

TIME FOR A CHANGE?

NEW JOB OPPORTUNITIES JUST OPENED!

CONSIDER THESE...



MESKWAKI HUMAN RESOURCES

CULTURE, COLLABORATION & COMMUNITY

Please take a look at the positions currently available to you.

We offer competitive wages, great group benefits (health, dental, life), paid vacation, sick leave, disability income protection, retirement benefits and more.

(Indian preferences given in accordance with Sac & Fox Code, Title 9, Sec. 9-1303.)

ADMINISTRATIVE SERVICES INSTRUCTOR

Apprenticeship Program

DUTIES & RESPONSIBILITIES:

- Follow established rules and regulations; maintain a safe, clean working environment.
- Daily supervision & mentorship of Meskwaki Apprenticeship program participants in Administrative Services.
- Prepare lesson plan's and execute delivery of classroom curriculum.
- Maintain records, document actions, and present written or computerized progress reports and class calendar.
- Provide assessment/evaluation of Meskwaki Apprenticeship Program participants
- Assist in the development & execution of on the job learning in accordance to the Meskwaki Nation Apprenticeship program curriculum.
- Insure compliance with US Department of Labor Apprenticeship Standards.
- Assign & grade student projects/ homework.
- Participate in the planning & development of future Meskwaki Nation Apprenticeship programs.
- Assist in the development of office management procedures for Meskwaki Nation Apprenticeship.
- Maintenance of Meskwaki Nation Apprenticeship electronic and paper files.
- Assist in the development of Off-Settlement partnerships for education and business opportunities.
- Assist in the development of departmental partnerships within tribal operations.
- Perform day-to-day accounts payable and accounts receivable duties for the Meskwaki Nation Apprenticeship office.

REQUIREMENTS:

- Associates Degree and a minimum of 5 years

of experience at a supervisory level in office management.

- Bachelor's in Business, Accounting, Education or related field preferred.
- Excellent organizational skills and attention to detail.
- Experience in accounts payable/receivable.
- Ability to successfully instruct adult education classes.
- Demonstrated knowledge and experience in teambuilding and teamwork.
- Strong organizational and customer relations skills.
- Ability to provide supervision and mentorship for apprenticeship participants.
- Basic to intermediate knowledge and proficiency with Microsoft office and apprenticeship computer programs.
- Must be able to lift up to 50 lbs.
- Must possess a valid driver's license and be insurable
- Must be able to pass a background check

SALARY: \$53,310 - \$81,744

POSITION OPEN UNTIL FILLED

HUMAN RESOURCES ASSISTANT

Human Resources

DUTIES & RESPONSIBILITIES:

- Greet and provide customer service to internal and external customers.
- Prepare and coordinate placement of job announcements and classified ads for vacancies and process requests for payment for same.
- Distribute and accept employment applications and provide general employment information to applicants and potential applicants.
- Perform pre-employment activities including recruitment, advertising, setting-up interviews, and gathering all relevant information associated with pre-employment.

-Participate in selection teams and other committees as requested.

-Prepare and distribute correspondence related to Human Resources as directed.

-Orient new employees and assist with completion of necessary forms.

-Assist employees with employee benefit questions.

-Maintain all employee human resource files to document employee actions and benefit elections.

-Assist with completion of forms required for employees' work-related illnesses and injuries.

-Review and prepare Human Resources documents to add or modify records in the payroll system to reflect employee actions in a timely manner.

-Order and maintain office supplies.

REQUIREMENTS:

-Associate's Degree in Business or related field with three (3) years of experience in Human Resources or equivalent combination of education and experience.

-Valid driver's license with a good driving record.

-Working knowledge of employment law, policies and procedures.

- Knowledge and experience in computerized word processing, spreadsheet, database, payroll system.

-Be knowledgeable and proficient in P.C. work processing, spreadsheet, Internet and e-mail.

-Demonstrated knowledge and experience in teambuilding and teamwork.

-Able to work independently with general supervision.

-Must maintain strict confidentiality.

SALARY: \$28,850-\$39,520

POSITION OPEN UNTIL FILLED

SENIOR SERVICES DIRECTOR

Senior Services

DUTIES & RESPONSIBILITIES:

- Plan, organize, budget, staff, and manage the Senior Services Program.
- Supervise staff and recruit volunteers.
- Evaluate the Senior Services Program annually, budget and program analysis.
- Assess, identify and write grants to better meet senior needs, consult with grant writer
- Comply with grant guidelines
- Compile and submit reports as required through funding sources, grant sources, monthly, quarterly, annual reporting.
- Promote and publicize services and activities available to the Meskwaki elders age 55 and over.
- Work closely with the Toledo Nutrition Site, Hawkeye Valley Area Agency on Aging and Iowa Department of Aging, orchestrate community partnerships with area Aging organizations.
- Provide access to healthy meals, nutritious screening and education and a social outlet for seniors.
- Attend Meskwaki Elders Committee meetings and Title VI Committee meetings, disseminate comprehensive information for meetings
- Plan and conduct activities including trips, birthday dinners and special meals.
- Maintain an update and inventory of office and cleaning supplies for Senior Services Center.
- Comply with all federal, state, and local laws regarding safe and sanitary handling of food, equipment and supplies used in the storage, preparation, service and delivery of meals.
- Ensure annual safety inspection is conducted.
- May transport Elderly on an as needed basis.
- Develop and evaluate Senior Services Policy and Procedure Manual and amend as necessary.
- Maintain strict confidentiality.
- Plan and organize monthly key speaker presentations on relevant topics for Senior Health, Well-being, and subsequent areas of interest.

REQUIREMENTS:

- Prefer an Associate's Degree in Human Services or related field
- Must have 5 years of experience working in elder services OR a combination of education and experience
- Knowledgeable and proficient in word processing, spreadsheet, Internet and e-mail, and other computer applications
- Must possess a valid driver's license and be insurable
- Must be able to work with persons age 55 and over
- Prefer to be able to speak Meskwaki and be

knowledgeable of culture and beliefs

-Must be willing to travel

• SALARY: **\$42,307-\$66,830**

POSITION OPEN UNTIL FILLED

SOCIAL WORKER

Family Services

DUTIES & RESPONSIBILITIES:

- Provide services to Indian families in need of assistance.
- Manage cases, which include preparing case records, summaries, special and routine reports and other records including individual case plans.
- Provide court reports, recommendations, and testimony to Court.
- Arrange and facilitate family group decision-making meetings.
- Establish goals and outcomes with clients and monitor progress on a monthly basis.
- Counsel clients and provide referrals for other services as necessary for children at risk of out-of-home placement.
- Provide information to families in the community, which will help prevent child abuse/neglect and improve family functioning.
- Assist with child abuse assessments involving Indian children.
- Work with schools, agencies and other offices as required for case management.
- Prepare monthly, quarterly and annual reports as required.
- Assist with needs assessment and research necessary to further develop the Family Services Department.

REQUIREMENTS:

-Bachelor's Degree in Social Work and two years of experience in social services case management OR an equivalent combination of education and experience. Prefer Master's Degree in Social Work.

-Must possess or be eligible for social work licensure by the State of Iowa.

-Must have excellent counseling, communication, and interviewing skills.

-Must possess a valid driver's license.

-Must be proficient in computer skills.

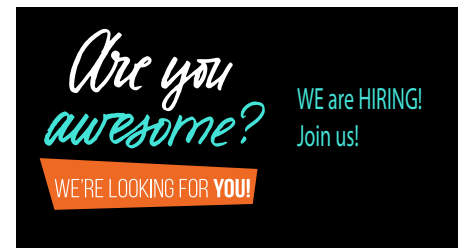
-Must be willing to work and be on call evenings and weekends.

-Willingness to learn and incorporate skills in the cultural context of the Meskwaki community.

-Must submit to and successfully complete a background investigation.

SALARY: **\$38,209-\$48,401**

POSITION OPEN UNTIL FILLED





To Apply visit our website: <https://www.meskwaki.com/employment> and click on Meskwaki Career Center!

JOIN US AT MESKWAKI BINGO CASINO HOTEL.

WE'VE MADE SOME **CHANGE\$!!**



BEVERAGE COCKTAIL SERVER FT \$15-20 hourly (\$7.00 base hourly + tips (may vary)). Must be at least 18 years of age.

BUFFET CASHIER FT \$13.00 hourly. Must be 18 years of age.

CAGE CASHIER FT \$15.00 hourly. Requires a High School diploma or GED and 18 years of age.

COOK-CASHIER FT \$13.00 hourly + tips (Bingo Concessions & Food Arcade) Must be at least 18 years of age

COUNT/DROP TEAM MEMBER FT \$15.00 hour. Requires a High School diploma or GED and 18 years of age.

EXPERIENCED DEALER FT/PT \$20.00-25.00 per hour with tips (tips may vary). Requires High School diploma or GED. Trained to operate any combination of: Blackjack, Dice (Craps), Roulette or Baccarat/Pai Gow.

FOOD & BEVERAGE SUPERVISOR FT \$20.00 hourly. Requires High School Diploma/GED. Must be at least 21 years of age. One year in a large-scale operation or an equivalent combination of education and experience.

HEAVY EQUIPMENT OPERATOR/MECHANIC PT \$TBD hourly. Requires High School Diploma/GED. Requires a Diploma/Certificate from HEO/M vocational school or one year of HEOM job experience or a combination of both. SS

SECURITY EMT FT \$17.00 hourly. High School Diploma/GED preferred. Certified Iowa EMT or current Registered Nurse. SS

SECURITY OFFICER FT \$14.00 hourly High school diploma/GED preferred. Must be 18 years of age. SS

SLOT ATTENDANT FT \$18.00 (\$12.00/hour + \$7.00/hour average tips (tips may vary)) High School Diploma/GED. 18 years of age.

SLOT SHIFT SUPERVOR FT \$18.00 hourly. High school diploma/GED. Four years Slot Attendant experience.

SLOT TECHNICIAN 2 FT \$16.50 hourly. High school diploma or GED and 18 years of age.

BANQUET SERVER FT \$9.00 per hour with tips (tips may vary). Must be 18 years of age.

BANQUET SET-UP PERSON FT \$11.50 per hour with tips (tips may vary). Must be 18 years of age.

BUFFET COOK FT \$15.00 – 18.00 hourly (dependent on experience). Must be 18 years of age.

BUFFET WAITSTAFF FT \$14.00 to 20.00 per hour (\$8.00 hour+ tips (tips may vary)) Must be at least 18 years of age.

CASINO CLEANING PORTER FT \$13.00 hourly. Must be at least 18 years of age.

EQUIPMENT CREW FT \$14.00 hourly. Must be at least 18 years of age.

FOOD COURT UTILITY PERSON FT \$13.00 per hour. Must be at least 18 years of age.

GUEST ROOM ATTENDANT FT Up to \$14.00 per hour includes room incentive (\$11.00 per hour + \$3.00 per standard rm/\$4.00 per Suite). Must be at least 18 years of age.

LAUNDRY WORKER FT \$13.00 hourly. Must be at least 18 years of age.

LUCKYS COOK FT \$15.00 – 18.00 hourly (dependent on experience). Must be 18 years of age.

Requirements: Pre-Employment Drug Screen Required and Gaming Commission License Background

Interview. Hourly Shift differential – Swing 2nd shift \$.50, Grave 3rd shift \$1.00. Native American preference policy applies to all positions. Call 641.484.1575/1438 for more information. SS indicates a Safety Sensitive position. 7.152022



MNT

Meskwaki Nation Times

Preserving sovereignty, protecting traditions, promoting culture and building a stronger community through information, communication, and support.

VISIT US ON-LINE

WWW.MESKWAKI.ORG

- Community Calendar
- Career Opportunities
- "In The News"
- & more!



Sac & Fox Tribe of the Mississippi in Iowa

MESKWAKI NATION

349 Meskwaki Road
Tama, IA 52339-9634

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FIRST CLASS MAIL
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PERMIT NO.7



**FOR FULL JOB DESCRIPTIONS OF CURRENT OPENINGS WITH MESKWAKI TRIBAL OPERATIONS
GO TO: WWW.MESKWAKI.ORG AND CLICK ON "CAREERS"**

Please submit your
application/resume and
salary expectations to
Human Resources in one
of three ways:

1. Email: applications@meskwaki-nsn.gov
2. Online: <https://meskwaki.applicantpro.com/jobs>
3. Mail Sac & Fox Tribe of the Mississippi in Iowa
349 Meskwaki Road
Tama, IA 52339

**THESE CURRENT JOBS ARE
STILL OPEN AND WILL REMAIN
OPEN UNTIL FILLED UNLESS A
CLOSING DATE IS POSTED ON
OUR WEBSITE.**

ACCOUNTS PAYABLE SPECIALIST
- Finance Department

APPRENTICESHIP DIRECTOR
- Apprenticeship

BROADBAND TECHNICIAN
- Information Technology

CARPENTRY TRAINER
- Apprenticeship

**CERTIFIED SUBSTANCE ABUSE
COUNSELOR**
- Behavioral Health

CLERK OF TRIBAL COURT
- Sac & Fox Tribal Court

DENTAL ASSISTANT
- Health

DENTAL HYGIENIST
- Health

DIABETES EDUCATOR
- Health

EXECUTIVE DIRECTOR
- Executive Management

FARM CREW LEADER
- Workforce Development

HR ASSISTANT
- Human Resources

HVAC SERVICE TECHNICIAN
- Housing

HVAC TRAINER
- Apprenticeship

MENTAL HEALTH COUNSELOR
- Behavioral Health

MSS - CUSTODIAN 2ND SHIFT
- Meskwaki Settlement School

MSS - ELEMENTARY ART TEACHER
- Meskwaki Settlement School

**MSS - FACILITIES COMPLIANCE
SPECIALIST**
- Meskwaki Settlement School

MSS - FOOD SERVICE WORKER
- Meskwaki Settlement School

(2) MSS - FOOD SERVICE WORKER
- Meskwaki Settlement School

MSS - GROUNDS/UTILITY
- Meskwaki Settlement School

**MSS - HEAD VARSITY GIRLS
BASKETBALL COACH**
- Meskwaki Settlement School

MSS - MATH TEACHER (MIDDLE/HS)
- Meskwaki Settlement School

**MSS - MIDDLE SCHOOL GENERALIST
(GRADES 7-8 - LANGUAGE ARTS/SOCIAL
STUDIES)**
- Meskwaki Settlement School

MSS - SPECIAL EDUCATION TEACHER
- Meskwaki Settlement School

(3) MSS - TEACHER ASSOCIATE: SPECIAL ED
- Meskwaki Settlement School

MSS - TEMP GROUNDS/UTILITY
- Meskwaki Settlement School

POLICE OFFICER
- Police Department

POLICE OFFICER (NON-CERTIFIED)
- Police Department

VICTIM ADVOCATE
- Family Services

*For full job descriptions &
information visit:
<https://meskwaki.applicantpro.com/jobs/>*