EMPLOYMENT

This Classification Continued from Page C11.

502 Help Wanted-Office Clerical

SECRETARY/PC SPECIALIST - Well organized, self-motivated, experienced with Excel, Access, Windows and Word. Fax resume to: (810) 642-0006 or send to: Tile Insulation, 1600 Woodward, Bloomfield Hills, MI 48304. Attn: Kathy.

SECRETARY
Plymouth. Top automotive supplier. Self-motivated. MS Word, Excel & Access a plus. To $10/hr.
EAFRESS SERVICES
313-487-5450 FAX: 313-487-1636

SECRETARY/ PURCHASING ASSISTANT ($10/Hr.' Part-Time)

Excellent opportunity (20 hours per week) with Corporate Headquarters in West Bloomfield.

Purchasing support and/or general secretarial experience required.

We offer an excellent salary, flexible hours, great working conditions and more.

Call for a phone interview or send resume to.

FITNESS MANAGEMENT CORP
7061 Orchard Lake Road
Suite 300
West Bloomfield, MI 48322
Attn: Executive Office

(810) 737-7977

SECRETARY
Radio broadcasting consultancy is looking for a motivated person with good people skills who thrive in a fast paced environment. Applicants must have 3 years secretarial experience, great organizational skills, working knowledge of WordPerfect 6.1 and excellent phone manner. Please send resume to Jacobs Media, 29777 Telegraph Rd. Suite 2400, Southfield, MI 48034. No Phone Calls Please.

SECRETARY/ RECEPTIONIST
Small Bloomfield Hills MI firm seeks Office Professional. Customer oriented, high energy, excellent telephone etiquette, computer literate. Call (810) 646-7190

SECRETARY/RECEPTIONIST
Entry level position for busy ad agency with growth opportunities. Cheerful, multi-talented team player desire & computer skills a must. Competitive salary, excellent benefits. Send resume to: J. R. Thompson Co., Box 2117, Farmington Hills MI 48333

SECRETARY/ RECEPTIONIST
Excellent communication, & clerical skills. Good salary & benefits. Send resume to:
Bouvenir & Company, PC. CPA's
30600 Telegraph Rd., Ste. 1300
Birmingham, MI. 48025
FAX: 810-647-4770

SECRETARY
SEEKING an organized individual for full time/ part time position with computer experience. Will cross train bookkeeping, light typing & office skills. $7-10 an hour. Casual & friendly work environment. Please call for appointment at: 810-656-2414

SECRETARY
Seeking mature, experienced, dependable personal assistant. Must know agent. Able to type 55 WPM, use phone system, computer, word processor, investment business. Apply in person Lincoln Center, Suite 250, 25800 Coolidge Hwy. Suite 208, Troy, MI 48084 or FAX resume to (810) 244-3370

"Equal Opportunity Employer

SECRETARY
Small law firm requires part-time Secretary/Receptionist, legal experience preferred. 20 hours. Must have knowledge of WordPerfect 5.1, typing and use of dictaphone. Call:
313-261-1114

SECRETARY
TO assist professionals in a fast paced, challenging non-profit agency. Needs to be the following: self-starter, excellent typist, computer experience with Microsoft Word 6.0 and W. P. 5.1. The right candidate will be a self-starter, well organized and has good communication skills. Position is full time with competitive benefit package. Send letter to:
Office Manager (Confidential)
P.O. Box 2068
Southfield, MI 48037-2068

SECRETARY
1 person office. Small shop in Troy. Must be self motivated. 810-689-3730

STAFF ASSISTANT
wide variety of office tasks. Microsoft Word essential. Immigration experience helpful. Pleasant working environment. Call Ari Mikhael for appointment. 313-355-1800

SWITCHBOARD / DATA ENTRY
Distribution company, full-time, benefits package. Send resume & cover letter to: Human Resources, P.O. Box 20310, Ferndale, MI. 48220

SWITCHBOARD
FULL time front desk, professional needed for growing Livonia company. Dependable with excellent communication skills. Telephone Exp. helpful. Call required. FAX resume to: 313-953-5058. Attn: Beckenbaud.

SWITCHBOARD OPERATOR
DON MASSEY CADILLAC
40475 Ann Arbor Road, Plymouth

TEAM PLAYER
Person to work in office environment to perform duties that include, but are not limited to, receptionist, accounts receivable, light shipping, sales manager & company President. Graphics experience a plus.
(313) 534-4449

TELEPHONE SECRETARY
Part-time, Mon-Thurs., 6-9pm. Some Saturdays. Pleasant telephone manner, very, very neat. No selling required. $6.27/hr. to start. Troy.
(810) 879-8290

TELEPHONE VERIFICATION - Fast paced office, will growing company. No experience required. Will train. Call Engirs Funding, 2295 Livernois, Ste 500, Troy, MI 48083. 810-244-6055

TEMPORARY/FULL OR PART-TIME
Data entry, scanning, typing. Temporary expense preferred. South-field area. Call Gerald, Mon-Fri.
(810) 355-1840

TITLE COMPANY seeks Order Desk and general office help. WordPerfect & spreadsheet experience helpful. Call Kevin. (810) 932-8855

TRAVELING SECRETARY
Business required for international trading. Must have strong secretarial package essential. Salary commensurate. Send resume to:
Box 61047
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TYPIST - FULL-TIME
With computer experience, type for design, and able to use a filer. Pay reasonable. (810) 642-8377

Part-time for CPA firm. Approximately 15 hours a week. WordPerfect 6.1 needed. Mail resume to: Jerry & Knight,
[illegible] Suite 280,
[illegible] MI 48304-2377

502 Help Wanted-Office Clerical

WANTED:
Administrative Office Assistant
Farmington Hills company looking for a professional, computer literate, Office Assistant/Receptionist. Hourly/ bonuses/benefits. Ask for Renee:
(810) 478-0095

WORD PROCESSING SECRETARY
Prominent CPA firm in Troy seeks word processor w/knowledge of Microsoft Word. Fast paced environment, competitive salary. Fax resume to: HRMS. 810-649-1868 or call 810-968-0287

504 Help Wanted-Dental

ASSISTANT DENTAL
I'm fairly choosy about who sits next to me. So are my patients. Exceptional Dental Assistant needed to Grand with exceptional W. Bloomfield office. No Saturdays. No evenings. You'll like the details. Call
(810) 737-7877

ASSISTANT - PART TIME for growing Rochester dental practice. Training, experience preferred. Approximately 20 hours per week with scope for increase to full time. Available immediately. Call Mon. - Fri. 10 AM - 4 PM. (810) 500-0050

ASSISTANT
Rochester Hills. Part-time position available in our family dental practice. Experience necessary. (810) 852-3130

BLUE WAXER
experienced, for crown & bridge lab. Downtown Farmington area. Call for appointment (810) 478-3333

CHAIRSIDE ASSISTANT
Flexible hours - Mon., 3-7:30pm, Thurs., 2-8:30pm. Sat., 7:30-1:30pm. Experience necessary.
(313)425-7010

DENTAL ADMINISTRATOR
looking for team-oriented, competitive, results-oriented individual who is looking for the challenge of switching from clinical chairside to administrative duties. Chairside and clinical experience necessary. The position is newly created and individual will require enthusiastic self-starter abilities. Please send resume and salary requirements to:
Human Resource Director
P.O. Box 721065
Berkley, MI. 48072-1065

DENTAL ASSISTANT
Experienced. Full time in friendly Livonia general practice.
313-425-1121

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call: (810) 357-3100

DENTAL ASSISTANT
Mon., Tues., Thurs., & 12 Sat. mornings per yr. Experience required. Farmington Hills. (810) 851-6446

Dental Assistant
Full time. Excellent benefits. Some evenings. (810) 547-7800

DENTAL ASSISTANTS
Career opportunity available for dental assistants. Join our team-oriented dental offices that are committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. If you seek personal growth and career development, please send your resume to:
American Dental Group
ATTN: HR Dept.
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL ASSISTANT
Part-time. Experienced team oriented, outgoing person. Southfield area.
(810) 569-6815

DENTAL ASSISTANT
Wanted. Must be EXPERIENCED for Livonia practice. Full-time position. Medical, profit sharing, uniform allowance. Call (313) 427-6111

DENTAL ASSISTANT
Valuable opportunity. Full-time Livonia/Westland office seeking team player focusing on leadership and excellent communication. Must have experience in a fast paced, high energy, challenging career opportunity where everyone are appreciated for their involvement and talent. Competitive salary and benefit package. Call 9am-3pm.
313-425-8570.

DENTAL ASSISTANT
We are a quality prevention oriented practice. Located in the heart of downtown Plymouth. Seeking preferably an experienced, friendly team player, for full or part time chairside position, & related duties. Salary and benefits will be compensated with experience.
(313) 454-5656

DENTAL ASSISTANT
We are looking for an experienced team player to join our Canton office. Full or Part time. Benefits. 313-459-5370

DENTAL ASSISTANTS
Career opportunity available for dental assistants. Join our team-oriented dental offices that are committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. Will be working part-time with General Practitioner and Periodontist; periodontal assisting experience preferred. If you seek personal growth and career development, please send your resume to:
American Dental Group
ATTN: HR Dept.
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL ASSISTANT
Experience helpful but willing to train right individual for friendly office. Full time. Call Michelle (810)-526-8810 plus.

DENTAL ASSISTANT
Oral Surgery. Part time, possibly full. Experience helpful, willing to train. (810) 380-8980 ext. [illegible]

DENTAL ASSISTANT
needed, no experience necessary. Part time evening hrs. Hont. Call for interview 810-478-2025.

DENTAL ASSISTANT - enthusiastic, team oriented dental assistant. Experience preferred, will train. Pleasant office. Farmington Hills. 810-932-1280

DENTAL ASSISTANT
Part time. No weekends. Experience preferred for Plymouth office. Call Jeanette. 313-455-4070

DENTAL ASSISTANT
& DENTAL HYGIENIST
Interested in getting respect? Excellent hours? Great pay? Competitive benefits? Call: (810) 350-5304

DENTAL ASSISTANT
Friendly and quality oriented Downtown Hingham dental specialty office is looking to increase its full time staff. We are looking for someone who is knowledgeable in chairside assisting & is dependable & enthusiastic. Call Ann at: (313) 277-0810

DENTAL ASSISTANT - Westside dental office seeks experienced assistant. Must be good at crown & bridge, temps, etc. Full time. Good pay & benefits. Send resume to: Box 61046
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Part time with some experience. Great wages. Please call Kathy
(810) 738-1111

504 Help Wanted-Dental

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you build trust & communicate effectively with your co-workers? Our modern, friendly, Southfield practice is seeking a full time assistant who excels in team interactions. Experience preferred. Mon-Thurs. Excellent pay & benefits.

DENTAL ASSISTANT W/X-Ray certificate & Hygiene. Peak Performers can help you find the right office to work in. I have the perfect practice for you! Call Annette for information. No Fees. 810-477-6777

DENTAL ASSISTANT
Experienced or willing to train. Beverly Hills/Bloomfield area. Call receptionist after 8pm. (313) 421-7936

DENTAL ASSISTANT
PART TIME - Call for details
Troy - 810-643-7530

DENTAL ASSISTANT
needed for Bloomfield Hills group practice. Full time, experience necessary. $8.50 to start. $8.75 on Saturdays.
(810) 471-0799

DENTAL ASSISTANT/
FRONT DESK
Full or part-time. Experience preferred but will train. Salary based on experience. Call Mr. Schubert at Mark N. Southfield office. 810-356-0330

DENTAL ASSISTANT
Specialized office in Southfield/Farmington area is searching for a bright, energetic dental assistant. Experienced. Part time with flexible hours. Call Shirley at: (810) 540-9195

DENTAL ASSISTANT
for prosthetic Dentistry office. Top salary & benefits. Experience preferred but not necessary. Will train qualified person. 4 days/week.
(313) 522-6272

DENTAL ASSISTANT
Looking for a friendly, experienced chair-side to complete our team. Northville family practice. No evenings or Saturdays. Please call
(810) 348-7997

DENTAL ASSISTANT
Are you friendly, dependable and hard-working? Then we want you to join our quality oriented team. Full-time Dental Assistant position available in Farmington Hills. Call Tammy
(810) 553-3100

DENTAL CHAIRSIDE ASSISTANT
Full time. Friendly ROYAL OAK family practice. Experienced preferred. Competitive wages.
(810) 398-5520

DENTAL HYGIENIST
Part time. Farmington Hills area. Call Dr. Rich (810) 474-2280

DENTAL HYGIENIST - experienced for active periodontal office. 1-5 days available. Call Mon, Wed. or Fri.
810-350-2220.

DENTAL HYGIENIST
Mature professional. Part time. Competitive salary. Troy.
Call (810) 689-0000

DENTAL HYGIENIST
Every other Saturday only. No summers. Berkley office.
(810) 548-1440 or (810) 828-3402

DENTAL HYGIENIST
Wont. Full / part-time positions available. Excellent benefits. (810) 349-4115

DENTAL HYGIENIST
Pleasant Dearborn Heights office. Brand new hygiene room. Part-time leading to full-time. Please call:
313-277-3000

DENTAL HYGIENIST & ASSISTANT
Full/part time, for modern Livonia dental office. Low key atmosphere & a great staff. (810) 473-0050

DENTAL HYGIENIST
Full-time position in Farmington Hills. No weekends. Friendly staff.
810-474-8060

DENTAL HYGIENIST
Part time. Friendly office. Enjoy work and join our team. Sharp office and great staff. Livonia.
(313) 425-4206

DENTAL HYGIENIST with good perio maintenance skills. Part-time hours Tues & Thurs. Excellent pay. Northville office. Please call:
(810)349-4111

DENTAL HYGIENIST
needed part time. No evenings or Saturdays. Excellent practice. Call
313- 584-1000

DENTAL HYGIENIST
PART TIME - Call for details
Troy - 810-643-7530

DENTAL HYGIENIST
Part time for Bloomfield office. Please call: (313) 535-8100 or FAX resume to: (313) 533-9777

DENTAL HYGIENIST
Part time. Friendly Troy practice. Dr. Rakacky & Associates. Dearborn, Anna. (313) 278-5333

DENTAL HYGIENIST
Part-time, 3 days a week. Monday, Wednesday and alternating Friday & Saturdays. Must have excellent periodontal skills. Marie 810-352-7722

DENTAL HYGIENIST
Seeking a team player to work part time in a relaxed & fun environment with modern equipment. Excellent pay. No evenings. Call Vanessa at: (313) 522-8670

DENTAL HYGIENIST
Seeking a team player to work part time in a relaxed & fun environment with modern equipment. Excellent pay. No evenings. Call Vanessa at: (313) 522-8670

DENTAL INSURANCE/ RECEPTIONIST - Insurance & computer experience. Full time, excellent benefits. (810) 847-7804

DENTAL MANAGER
The perfect office isn't perfect. Because we're searching for our team captain, to set yourself Receptionist, Front Desk, but you know what you are. If you really know, we want you for our growing W. Bloomfield practice. Ready.
(810) 737-7977

DENTAL OFFICE/ PATIENT COORDINATOR
(Full-time). Experienced, dependable person with excellent communication skills. Dental & computer experience required for progressive Laurel Park Livonia dental practice. Call Kathy at:
(313) 464-5664

DENTAL RECEPTIONIST
Experienced. Bloomfield area, with computer skills. Full time, Monday-Friday office, Weekend area. (313) 522-6080

DENTAL RECEPTIONIST
Northville office. Experience required. (810) 348-9209

504 Help Wanted-Dental

DENTAL RECEPTIONIST
Full-time. Experience wanted. Need excellent telephone & people skills. Top salary paid and determined at time of interview. Beech Daly & Ford Road area. Dearborn Heights.
313-278-4700

DENTAL RECEPTIONIST
Confident person who has pride in what you do & will treat others the way you would like to be treated needed full time for Rochester office. Computer experience. If you get pleasure in organizing other than call:
(810) 651-1555

DENTAL RECEPTIONIST: Were looking for a multi task oriented team player with telephone skills & skills. Competitive wages, medical, dental, 401K. Lake Orion 810-693-8395.

DENTAL RECEPTIONIST - Mature, friendly, people person needed for full time position for busy group dental practice in Plymouth. We offer excellent compensation package with bonus. If you like to work in a friendly & have good organizational skills please call 313-420-2326

DENTAL RECEPTIONIST
Work with great staff in a sharp Livonia office. Experience a must. Full time. 313-425-4208.

EMERGETIC TRAINING SUPERVISOR and TRAINING COORDINATOR
Needed for multi-state dental management group. Strong interpersonal skills, dental field experience, and knowledge of Command Dental Computer System a must. We offer an excellent benefit package and a career opportunity for self-motivated individuals. Please send your resume and salary requirements to:
American Dental Group
Attn: Human Resource Director
2000 Town Center, Ste. 2211
Southfield, MI 48075

FARMINGTON HILLS office is looking for an experienced Front Desk/ Chairside Assistant. Would you like to have a 3 day weekend and work in a friendly atmosphere? If so, call Laura. (810) 476-8330

FRONT DESK ASSISTANTS
Needed at team-oriented general and orthodontic dental offices. Experience with Command and CSS helpful. We offer an excellent benefit package. Salaries are based upon experience. If you are an enthusiastic individual who is seeking personal growth, please send your resume to:
American Dental Group
ATTN: Human Resource Director
2000 Town Center, Suite 2211
Southfield, MI 48075

FRONT OFFICE
Growing practice seeks happy, caring person for patient relations. Dental office experience preferred. Livonia. 313-464-1827

HYGIENIST
NEEDED immediately for general practice in Farmington Hills. Must be a mentoring professional. Tues and/ or some Weds. (810) 476-8330

HYGIENISTS
Hygienists needed for dental firm that promotes quality patient care and a team-oriented work environment. We offer an excellent benefit package and salaries are negotiable. If you are looking for a promising career opportunity and personal growth, please send your resume to:
American Dental Group
ATTN: HR Dept.
2000 Town Center, Ste. 2211
Southfield, MI 48075

MATURE PERSON to join our Medical Receptionist team in Livonia office. Responsibilities will include insurance billing & typing. Must be proficient in computer literate. (810) 558-2020

OFFICE ASSISTANT
Full time with computer experience for dental office. Will do: Good pay & excellent benefits. (810) 471-5534

OFFICE MANAGER/ RECEPTIONIST
Rare opportunity for self-motivated people person. Busy computer practice of Livonia Orthodontist. This is an immediate opening for a full-time Office Manager/Receptionist. Excellent phone and interpersonal skills required. Outstanding benefits and bonus package. Call Lauren at:
(810) 471-1555

OFFICE MANAGERS
Growing dental firm is seeking team-oriented, results-oriented manager for our dental offices. If you have 2-3 years experience in the medical field and at least 1 year experience of dental office management, please send your resume. We offer a great benefit package. Salaries are negotiable. Send your resume to:
American Dental Group
ATTN: HR Dept.
2000 Town Center, Suite 2211
Southfield, MI 48075

ORAL SURGERY RECEPTIONIST
Full-time with excellent fringe benefits. Experience in dental preferred. Call Kathy. (810) 557-0190

ORTHODONTIC CHAIRSIDE ASSISTANT
4 day week. Experienced. Pleasant personality and neatness important. Good working conditions and benefits. Clarkston. (810) 435-2000

RECEPTIONIST
EXCELLENT Salary. Experienced Dental Receptionist needed for growing Canton & Belleville offices. Call (313) 981-1228

RECEPTIONIST
Full-time and part-time opportunity for progressive Novi office. Computer knowledge helpful. Competitive wages & benefits. Contact Carol at: (810) 471-0345

506 Help Wanted-Medical

ACTIVITY ASSISTANT
The Greenery Extended Care Facility of Farmington seeks energetic, creative Activity Assistant to work 40 hrs a week. High School graduate with 1 year experience in the health field or activities. Knowledge of Activity Programs required. Requirements include the ability to motivate and communicate with residents, along with staff and families; also maintain activity records of individual resident participation and work variable hours for nights, weekends, holidays. Please send resume to: Greenery Activities Director, Greenery Extended Care Facility, Farmington, 34325 Grand River, Farmington, 48335. No phone calls please.

ADMINISTRATIVE ASSISTANT
Outgoing, detail oriented, self-starter to help with telephone, computer, scheduling for Southfield office. Computer literate, Word, Excel, Powerpoint, & salary requirements to: Personnel, 18181 W. 12 Mile Rd., Ste. A-2, Southfield, MI. 48076.

ADMISSIONS DIRECTOR
One of the area's leading nursing home groups has an immediate opening for a full time Admissions Director. Qualified candidates must possess a minimum of one year of long term care experience, have a strong sales under OBRA and be organized and Medicare/ Medicaid competitive wage and benefit package. Please send resume to: Box 1064, Rd., W. Bloomfield, MI 48322 or fax to (810) 661-0270

BILLER - Full-time. Experience a must. Large internal medicine office. Great salary & benefits. Call Kathy (810) 352-8770

506 Help Wanted-Medical

ASAP
MEDICAL ASSISTANT
Busy podiatry office is searching for a patient oriented person who's chatter-part by the potential of expanded duties. Good benefits plus. Salary $10 per hr depending on experience. 810-478-1024

ASSISTANT ACTIVITY COORDINATOR
The Lakeland Center is looking for an energetic individual who relates to service a geriatric population under the direction of a C.T.R.S. Competitive salary, excellent benefits including retirement, reimbursement and 401K. Send resume to the Lakeland Center, 26900 Franklin Rd. Southfield, MI 48034. Attn: Dave Anderson or FAX: 810 350-8078 or call Dana 810 350-8070 Ext 228.

ASSISTANT/FRONT DESK
needed for Farmington Chiropractors office. Windows 95 or 3.1, bookkeeping, office experience required. Salary & bonus. Full or part-time & evenings. Call Pat between 7-9PM.
810-543-3568

ASSISTANT
LIVONIA-NOVI AREA
Must be hard working, responsible & reliable. Full time, benefits, Sat/Sun. Benefits, 35/HR, & up depending on experience. Call 810-478-4638

ATTENTION: ASSISTANTS
Warm, dynamic, established family dental practice seeking experienced dental assistants. Ideal candidate should have a warm personality and be team oriented. Send or fax resume with references to: Dentists on Main, PC, Attn: Barbara, Office Mgr. 500 N. Main, Suite 100, Rochester, MI 48307
Phone: (810) 652-0110
Fax: (810) 652-7005

BILLER POSITION
available for growing company. DME experience preferred. Great benefits.
313-459-3115

CERTIFIED NURSING ASSISTANTS - $8.00/HR.
West Bloomfield Nursing Center has immediate openings on the afternoon shift for CNA'S. We offer benefits and a competitive wage scale of $8.00/ hr. Please apply in person at 5445 W. Maple Rd., W. Bloomfield. For details please call Mr. Rosel Rosell at
(810) 661-1600

CLERICAL
Part time, Friendly, busy Hills business office for medical facility. Excellent salary & working conditions. Call Barbara: 810-539-0202

CNA's&HHA's, skilled, minimum 1 year experience, private duty care. Supportive Care Services, affiliated with Hospice of Michigan. EOE.
810-559-2792

CNA'S / HHA'S
Excellent opportunity for CNA's to do supplemental staffing in area facilities as well as home care. Must have reliable transportation and excellent references. Bonus program available.
Call or stop by between 9am-3pm Westland Home Health Care,
26300 Telegraph Rd., Ste. 101
Southfield, MI 48034
Attn: Kara

CNA'S
HOME HEALTH AIDES
LIVE-INS
Needed for immediate shift work. Weekends & holidays. Competitive pay rate. Call 810-569-1070

CONTINGENT
RNS and LPNs
To provide nursing care for developmentally disabled adults and children in Wayne County. Must have experience preferred. To apply contact:
Director Coordinator
United Home
Care Services
15712 Farmington Rd.
Livonia, MI 48154
313-422-9250

DENTAL ASSISTANT
Full-time career opportunity with growing dental office. Great team. Certification desired. Competitive wages & benefits including 401(k). Contact Donna at:
(810) 471-0345

DIETARY AIDES - $7.00/HR.
West Bloomfield Nursing Center has immediate openings for dietary aides. We offer benefits and a competitive wage scale. Please apply in person at 5445 W. Maple Rd., W. Bloomfield. For details call Mr. Rosel at
(810) 661-1600

DIRECT CARE & MANAGER
Working with TBI clients in a semi-independent living setting. Pre-school information call: (810) 478-0495

DIRECT CARE
needed. Part & full-time. All shifts. Contact Linda at: 313-464-2772

DIRECTOR OF NURSES
Health care facility seeking dynamic individual for Nursing Director position for the right candidate with 5 yrs. experience in management. Must have good leadership skills, patient care and community relations skills. Competitive salary & benefits. Excellent opportunity for the right candidate. All replies confidential.
Box #1063
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DIRECTOR OF NURSING
Charter House
of Farmington Hills
A teaching facility affiliated with Wayne State University is looking for the right professional who demonstrates strong, dynamic interpersonal skills. The individual must excel in effective, positive communication skills, exhibit strong analytical qualities, be proactive and capable of developing and implementing new programs for long term care is required. Only qualified candidates need apply. Please send a resume to: Charter House, 21017 Middlebelt Road, Farmington Hills, MI 48336

EMERGENCY MEDICAL TECHNICIANS
Community EMS, Michigan's largest EMS provider is currently hiring paramedics and EMT's. Successful candidates must possess valid MI state license, be CPR and an excellent benefits package which includes health, dental, pension, paid holidays and sick pay, and offers a starting wage of $9/per hour with a competitive wage interest you, please send resume, or apply, to:
28400 W. Eight Mile Rd.
Southfield, MI 48034
Attn: Human Resources
Fax: (810) 356-3994
EOE

EMT, BASIC AMBULANCE
Full or Part-time.
Must be Basic Licensed
Call after 6pm. 313-981-0878

EMT's/MA's
Full-time positions for CME an established cardiology practice. 313-455-8115

FAMILY COORDINATOR
MERVCSW, full-time position, 37hr week, Mon-Fri, 8:30-5:00, Medical office excellent working conditions & benefits. Experience is essential in working with children & dealing with abuse. Send resume to: Yvonne H. Jackson Family Service, 4800 Dickman Road, Ste. 300, W. Bloomfield, MI 48322

506 Help Wanted-Medical

other
INFUSION COURIER
ON-CALL
Apria Healthcare is the nation's and the world's integrated home healthcare company, providing home medical equipment, respiratory care and infusion therapy services. We seek a medical courier to deliver infusion therapy medications, supplies and equipment to our patients' homes in EASTERN MICHIGAN.

We require a strong service orientation, a clean/neat appearance, and attentiveness to paperwork. Position requires use of a company vehicle, some lifting is required (up to 40 lbs. max); and must be available for on-call evenings and weekends. JOB OFFER/HIRE IS CONTINGENT UPON A PHYSICAL, DRUG SCREENING TEST AND BACKGROUND INVESTIGATION.

Mail/FAX your resume/ descriptive letter to: Apria Healthcare, Attn: Recruitment Manager, 1099 Highland Drive, Suite C, Ann Arbor, 48108. FAX: (313) 973-0647. Equal Opportunity Employer.

APRIA HEALTHCARE

FIELD ASSISTANT
A small, growing company is looking for an energetic, motivated individual, who is ready to work with people. Responsibilities include: Contacting individuals by phone in person to schedule appointments & Federal Medical Assistance forms. No sales. Reliable car is a must. Competitive salary & benefits package. Nice work environment. Send resume, cover & salary requirements to: MAS, Inc., 1600 Woodward, Suite 219, Bloomfield, MI 48304

FILE CLERK
Afternoons for Southfield Southfield medical office. Conscientious hard-worker with references. Call 313-355-0580

FRONT DESK PERSON
Part time for MD office, 14 Mile & Woodward. Suitable for college or high school student. (810) 540-0178

FRONT DESK: Entry level for Berkley medical practice. Full/part-time. Call tue. 2 & 5pm weekdays, ask for Barbara Robison, 810-643-3700

FRONT DESK RECEPTIONIST
For Outpatient Mental Health Clinic, 8:30-5:30, Mon-Fri. Call Jackie at: (810) 647-5320

FRONT DESK STAFF
experienced Medical Front Desk Staff currently needed for immediate openings. Temp to hire possible. Full & part time hours available. Computer literacy required. Oakland County. Please fax resume to: Felicia at Tempro Medical 810-356-1533 or call 810-356-1398 to schedule an interview.

Home Health Aides
Certified Home Health
Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
• Flexible scheduling
• Top pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid in-services
• Bonus program for full time
If you're interested in joining a rapidly growing agency, please call our office today.
United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks north of I-96)
(313) 422-9250

HOME HEALTH AIDES
Immediate openings for aides at shifts for Home Health Aides, Personal Care Attendants, and Companions to provide care for patients. These positions offer the opportunity to work directly with patients as well as a team of professional nurses and home health aides.
Clinical Manager of
COMPREHENSIVE HOME HEALTH OF AMERICA
5445 Maple Rd.,
Waterford, MI 48329
810-673-7070

HOME HEALTH AIDES
Needed working with quad patient in the Livonia area. Straight cash, hourly $8 & bonus! program experience required.
METROSTAFF
(810) 356-8919

HOME HEALTH AIDES
Needed in the Livonia, Wayne, Westland, Canton, Belleville areas. Straight cash, hourly $8 & bonus! program experience desired.
METROSTAFF
(810) 356-8919

INSURANCE SPECIALIST
Growing Company looking for an energetic, motivated individual to pursue 2nd year position. Experience in inpatient billing, ICD9/CPT and HCFA 1500 preferred. Competitive salary and benefit package. Send your resume to: Human Resources, 1600 Woodward, Ste. 219, Bloomfield Hills, MI 48304

LAB ASSISTANT
Part-time position available on the midnight shift (10:30pm-7:30am). Duties will include obtaining blood specimens by venipuncture from hospital & nursing home patients. Will also be trained in office/administrative functions.

Qualified candidates must possess sufficient previous related experience as a phlebotomist.

If interested, you may apply in person or submit resume to:
Human Resources
GARDEN CITY HOSPITAL
Glen St. & Inkster Rd.
Garden City, MI 48135

LPN
Immediate positions available for LPN's for Home Health Care.
METROSTAFF
(810) 356-8919

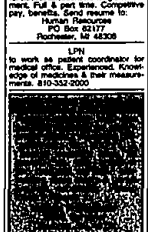
LPN's
Immediate positions available for LPN's for Home Health Care.

506 Help Wanted-Medical

LPN'S
needed to work in newly developed SIP program with mentally challenged persons. Salary negotiable. Good benefits. Flexible hours.
810-334-3547 or 810-336-2909

LPN'S, RECEPTIONISTS & BILLERS
Busy Rochester Medical Center hiring for above. Excellent working environment. Full & part time. Competitive pay, benefits. Send resume to:
Human Resources
PO Box 5027
Rochester, MI 48308

LPN
to work as patient coordinator for medical office. Experienced, knowledge of medicines & their measurements. 810-352-2000



MEDICAL BILLING RECEPTIONIST
Full time for busy surgeons office in Southfield. Excellent benefits. Knowledge of medicare or MSA system preferred, but willing to train. Please send resume to:
Grandy
2300 Fairlane
Dearborn, MI 48128

MEDICAL ASSISTANT needed for Birmingham OB-GYN practice. 4 days, 24 to 30 hours. Experienced only. Ask for Diane at: (810) 645-0640

MEDICAL ASSISTANT
for podiatry office. Full time, approx. 35 hours per week. Experience preferred. Call (313) 533-3800

MEDICAL ASSISTANT
Part time hours to fit your needs for busy Livonia Cardiology office. Experienced necessary. Ask for Carol: (313) 427-6440

MEDICAL ASSISTANT
Experienced, Full time, Texas Start ASAP for Podiatrist in Farmdale area. Call 313-547-2450

MEDICAL ASSISTANT
for Oak Park office. Podiatry experience helpful but not necessary. Call 9am-3pm. (810) 968-1400

MEDICAL ASSISTANT /
LAB TECHNICIAN
Entry level, to perform busy pro-choice physicians office. Call Toni at: (810) 443-5323

MEDICAL ASSISTANT - Full time. Must have certificate from Medical program. Experience in venipuncture, EKG, and x-ray a plus. Excellent benefits. FAX (313) 513-0531

MEDICAL ASSISTANT
Full & part time. Great opportunity. Beautiful, fun, friendly practice. Must have min. 4 yrs. experience in internal medicine. Applicants with good clinical skills. All replies confidential.
Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schoolcraft
Dearborn, MI 48126

MEDICAL ASSISTANTS
Providence, a part of MISSION HEALTH, is a rapidly growing network of medical centers.
Positions are available in:
• Novi
• Northville
• Southfield
• West Bloomfield
Candidates must have completed an MA program an ideally possess 1 yr. of clinical experience. Certification/Reg. is preferred & will be required.

For more additional information and instructions on how to apply, please call our Job Opportunity Hotline at:
(810) 424-3171
(press 3, then 1)
PROVIDENCE
Human Resources
Employment Services
22250 Providence Dr., Suite 310
Southfield, MI 48075
Equal Opportunity Employer

MEDICAL ASSISTANT
Part time for surgeon's office in Bloomfield Hills. Call: (313) 295-2860

MEDICAL ASSISTANT
Immediate part-time opening available, in Oak Park. Experience preferred. Ask for Janet: 810-967-3568

MEDICAL ASSISTANT
To provide health screening tests to industrial employees in company mobile units. No experience necessary. Must be available to travel out of town. Monday thru Friday. Paid benefits. Call: 810-557-1241

MEDICAL ASSISTANT
Busy dermatology office seeking a bright, energetic, full-time Medical Assistant. We are willing to train the right candidate. Call Person at: Dermatologic Associates, Providence Medical Center, 47601 Grand River, Suite 310, Novi.

MEDICAL ASSISTANT
Experienced Biller needed for busy Southfield medicine office. MSA System. Competitive salary, benefits. Send resume to: Physicians Plus Medicine, 13530 Michigan Ave., Suite 200, Dearborn, MI 48126. Attention: Cindy.

MEDICAL BILLER
Full-time, benefits.
(810) 751-0667

MEDICAL BILLER
with management experience for internal medicine office. Call:
(810) 356-6272

MEDICAL BILLER
5 plus years billing billing all carriers, must be proficient with computers, organized and have good phone skills. Call (810) 362-3000

MEDICAL INSURANCE BILLER
familiar with all aspects of medical billing. Full time position in Livonia. Call 810-477-8836

MEDICAL OFFICE RECEPTIONIST
8019 Grand River, Detroit. Needed for multi-test practice in Dearborn area.

MEDICAL BILLERS - Needed for billing office. In Farmington Hills area.

Preferably FAX resume to 810-848-5106 or send resume to:
Physcor Management Corp.
24355 W. 12 Mile, Ste. 257
Farmington, Mi. 48331
Attn: Nancy Prus

Medical Office Staff
• Medical office staff, Medical Assistant, Phlebotomist, Medical Receptionist, Front Desk, Back Office Medical Biller, Medical Coder, Medical Transcriptionist, Medical Office Manager
Call Mon. - Fri. 9 - 5
810-557-1110 810-559-2914
Fax Resume: 810-559-2884
Medical Staffing Network

MEDICAL RECEPTIONIST - Full time position available for busy internal medicine office. Good salary & benefits. Ask for Kathy: 313-937-3030

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Full time position open for individual with at least one year experience in the medical field. Must know CPT and ICD9 code knowledge. Transcription experience preferred but not required. Send resume to:
Neurosurgery
15400 Laurel Park Drive
Livonia, MI 48154

MEDICAL RECEPTIONIST/ Office Manager
X-RAY TECH
Livonia office. Please send your resume to: Attn.: Tina, 15320 Farmington Rd., Livonia, MI., 48152

MEDICAL RECEPTIONIST
Full-time position. Typing a must. Computer knowledge helpful. Apply in person at 37362 Glenwood Rd., Westland, Dr. Howell's office. Ask for Margie. Phone: (313) 728-4300

MEDICAL RECEPTIONIST/LIMITED ASSISTANT
Full time. No evenings or weekends. Closed Thursdays. Must know front desk procedures. Royal Oak OB/GYN office. (810) 288-4400

Medical Receptionist/ MA
Full-Time
Experienced, Computer & insurance knowledge. Excellent wages / benefits. 4/x day work week. Positions available in Lathrup Village, Allen Park, Roseville.
Fax resume to: (810) 386-7707
Or call: (810) 352-8400
MEDICAL RECORD photocopy service seeking self motivated individual. Knowledge of medical terms at local hospitals & clinics. Must be responsible, professional, service oriented, detail oriented. Bio-medical helpful but not necessary. On-site training. No benefits. Send resume or fax resume to: Smart Corp., P.O. Box 81, Plymouth, MI 48170, or call 1-800-968-7990.
EOE

MEDICAL RECORDS CLERK
Full-time Clerk needed at medical facility. Candidate must have knowledge computer skills, light typing, filing and general clerical skills. Knowledge/ background helpful. Excellent benefit package. Send resume: Millmann Dent Center For Eye Care, 375 Barclay Circle, Rochester Hills, MI 48307.
Fax: (810) 852-3631

MEDICAL RECORDS CLERK
Full-time. Medical & computer experience preferred. Fax resume to N. Kelley: