## 502 Help Wanted Dental-Medical

DENTAL BUSINESS Secretaries. Our computerized Rochester practice needs experienced dental (medical) business people wanting challenge and growth. This new business team will handle finances, appointing, insurance and marketing. 4-5 days a week. Please resume to Box 704 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST: Full/part-time position, for career professional Ann Arbor, Periodontist. Call 665-8212

DENTAL HYGIENIST needed part-time, 1 evening per week with more hours possible. Great working environment in our friendly Canton office. 981-0400

## DENTAL HYGIENIST

Needed for D.D.S. 2-3 days per week in multi dental group office. W. Bloomfield and Redford/Livonia areas. Salary commensurate with experience. Call 851-8166

DENTAL RECEPTIONIST, 20 hrs. per week for 2 doctor practice in W. Dearborn. Dental & computer experience preferred. 561-1260

DENTAL RECEPTIONIST - mature. Experienced with insurance & people. 4 days, alternate Saturdays. Eastern Dearborn Heights area. Call after 5pm. 278-8216

DENTAL RECEPTIONIST, W Bloomfield area. 30-35 hrs per week with benefits. Call Ann Marie Sandor at Call between 8am-3pm. 626-7100

DENTAL RECEPTIONIST

Experienced, full time, no weekends, must be dependable. Working environment, very personal development and advancement. Contact Donna 268-5520

DENTAL RECEPTIONIST

For office in Farmington area. Dental experience not required. Will train the right people-oriented person. 626-7242

DENTAL RECEPTIONIST, experienced & knowledgeable in appointment scheduling, insurance, & ledgers. D.D.S. Farmington Hills office a 9 - 4 day work week, approx. 32 hrs. For interview call 459-7110

DENTAL RECEPTIONIST needed for progressive preventive health centered specialty office. Looking for mature, personable, responsible person to work approximately 30 hrs per wk. Must possess basic insurance knowledge a plus. Good salary and benefits according to experience. 644-6136

DENTAL RECEPTIONIST for friendly Southfield office. Insurance and bookkeeping experience, full time, pleasant working conditions. 559-3730

DENTAL Receptionist-Berkley practice. Full/part time. Insurance, good front desk/communication skills. Mon thru Thurs. Experienced insurance & bookkeeping. 548-3334

DENTAL RECEPTIONIST: Caring quality Farmington Hills office. Full time. Desire dedicated, dependable, energetic, cheerful mature person, with good work ethics. Pay Based/insurance. Call 855-1277

## DENTAL RECEPTIONIST

Motivated, friendly, organized, individual needed for Birmingham office. Good salary/benefits. Dental skills. Dental experience necessary. Excellent pay & benefits. 2 evenings/no weekends 644-8520

DENTAL RECEPTIONIST - experienced, full time. Must be hard working team player with pleasant manner, mature people person with superior communication skills. Duties include: productively scheduling appointments, computer check outs. Garden City. 421-5200

DENTAL TECHNICIAN

Waxer for Partial Cast & Bite lab in Livonia. 2 years minimum experience 425-7533

DENTAL TECHNICIAN - trainee, polisher, for partial denture lab. Experienced, Zeiban Dental Lab 626-3144

DERMATOLOGIST ASSISTANT Dermatologist seeking experienced assistant, RN, LPN, or MA invited to apply. The person filling this position will have good communication skills, be self-motivated, and attentive to details, genuinely sensitive to people and their needs is essential. Positive working environment & benefits. Pros. 25 hours per week. Please submit resume and salary history with strict confidentiality to: Michael J. Redmond, M.D., 37672 Professional Center Dr., Livonia, MI 48154

DIRECTOR OF NURSING for small private nursing facility in Bloomfield Hills area. Supervisory experience required. Contact Mrs. Kopelka at 644-4015

## DMC-WOODLAND HEALTH CARE CENTERS

- LPN/RN - Internal Medicine, Nove
- MA/LPN - OB/GYN, Nove
- LPN/RN - Cardiovascular, Nove
- LPN/RN - Pediatrics

Part time or full time, Nove

- MA/LPN - Surgical Department Weekends to Nove
- Medical Receptionist - Detroit
- Cashier/Patient Registra Detroit

Affiliated with
The Detroit Medical Center
Contact 347-8100
An Equal Opportunity Employer

DO YOU LIKE the idea of a about elderly? If your answer is yes and you are a mature person for a mature interested person I would like to talk with you regarding a position of Resident Assistant on the evening shift. Full time, attractive wages & benefits in a lovely beautiful home for the aged. Please call 261-9000 or apply in person 9am-4pm: 29657 Wentworth, Livonia.

EKG TECHNICIANS

MEDICAL ASSISTANTS

Flexible hours. Apply within: The Nursing Home Group, 24293 Telegraph, Southfield (between 9 & 10 Mile Rds)

ENTRY LEVEL: Trainee positions. Associates being accepted. 22730 Orchard Lake Rd. Farmington, MI. 48024. Call 477-5980

EXPERIENCED LPN: For office practice located near Downtown. Must know EKG, Venipuncture and be familiar with medicine. Excellent Salary/Benefits. Full or part time. Weekdays only. Call Nancy at 1 Experienced need only apply. Call Kim, 8-5pm. 258-1575

EXPERIENCED

NURSING ASSISTANTS

West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Nursing Assistants. 3E 2-7pm, with 1 year experience; 4E 50/hr. with 2 years. Please contact: Mrs. Plosk only. 661-1800

EXPERIENCED RECEPTIONIST: For Medical Specialty office in Southfield. Must know all insurances. Full-time. Call 559-2150

FULL CHARGE BOOKKEEPER

West Bloomfield Nursing Center, near Maple & Drake, has immediate opening for full-Charge Bookkeeper with minimum of 3 years Nursing home, Medicare Billing experience. Payroll experience. No benefits 1 or 2nd Shift. Call Mrs. Plosk, 661-1800

HYGIENIST-Sharp, enthusiastic and oriental hygiene to share experience. Full or part time. Prosperous office. 548-8365

INSERVICE DIRECTOR, RN/BPN with long term care experience helpful. Background in teaching preferred. It interested please send to: Mt. Vernon Nursing Center, Greenfield between 10 and 11 Mile

## LPN - RN

Plymouth Court Health Care Center is skilled facility is seeking professionals who desire quality in their work life. We offer:

- Progressive management, competitive wage scale, shift differential, weekend differential, no benefit option, exceptional benefit package, flexible hrs. full or part time - 3pm - 11pm or 11pm - 7am.

All offered in a very pleasant working environment. Stop in to see or call, Cathy Herman RN, Director of Nursing or Lynn DeLarGarza RD, In Service Director

Plymouth Court Health Care Center
100 Haggerty Rd.
Plymouth, MI 48170
455-0510

## 502 Help Wanted Dental-Medical

HYGIENIST, Tues. and Wed. only for Farmington Hills office 10 Mile/Orchard Lk. Rd. area. Experienced preferred. 477-0208

Insurance

## REIMBURSEMENT COORDINATOR

Caremark Inc., an affiliate of Baxter Healthcare Corporation, is a leader in the high-tech home IV therapy business. We currently have an opportunity available in the Detroit area for an experienced Reimbursement Coordinator.

Responsibilities include third party reimbursement and Medicare Part B billing, on behalf of our home care patients. Applicants should have a minimum of two years reimbursement experience with home IV therapy, doctor's office or hospital billing procedures, which includes third party verification, invoice preparation, insurance collections and patient follow-up.

Take this opportunity to enjoy individual accomplishment with Caremark Inc. We offer the salary, salary and benefits package including retirement and employee stock purchase plans. For immediate consideration, please send your resume to: Reimbursement Manager, Caremark Inc., 4560 I Mast, Plymouth, MI 48170. Equal Opportunity Employer.

## CAREMARK

Affiliate Baxter Healthcare Corp.

## LICENSED NURSES

Join the Team of knowledgeable Nurses providing superb care to Geriatric Patients in our 230 bed skilled facility. You can select from various patient care & staffing options in a flexible & comfortable work environment. To investigate this opportunity, please apply at:

Westland Convalescent Center
36137 W. Warren Ave.
Westland, MI. 48185

INDIVIDUAL WISHES
To hire LPNs, RNs, and Aids for patient in a private home based
L. Hyrnad
3000 Town Center, Ste. 2600
Southfield, MI 48075

LPN needed for busy urgent care facility in Livonia. Flexible hours, competitive wages & benefit package. Please call Janet, 261-3691

LPN OR MEDICAL ASSISTANT

For dermatology office in Plymouth area. Part time. 996-8753

## LPNS

AFTERNOONS/MIDNIGHTS
FULL OR PART TIME
Good starting rate & benefits
Mrs. Martin, Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

## LPNS

AFTERNOONS/MIDNIGHTS
FULL OR PART TIME
Good starting rate & benefits
Mrs. Martin, Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

Be a member of the #1 Team! West Bloomfield Nursing Center, near Maple & Drake, has exciting opportunities for LPN's ready to meet the challenges provided by the recognized leader in Skilled, Long Term Care & Rehab. Full or part time positions available at $11.75/hr. days; or $12.50/hr. afternoons & midnights. Without benefits earn $12.75 & $13.50. You know you are the Best. Join the Team that's the Best. Call: Mrs. Manson or Mrs. Subotich at 661-1600

MEDICAL ASSISTANT Full or part time for internist's office in Rochester area. Experience with EKG and venipuncture helpful. 651-6200

MEDICAL ASSISTANT- Needed full time for busy Southfield internist office. Call Sharon at Lee. 358-2310

MEDICAL ASSISTANT-OB/GYN

Experience preferred. $6.50 per hr. to start plus benefits. 473-7210
Steven J. Greene Personnel

MEDICAL ASSISTANT

For full time position in Westland Office. Must have previous experience, be mature & willing to learn a variety of new skills. Good hrs., benefits, pay commensurate with experience. Send resume to: P.O. 87, Westland, MI 48185

MEDICAL ASSISTANT. Part-time position available, 24 to 32 hrs. per week, in a modern Sub Specialty Medical Office, located in Oakland County. We offer an attractive compensation package and pleasant atmosphere to work with. Prefer 1 yr. of experience and certification. If interested please send letter of introduction to Box 648 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT

No blood work. Up to $10/hr. Please call 532-9052

MEDICAL ASSISTANT

for Rochester internal medicine practice - experienced. Please call after 6pm 656-0458

MEDICAL ASSISTANT

Experienced & mature, for doctors office in Troy. 879-1137

MEDICAL ASSISTANT needed part time, Thurs. & Fris.,9am-5pm for OBGYN in Birmingham. Experience necessary. Call 646-3323

MEDICAL ASSISTANT- Experienced in OBGYN for busy Livonia office. Full time position. Benefits & salary negotiable. Barbara 476-4900

MEDICAL BILLER - full or part time. Minimum 3 years experience. Thorough knowledge of coding & recent experience on SDM System required. Call afternoons. 280-1740

MEDICAL CLINICAL ASSISTANT - Part time - needed for busy dermatologist office in Livonia. Experience preferred. Approximately 18-20 hrs. per wk. Call Mary. 474-8440

MEDICAL FRONT DESK - To $11/hr. Some supervision. Type 50-wpm, benefits. 2 years experience required.
Steven J. Greene Personnel

## MEDICAL OFFICE EMPLOYMENT

Immediate placement opportunities for individuals experienced in:

- Admissions
- Collections
- Medical/Physician Billing
- Medical Reception
- Medical Transcription

Earn great pay with no fee. Call a TEMPRO Representative today.

TEMPRO
443-5590

## 502 Help Wanted Dental-Medical

## LPN'S

## * $14 AN HOUR

Plus benefit package
Full time, all shifts
Apply in person:
Mon. & Tues. only, 10am-1pm

BHC of YPSILANTI
28 S. Prospect
* Includes $2 bonus pay

MEDICAL ASSISTANT

Immediate position for an outgoing experienced medical assistant. Full time or part time for busy Farmington city office in Southfield. Excellent benefits, salary according to experience. 569-1063

MEDICAL OFFICE, part or full-time. Typing, managerial & medical billing experience, interested in Research therapy, doctor's office or hospital billing procedures which includes third party verification, invoice preparation, insurance collections and follow-up.

Take this opportunity to enjoy individual accomplishment with Caremark Inc. We offer the salary and benefits package including retirement and employee stock purchase plans. For immediate consideration, please send your resume to: Reimbursement Manager, Caremark Inc., 4560 I Mast, Plymouth, MI 48170. Equal Opportunity Employer.

## CAREMARK

Affiliate Baxter Healthcare Corp.

MEDICAL RECEPTIONIST - Experienced only. Bay Bury subspecialty practice. 13 & Southfield area. Computer experience helpful. Full time, benefits. 647-4129

MEDICAL RECEPTIONIST- Part time 25 ± hrs. per week. Must be familiar with MBA system. Able to interact with patients & d . 855-4145

MEDICAL RECEPTIONIST

Full time in top dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training & type at least 50wpm. Call 552-2900

MEDICAL RECEPTIONIST

Experienced. Front desk duties for busy orthopedic practice. Billing, data entry, detail oriented. Full time. Benefits W. Bloomfield. 855-7407

MEDICAL RECEPTIONIST

Needed full time for busy Livonia Urological office. Must be organized, personable, hardworking, good with people. Telephone skills a must, light typing. Please call Gail

474-0555

MEDICAL RECEPTIONIST

Full/part time, experience preferred. Southfield area. Phone between 5-8pm. 569-1295

MEDICAL RECEPTIONIST

For Birmingham area office. Typing skills needed. Flexible evenings. Full time. 644-5630

MEDICAL RECEPTIONIST needed for OB GYN office in Westland area. Computer knowledge & experience helpful. After 3pm. 646-3323

MEDICAL RECEPTIONIST - full time for busy surgery office, front desk & computer experience necessary. Send resume to: Professional Director, 30700 Telegraph, #4566, Birmingham, MI 48010

MEDICAL RECEPTIONIST - part time for busy surgery office, front desk & computer experience necessary. Send resume to: Professional Manager, 30700 Telegraph, #4566, Birmingham, MI 48010

MEDICAL RECEPTIONIST

Looking for top-of-the-line Receptionist for active practice. Must be a hard working individual. Starting salary 10 per hr. & higher according to related work time. All applicants interested, Full-time. Call 478-4639

MEDICAL RECORD CLERK

Large Neurological Institute in Farmington Hills. Computer & medical insurance knowledge preferred. Excellent benefits. Call Barb between 2pm-4pm 553-0010

MEDICAL SECRETARY

Part time. Dearborn Office. Must have medical terminology. 584-8440

MEDICAL SECRETARY & administrator for Northwest & suburban hospitals, medical terminology helpful, types 50 wpm bas. $325-2400/wk. Call Trudy at Envoyce 357-0034

MEDICAL SECRETARY/Proofreader, 40hrs/week, Knowledge of Transcription/computer experience helpful. No typing. Send resume to: Proofreader, Inc., 9357 General Drive, Ste. 121, Plymouth, MI 48170

MEDICAL SECRETARY to nursing supervisor in a certified home care agency. Medical background with good phone skills. Excellent benefits & salary. Non-smoker. Dearborn area. Mary Home Health Care. Please call 336-8303

MEDICAL TECHNOLOGIST

MT (ASCP) or MLT with experience for expanding laboratory in busy Livonia Urgent Care. Able to maintain standards for quality control, in service instructor. Chemistries, hematology & some microbiology. Competitive wage & benefit package. Call Janet at: 261-3691

MEDICAL TRANSCRIPTIONISTS & BILLERS - for Detroit & suburban hospitals. Up to $1700/mo. Call Barbara at Envoyce 546-7664

MEDICAL TRANSCRIPTIONIST

Part time, flexible hours, Southfield area.
Call 352-6747

## Medical Transcriptionist

Medical Records Department has a full-time afternoon (3:30 PM. - 12 Midnight, Monday through Fridays) opening for an experienced Transcriptionist. Typing on incentive plan.

If qualified, please send resume or apply in person to:

Employment Services
ST. JOSEPH
MERCY HOSPITAL
900 Woodward
Pontiac, MI. 48053

An Equal Opportunity Employer

MONEY TALKS

Our top performers earned $18,000-$20,000 in wages, incentive & bonus in 1989. They will earn even more in 1990. Home health care is not but another job anymore. Current openings include:

- Home care assistants, full or part time, hourly, all shifts
- Live-ins
- Live-out care attendants
- New hire bonus.

EMPA-CARE IV 455-1061

## NURSE AIDES

are needed for home care cases in western Wayne county. Flexible schedules. Excellent pay scale. Transportation allowance benefit package for 20 hour per week or more. Experience necessary.
Livonia Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES
DAY & AFTERNOON SHIFTS
FULL & PART TIME

Will train, Franklin Manor Convalescent Center, 29800 Franklin Rd., Southfield, (behind the Hockey Inn).

NURSE AIDES

Experience preferred, all shifts. Bire Burn Nursing Home, 1312 N Woodward, Bloomfield Hills

## NURSE AIDES

## * $6/HR. TO START

Experienced, or will train.
Full or part time positions.
Free certification training program as required by State Regulations.

- Vacation Pay
- Sick Days
- Life Insurance
- Tuition reimbursement
- Health Insurance available

Apply in person Tues. only, 10-5pm:
BHC of YPSILANTI
28 S. Prospect
* Includes $1 hour bonus

NURSES AIDE

In-home care Detroit area, 3½ yr. old, cerebral palsy, seizures, apnea, oxygen, suctioning, G1 tube, knowledge of CPR a must. 30 hrs. a week. Mon.-Fri. After 6pm 326-0381

## 502 Help Wanted Dental-Medical

NURSE AIDE SHORTAGE!!!
We need Nurse Aides:
For all staff roles - nursing homes or private duty - home care. Reliable transportation a must. 1 year experience.

Allan Health Care
28600 Southfield Rd. Ste. 262
Lathrup Village, MI 48076
559-6090

## NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $4.55 to start plus benefits. Will train. Apply in person:
Lutheran Hill Convalescent Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

NURSE AIDES

We need responsible individuals who show compassion for the elderly. Experienced or will train. Apply between 10 and 4pm Mon. thru Fri. at 26719 Greenfield, between 10 and 11 Mile. No phone calls please.

NURSE IS NEEDED

For Cranbrook School's summer program from 6/25 to 8/25 for 6 wks. Housing is available on campus if desired. Interested candidates please send resumes to Jane Wagner, Director of Personnel, 380 Lone Pine Rd., Box 803, Bloomfield Hills, MI 48013
An Equal Opportunity Employer

## NURSES AIDES

Full time, evenings, 3E & 4E. Will train. Apply in person:
HIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

## NURSES AIDES

Full time, evenings, 3E & 4E. Will train. See Carol Brown.
HIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSING ASSISTANTS

Afternoon shift. Please apply at Hillcrest Nursing Center, 873 W. Avon Rd., Rochester Hills, MI 48063.
(313) 852-3239
An Equal Opportunity Employer

NURSING ASSISTANTS

Experienced - All shifts available. Apply in person:
Hope Nursing Care Center
34410 Cherry Hill
Westland, MI., 48185

NURSING ASSISTANTS

West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Nursing Assistants. $5.75/hr. $6.00 after 90 days, $6.25 after 1 year. Please contact:
Mrs. Plosk only. 661-1800

## NURSING ASSISTANTS

Full time Days & Afternoons or Weekends only. Experienced or will train. Enjoy our pleasant working conditions and benefits commensurate to good salary and benefits. Apply in person: Westland Nursing Center, 14900 Middlebelt Rd., Livonia.

OCCUPATIONAL THERAPIST

Looking for persons to work on a 20-25 hour per month contract basis, doing evaluations & treatment plans for persons with multiple impairments attending a day activity center. Contact Vera 981-4222

OPHTHALMIC

MEDICAL PERSONNEL
Receptionists
Insurance Biller for Ophthalmology Offices in Southfield & West Bloomfield, full time. Experience preferred. Send resume to: Box 524 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JOIN A WINNER! First Optometry has an exciting career opportunity in Optometric Technician. If you are energetic, highly motivated, with a warming attitude, call us today! Experienced or We'll train. Great working conditions & employment benefits. Locations throughout S.E. Michigan. Call:
OPTOMETRIC ASSISTANT

## OPTOMETRIC TECHNICIAN

Seeking experienced or new graduate for full time challenging position at a fast paced ophthalmic facility. Please send resume to:
Linda Miller
Baker & Hamilton
432 W University Dr.
Rochester, MI 48063

ORAL SURGERY ASSISTANT for Dearborn area office. Medical or Bus. Experience preferred. Ask for Sherry. 278-1400

ORTHODONTIC ASSISTANT

Experience preferred, but willing to train the right person. Full time. Livonia. Please call 471-1555

OXYGEN CO. of 20 yrs. has immediate openings due to expansion, at least 1 yr. experience in setting up home care patients & equipment. Preference given to non-smoker. Call 538-7333

PEDIATRIC OFFICE

Seeks part time RN 25 ± hrs. per week. Farmington Hills 855-4145

PHYSICAL THERAPIST

We need you! A licensed Physical Therapist with clinical experience in sports medicine and orthopedics. If you have top-notch skills, like to be active, desire involvement in community activities, and would like to work in a fast paced and progressive staff, read on...

We're a multi-disciplinary clinic hoping to expand the excellent staff we now have. You'll have the opportunity to work with orthopedic patients as well as recreational, high school, college, and professional athletes in a new facility equipped with state of the art equipment. We offer a competitive salary and bonus and an all package along with a generous continuing education allowance and flexible schedules.

You owe it to yourself to check us out. Please send resume to:
The Center for
Sports Medicine & Fitness
4707 Ford Rd.
Ypsilanti, MI 48197
Or Call (313) 434-8333

## Radiographer FULL TIME

Due to recent promotional opportunities within the Department of Radiologic Imaging, we have an immediate position available for a Radiographer

REQUIREMENTS:
- AART registered or registry eligible
- Prior experience preferred

FEATURES:
- Newly remodeled diagnostic and fluoroscopic rooms, with primarily GE and Siemens equipment
- Unique challenges of a dynamic teaching institution

BENEFITS:
- Attractive compensation structure
- Health, life and dental insurance
- Tuition reimbursement
- Attractive paid time off program

SEND RESUME:
Employment Office CAB
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

## Registered Nurses (Part-Time Contractual)

Needed at Northville Regional Psychiatric Hospital. Shifts are 7am to 3:30pm; 3pm to 11:30pm and 11:30pm to 7:15am. Times may be adjusted on an individual basis. Pay rate up to $23 an hr. Please contact Mrs. Hall, Director of Nursing at 348-1800, ext 2231. Northville Regional Psychiatric Hospital, 41001 7 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

PHARMACY MEDICAL BILLERS - customer service, major Southfield medical support company. Retail experience or 3rd party biller preference. $11,600-$16,700. Call Terry at Uniforce 357-0037

PHYSICAL THERAPIST

For Suburban Geriatric Rehab Unit. Full-Time. Call 786-1600

RECEPTIONIST - Public Relations. Birmingham office, dental experience required. 88-8107M Call 642-8430

RECEPTIONIST FOR PHYSICIANS

Northwestern Hospital seeks Computer experience desirable. Light typing. Flexible hours, approximately 30 hrs. per week. 569-4356

RECEPTIONIST/BILLING

For busy Southfield medical office. Flexible hours. Medical experience preferred. Send resume to: P.O. 2286 Southfield Dr., Madison Heights, MI. 48071.

## Registered Nurses (Full & Part-time)

Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN I) and first-line Supervisors of resident care staff on an 8 hour shift (RN II). These positions require a degree or Bachelor's degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries $14 <hr. $350/week for a 37 1/2 hr. $32.992/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. Call Mrs. Hall, RN for more information at 348-800, ext. 2231.
An Equal Opportunity Employer

REGISTERED NURSE

full time, Bay Bury subspecialty practice in Ann Arbor area. Send resume to Box 704 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN Diversional Therapists needed for small basic facility in downtown Plymouth. Experience required, full time position. No on-call schedule. Call Brenda at 453-3963

RN

FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN

FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-EPN - for busy allergist, part time, 2 locations, Farmington Hills & Brighton.
851-6657

## RN/LPN

Full or part time, Midnight Shift. Apply:
Hope Nursing Care Center
34410 Cherry Hill
Westland, MI., 48185.

RN/LPN

Part Time.
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-0912

RN, LPN- Part time position. Vacation relief. Flexible scheduling. Shift differential, weekend wraps, and relief sick time. All air conditioned facility. Meals provided. Please call for appointment. 278-7272

RN/LPN

Part time Day Shift.
Franklin Manor Convalescent Center, 29800 Franklin Rd., Southfield. Behind the Hockey Inn. 355-7200

RN needed for Northern Michigan children's camp. June 18th thru August 18th. Experience early, Lake Chenevoux location. 851-1318

RN - PHONE and Assisting experience. Part time including some evenings. Birmingham MD. Call Audrey. 540-6177

RN'S

Be a member of the #1 Team! West Bloomfield Nursing Center, near Maple & Drake, has exciting opportunities for RN'S ready to meet the challenges provided by the recognized leader in Skilled, Long Term Care. Shift positions available at $15.50/hr. days; or $17.50/hr. afternoons & midnights. You know you are the Best. Join the Team that's the Best. Call: Mrs. Manson or Mrs. Subotich at 661-1600

RN'S

Earn most in 1990 with the agency that pays you the most. All shifts open in all areas. ICU, CCU, ER and other specialty areas. Call Trinity Nursing at 557-2968

## 502 Help Wanted Dental-Medical

## 502 Help Wanted Dental-Medical

## 502 Help Wanted Dental-Medical

## 502 Help Wanted Dental-Medical

## RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & bonuses. Flexible hours. Call for appointment. Martha Felosak, RN. 522-1444

RN

Sought for health agency. Bachelor's degree required. Send resume, reasons for interest, salary requirements and references to: Busy Director
Michigan Parkinson Foundation
3990 John R, Detroit, MI 48201
or for information call 745-2000
An Equal Opportunity Employer

## RN

Workers compensation, risk management experience preferred. Able to travel within the state. Mid state position available.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

## SUPERVISOR MEDICAL BILLING

Large Physician practice and/or Out-Patient Billing experience. Excellent knowledge of CPT and Coding procedures. Statusing & follow-up. Strong oral & written communication skills. Must have System 4 Tape-to-Tape experience. Salary/benefits.

Jack F. Hanley
DMC Health Care Ctrs. Woodland
41935 W. 12 Mile Rd.
Novi, MI. 48050

An Affiliate of
The Detroit Medical Center
An Equal Opportunity Employer

## TEMPORARY OUTPATIENT CLERKS

THE UNIVERSITY OF MICHIGAN MEDICAL CENTER

The University of Michigan Medical Center is seeking temporary outpatient clerks to work in our Health Care Centers in Plymouth and Northville.

General duties include registration, phones, appointments, filing and billing. Previous experience in a doctor's office or hospital desired. Salary negotiable. Hours flexible.

Contact Kathy Pittman at
(313) 344-1781 during normal business hours.

A NON-DISCRIMINATORY
AFFIRMATIVE ACTION EMPLOYER

UNDER NEW MANAGEMENT

Oak Hill Care Center - 137 bed skilled nursing facility in Farmington is recruiting: RN'S - LPN'S. We offer competitive salaries, comprehensive benefits. All shifts available. Please apply at Oak Hill Care Center, 34223 Grand River, Farmington.
477-7373

## WANTED RECEPTIONIST SURGICAL SCHEDULING TRANSCRIPTIONIST

If you have 5 years, have a medical background, a great opportunity exists. Satellite Doctor's office look-ing for a full time responsible person to lead busy office. Beautiful location in Farmington. Very Competitive. Call Attn: Julie, Mash office, 931 W. 14 Mile, Clawson, Michigan 48017 435-4078

X-RAY TECHNICIAN

Registered for part time evening medical clinic. Livonia area.
349-1820

## X-RAY TECHNICIAN

Two full time and one part time positions available. Call Ron, 538-4700 Ext. 575.

DMC WOODLAND
HEALTH CARE CENTER
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

ACCOUNTANTS/BOOKKEEPERS

Southfield CPA Firm requires individual for client weight-ups, for small businesses. Must have some experience. Write to: P.O. Box 383, Southfield, MI. 48037

## 504 Help Wanted Office-Clerical

## ACCELERATE YOUR CAREER!

DATA ENTRY - One year, excellent math, professional & spread sheets. Job responsibilities will consist of Cash Application, Initial Credit & Checks, Credit References & Switch Board Release (a must). Please forward current salary requirements & resume to: 4343 Wyoming, Dearborn, MI. 48126, Attention HR Department. An Equal Opportunity Employer

ACCOUNTING CLERICAL

Arbor Drugs, Inc. has an opening for an entry level accounting clerk at our Troy Corporate Office. Requires minimal accounting experience or accounting coursework. Skills include data entry, typing and 10-key experience a plus. Please submit your resume and salary expectations to:

Accounting Clerical - KG
Arbor Drugs, Inc.
P O Box 7034
Troy, MI 48007-7034

ACCOUNTS PAYABLE

Duties include data entry through reconciliations. Looking for sharp individual with 2 years accounting classes or equivalent experience. Computer or data entry experience preferred. Contact Diane 948-0990

## ACCOUNTS PAYABLE CLERK

Heavy volume computerized system. Some knowledge of ADT payroll helpful. Must have high volume data entry. Salary to 23,000. West Oakland county location.
IMMEDIATE OPENING!

## Accountants One
354-2410
Employment Agency Fee Paid

## Accounts Payable Specialist

Advertising experience required for this busy office. Manual & computer experience necessary. Oakland county location. Salary to $22,000
IMMEDIATE OPENING! Call

## Accountants One
354-2410
Employment Agency Fee Paid

ACCOUNTS RECEIVABLE CLERK

Full time position available at a Southfield based real estate development/property management company. Prior experience required. Computer experience helpful. Send resume to: Box 532, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

ACCOUNTING - A major steel corporation in Dearborn is seeking a Credit Clerk for a full time position. This appointment should have experience with credit processing & spread sheets. Job responsibilities will consist of Cash Application, Initial Credit & Checks, Credit References & Switch Board Release (a must). Please forward current salary requirements & resume to: 4343 Wyoming, Dearborn, MI. 48126, Attention HR Department. An Equal Opportunity Employer

ACCOUNTING CLERICAL

Full time position available at Canton area. Seeking person with minimum 2 years background including cash association and reconciliation experience. Some math required, typing and 10 key calculator some computer knowledge. Please resume with salary history to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Full time position available in Canton area. Seeking person with minimum 2 years background including cash association and reconciliation experience. Some math required, typing and 10 key calculator some computer knowledge. Please resume with salary history to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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ADMINISTRATIVE WORD PROCESSOR - Farmington Hills. Lexitron, Lotus 1-2-3, $300-$360/wk. Call Carolyn 473-2931

ADMINISTRATIVE ASSISTANT

Work beside contemporary furniture manufacturer. Responsible for part-time clerical/administrative assistant at our showroom store. Flexible hours. Please call 540-3577

ADMINISTRATIVE ASSISTANT

We are one of southeast Michigan's largest local accounting firms looking for an administrative assistant for our tax department office. The successful candidate will handle the following duties: Exceptional typing, organizational skills, and be proficient on Word Perfect. Salary commensurate with experience. Qualified candidates should send their resumes to: Pat Wheat Kelly Services, 27555 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018

ADMINISTRATIVE MANAGEMENT

Person needed for Southfield Law Firm. Duties will include, among others, maintaining contact with clients and outside counsel regarding invoicing procedures, payment of client and third party invoices, assessing current and future office needs, recommending and or following procedures with regard to document retention, mail, etc. Must have 3-5 years insurance claims background, good attention to detail and writing, demonstrated ability, self motivated, ability to work well with large groups of people, ability to express self effectively. Call Cathy at 948-8000 ext. 3 for immediate consideration. Send resume with salary requirements to: Personnel Manager, 30000 Town Center, 28th floor, Southfield, MI 48075-1369

## LEGAL SECRETARY

Manufacturing Company in Troy with subsidiaries in Asia, Germany and England seeking an experienced Legal Secretary with patent law a plus), reporting to our Corporate Counsel. The successful candidate will have at least 3 years executive level experience with knowledge of Wordperfect word processing. Additional knowledge of Symphony spread-sheet also helpful. We offer a comprehensive benefit package and competitive salary. Please send resume with salary history in confidence to

Human Resources - LS
P.O. Box 837
Troy, MI 48007-0837

## ACCOUNTING SECRETARY

Manufacturing Company in Troy with subsidiaries in Asia, Germany and England seeking an experienced Secretary with an Accounting background. The successful candidate will have at least 3 years secretarial experience Wordperfect word-processing as well as knowledge of Symphony spread-sheet a plus. We offer a comprehensive benefit package and competitive salary. Please send resume with salary history in confidence to

Human Resources - AS
P.O. Box 837
Troy, MI 48099-0837

## Career Opportunities!

If you want the opportunity to advance yourself in a challenging career, consider Valassis Inserts.

We're the nation's leader in the production of free standing color coupons and are looking for highly motivated individuals to staff our Livonia • Westland office complex.

Due to our phenomenal growth the following positions are now available.

CLERICAL ASSISTANTS

- Computer experience a plus
- Picture phone trainer
- Excellent organizational skills
- 1-2 years general office experience

PROOFREADER

- Detail oriented
- 1-2 years general office experience
- Works well in a fast paced environment
- Knowledge of hyphenated

FORMS SPECIALISTS

- Minimum 2 years computer and general office experience required
- Must be a high organized, detail and deadline oriented individual
- Previous experience in a Clerical/sales/Marketing position is a plus!

If you are interested in an exciting career opportunity send resume to:

VALASSIS INSERTS
36111 Schoolcraft Road
Livonia, MI 48150
Attention: Jeff Shoemaker

HUMAN RESOURCES DEPARTMENT
Fireman's Fund Mortgage Corporation
27555 Farmington Road
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H
Fireman's Fund

## CLERICAL PART-TIME OPPORTUNITIES

We have several positions for individuals with excellent communication skills. Positions involve handling inquiries from mortgagors, typing forms and reports, opening mail and other miscellaneous clerical duties. Individuals must be able to work under pressure and meet deadlines. Mortgage banking and Spanish speaking helpful. CRT or computer experience a plus. Hours will be Mon.-Fri. 10 a.m. - 3 p.m. or 11 a.m. - 4 p.m. Must be flexible.

We offer a complete benefit package. Qualified candidates should apply Monday-Friday 9 a.m.-4 p.m.

# KELLY SERVICES Classifieds

OFFICE AUTOMATION

WE NEED YOUR INPUT

PC Secretaries needed for major auto supplier in Redford. Exp. with DW3 and DW4 or other comparable software packages. Many short term assignments available to fit your schedule. Call Diane.

LIVONIA
522-4020

DISPLAY YOUR TALENTS

One month plus assignment for a Display-writer 4 Secretary in Farmington Hills. LOTUS experience helpful.

FARMINGTON HILLS