio ten codes and their use. Knowledge of condition codes on machines helpful, but not required. Must have good communication skills. Must have basic computer skills. Must read, write, and understand English. Must be able to lift 30lbs. Must have dependable transportation.

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

**SECURITY OFFICER (2nd AND 3rd SHIFT)**

**Closing Date: 9/12/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SECURITY

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 13.60**

**Status: FULL-TIME**

**Job Code: 170829C**

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

**COUNT ASSOCIATE (GRAVE)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-COUNT

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 13.08**

**Status: FULL-TIME**

**Job Code: 170901B**

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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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

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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**

**COUNT ASSOCIATE (3:45a-12:15p)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-COUNT

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 170901C**

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**

**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.

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

**HOME SCHOOL COORDINATOR (1st AND 2nd SHIFT)**

**Closing Date: 9/15/2017**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: WITTENBERG**

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

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 170901E**

Qualifications: Associate Degree. Must maintain a valid driver's license and insurance. CPR certified or must be certified within 90 days of hire. Must promote a positive, non-abusive, healthy lifestyle. Two (2) years' experience working with students in a school setting. Experience working with students with disabilities a plus. Office setting. Large Group Setting Classroom setting. Frequent travel as assigned. Transportation 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 - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX**

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

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

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

**Job Code: 170901F**

Qualifications: High school diploma or GED.

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DEPARTMENT OF PERSONNEL

**HO-CHUNK NATION JOB POSTING**  
**POST DATE: 9/12/2017**

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

**LINE COOK (SHIFT VARIES)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 170901G**

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

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

**MARKETING ASSISTANT (1st SHIFT)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 170901H**

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

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

**PARALEGAL (8a-4:30p)**

**Closing Date: 9/15/2017**

LEGISLATIVE - LEGISLATIVE - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 16.00**

**Status: FULL-TIME**

**Job Code: 170901I**

Qualifications: Minimum of two years Associate Degree in paralegal training or comparable legal experiences. Familiarity with tribal government structure, tribal business and enterprises. Experience in business code and ordinance development. Ability to carry out assigned duties with little supervision. Must possess good writing, oral and analytical skills.

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

**PRODUCTION COOK (SHIFT VARIES)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 11.17**

**Status: FULL-TIME**

**Job Code: 170901J**

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**

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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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**

**SECURITY SHIFT SUPERVISOR (SHIFT VARIES)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-BRF-SECURITY

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 18.00**

**Status: FULL-TIME**

**Job Code: 170901L**

Qualifications: Must have a high school diploma or equivalent. An Associate Degree in Criminal Justice or Police Science is required or in process of or willing to obtain a degree. All casino employees will be subject to the Criminal and Background restrictions of the Ho-chunk Nation. Must be able to obtain and maintain a Gaming License. Must be bondable. Must be certified in First Aid, AED and CPR. Valid Driver's License, dependable transportation, and proper insurance. Required to have three (3) years of supervisory experience in Security or Law Enforcement (military or civilian). Required a minimum of three (3) years of formal Security or Law Enforcement training (military or civilian). May be exposed to a smoking environment frequently. May be exposed to an elevated noise level. While performing the duties of this job, will be required to stand, walk, talk and hear. May occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance. May occasionally be exposed to all outside weather conditions for extended periods. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

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

**SLOT FLOORPERSON (SHIFT VARIES)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application**

**Pay Rate: 12.56**

**Status: FULL-TIME**

**Job Code: 170901M**

Qualifications: MUST BE BONDABLE. High school diploma, GED or in the process of acquiring the same. Must be able to stand for long periods of time, exceeding an 8 hour shift. Must have dexterity in both hands, ability to carry up to 30 pounds. Knowledge of condition codes on machines helpful, but not required. Good communication and public relations skills. Accounting or money handling experience. Ability to read, write and understand English. 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**

**SLOT SERVICE SUPERVISOR (SHIFT VARIES)**

**Closing Date: 9/15/2017**

DEPARTMENT OF BUSINESS - HCG-MADISON-SLOTS

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 18.27**

**Status: FULL-TIME**

**Job Code: 170901N**

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

**TRIBAL PROSECUTOR (8a-4:30p)**

**Closing Date: 9/15/2017**

DEPARTMENT OF JUSTICE - LAW ENFORCEMENT BUILDING

**Location: BLACK RIVER FALLS**

**Submit: Application, Resume and Transcripts**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170901O**

Qualifications: Possess a Juris Doctorate (J.D.) from an accredited law school. Be a member of the Wisconsin State Bar or eligible for admission within 9 months of employment; licensed or eligible to practice in Federal Bar. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630: 25 Code of Federal Regulations Part 63-Indian Child Protection and Family Violence Prevention. Two (2) to five (5) years of experience handling criminal cases, with a preference being handling criminal prosecutions in Indian Country; Litigation and advocacy experience. Office setting. Travel required.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING  
POST DATE: 9/12/2017

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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**

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

**EXECUTIVE HOUSEKEEPER (SHIFT VARIES)**

**Closing Date:**

**9/19/2017**

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 16.36**

**Status: FULL-TIME**

**Job Code: 170905B**

Qualifications: High school graduate or equivalent, advanced education desirable. Minimum three years proven executive housekeeping experience preferred. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft Windows computer operating system environment. Ability to type at least 40 words per minute. Able 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. May on occasion be required to lift and carry up to 25 pounds. Must be bondable. Must have valid driver's license, dependable transportation, and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**RECORDS CLERK II (8a-4:30p)**

**Closing Date:**

**9/19/2017**

DEPARTMENT OF ADMINISTRATION - RECORDS MANAGEMENT - TOB

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 12.00**

**Status: FULL-TIME**

**Job Code: 170905C**

Qualifications: High School Diploma or equivalent. One (1) to two (2) years of warehouse experience preferred. Background in tribal government preferred. Knowledge of Records Center and Records warehouse operations preferred. Must be able to lift 50-100 lbs. Valid driver's license, dependable transportation, and proper insurance are required. WORKING CONDITIONS: Generally working in warehouse setting, and in various weather conditions. Travel is required to retrieve records and recycling from various facilities.

**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.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 9/12/2017

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**TRIBAL AGING UNIT ASSISTANT COOK (8a-4:30p)**

**Closing Date: 9/19/2017**

DEPARTMENT OF SOCIAL SERVICES - TRIBAL AGING UNIT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 170905E**

Qualifications: Must have a high school diploma or equivalent. Must be at least 18 years of age. Preferably Native American. Must obtain ServSafe certification within one year. Must have or acquire a CPR certificate. Must have valid driver's license, dependable transportation, and proper insurance. Must promote a positive, non-abusive, healthy lifestyle. Must adhere to all applicable confidentiality laws. Congenial and friendly and be in good physical condition. Experience in food preparation and knowledge of nutritional needs. Must be willing to work with Elders and be able to communicate with the Elders. Kitchen and office setting. Some travel required.

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

**BEHAVIORAL HEALTH CLINICIAN II (8a-4:30p)**

**Closing Date: 9/22/2017**

DEPARTMENT OF HEALTH - BEHAVIORAL HEALTH

**Location: NEKOOSA**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 170908A**

Qualifications: Master's Degree in Behavioral Health field (counseling, psychology, social work, etc.), plus license/credentialing; LCSW, PC, or LP. Must have a valid driver's license, dependable transportation and proper insurance. Must promote a healthy non-abusive lifestyle. Able to document two years of continuous abstinence if in recovery. Three (3) years Mental Health/Substance Abuse clinical experience. Clinical experience with children, youth, adults and families. Previous experience in working with Native Americans a plus. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment. The duties of this position are routinely performed in an office setting. Sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate client's work hours.

**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: 9/22/2017**

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B

**Location: NEKOOSA**

**Submit: Application**

**Pay Rate: 10.16**

**Status: FULL-TIME**

**Job Code: 170908B**

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

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

**Closing Date: 9/22/2017**

DEPARTMENT OF BUSINESS - HCG-WITTENBERG-SLOTS

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 15.69**

**Status: FULL-TIME**

**Job Code: 170908C**

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.

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