**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
- Basic to intermediate knowledge and proficiency with Microsoft office and apprenticeship computer programs.
- Must be able to pass a background check

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

**POSITION OPEN UNTIL FILLED**

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**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.
- 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

WE are HIRING!
Join us!

MESKWAKE TRAVEL PLAZA

OPEN INTERVIEWS EVERY TUESDAY
RENAUD BUILDING
(1494 305th St., Tama, IA)
1:00 - 4:00 PM
HIRING FOR:
CASHIERS ENVIRONMENTAL SERVICES
Call Meskwaki, Inc. HR Office at (641) 484-9567 for questions.
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 **CHANGES!!**

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 hourly. 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 HEO/M 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
For full job descriptions & information visit: https://meskwaki.applicantpro.com/jobs/