502 Help Wanted-Office Clerical

SALES ASSISTANT
Wall organized? Personable and pleasant? Looking for a flexible work schedule? If so, we have a position for a sales assistant. 20-40 hours per week. Must have basic computer knowledge and be able to type accurately.
Please send resume &/or letter to:
The Jewish News/ Style Magazine
27676 Franklin Road
Southfield, MI 48034
attn: Rick Nessel
or fax to: 248-354-1210

SALES COORDINATOR
Highly organized person with experience in part history/price/PO tracking. Will assist in basic data/spreadsheet entry. Proficiency in Excel/Word desired. Associate's Degree or equivalent. Salary commensurate with experience. Full benefits to: BF; B. Beauchamp; 2360 Bleyer Dr.; Troy, MI 48084-7145

SALES SUPPORT POSITION
open at Plymouth based company. Ability to work with numbers required. Successful candidate will have good keyboard skills as well as computer literate phone etiquette. This fast paced job requires a conscientious, organized team player. Salary commensurate with experience. Full benefits available. Please send resume to the attention of: Mike Lynch at; 23023 Orchard Lake Rd, Suite B; Farmington Hills, MI 48475. EOE.

SECRETARIAL
Position full time. Good benefits and pay. Must have office experience, knowledge of word and accounting. Apply in person at: Prime Electrical, 37400 West 7 Mile, Livonia.

SECRETARIAL POSITION
open in an exciting working environment
Duties to include; phone, typing, MS Word & Excel. Call Mary at:
Call Marci at: (248) 471-4500

SECRETARIAL SUPPORT
Part-time, Will train for high quality, low pressure Livonia office.
Good telephone & computer skills required, experience w/Microsoft Office needed. $9 25/hr, to start, benefits. Send resume to: Office Manager, 32635 Venture Dr., Novi, MI 48375.

SECRETARY/RECEPTIONIST
LIVONIA REAL ESTATE OFFICE
seeking full-time secretary/receptionist position. Typing, filing, phones & basic computer use. Experienced preferred, but not necessary. Hours: M-F, 9-5pm. Ask for Wendy Kozma at:
Mayfair Realtors (313) 522-8000

SECRETARY
Sales company needs a part-time secretary with computer and word processing skills. Office on Southfield Rd, just south of 13 Mile. $10/hour.
Call: (248) 540-9797
Or fax resume: (248) 540-2183

Secretary
Take-charge person with good organizational & computer skills required for this full time position. Excellent communication skills mandatory. Insurance background a plus. Full benefit package. Send resume & salary requirements to:
OFFICE MANAGER
31780 Telegraph Rd., Ste. 100
Bingham Farms, MI 48025

SECRETARY
Van Dyne Crotty, Inc., an established leader in the uniform industry, seeks an efficient, self-starter for a full time secretary. Your enthusiasm, professional phone manner, 1-2 years general office experience, order entry/customer skills & proficiency in word processing are important qualifications for this job. Please send your resume in confidence to:
Van Dyne Crotty, Inc.
45700 Port Street
Plymouth, MI 48170
(313) 207-0200
An Equal Opportunity Employer

SUBSTITUTE LIBRARY CLERK
Scheduled 9-12 hours in advance and additional hours as needed; may include day, evening & weekend hours. Qualifications: high school equivalency, must be at ease with computers, positive public service orientation, typing 50 wpm desirable. Salary: $7.50 per hour. Immediate opening. Apply in person during regular business hours to:
District Library, 705 S. Main, Plymouth, 48170. Deadline: September 11,1997. Written test required.

TELEPHONE INTERVIEWER
To work in Farmington Hills law office. Insurance background a plus. Good people skills, non smoker. Ask for Linda: (248) 737-8400

TELEPHONE RECEPTIONIST
Must be pleasant & able to handle a high volume of incoming calls. General office duties include typing. Call for appointment: (248) 471-4000
Comerica Moving Systems, 23925 Research Dr., Farmington Hills (10 Mile/1-275 area)

EXECUTIVE SECRETARY
Fast paced Southfield travel management company seeks Executive Secretary. Experience with MS Office a must. Shorthand a plus. Great benefits. 401(K), health, dental and travel. Call Terry at: 248-827-4065

TYPIST NEEDED for busy court reporter. Earn $$ while at home! Experience preferred. Must have computer & transcriber. 248-553-7542

TYPIST/RECEPTIONIST
Established manufacturing company has an opening for a person with office experience. Responsibilities include typing, answering phones, filing & miscellaneous office duties.
313 326-1602

WORD PROCESSOR
Production typist needed for Design Department. Word Processing Dept. Excellent spelling and grammar skills required. Must work well under pressure. Minimum typing speed 60 wpm. MS Word 6.0 or better required. MS Office & Graphics a plus. Send resume to: Personnel Dept., P.O. Box 5104 ; Southfield, MI 48086-5104 or Fax: (248) 386-5002 EOE

WORD PROCESSOR
Must have excellent spelling, typing, grammatical and transcription skills needed for medium sized Home Firm. Must be experienced in Microsoft Office, Windows 95, Legal knowledge preferred. Resumes to Office Manager, 25215 Rose Dr, Redford MI 48239

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED For progressive new modern dental office in Livonia Village
CHAIRSIDE ASSISTANT
Full time position, experience necessary. Excellent benefit package.
Call 248-532-1030

ASSISTANT FOR Farmington Hills dental office. Full time Mon-Thurs, 8 3 hours, 8-12, Bi-monthly Saturdays & vacation pay. Experience necessary. Call Lori at: (248) 553-0645

504 Help Wanted-Dental

ASSISTANT
FOR growing Farmington Hills dental practice. Must have dental assistant experience and X-ray certification. Full and part time positions available.
248-476-8330

ATTENTION DENTAL ASSISTANTS!
Are you looking for a way to advance your skills & INCREASE YOUR SALARY? Our ORTHODONTIC TEAM is willing to train motivated individuals. Work in a beautiful environment with a friendly staff. Full/part time needed. Please contact Grace or Teena at: (248) 258-6283

BUSINESS ASSISTANT
Our progressive restorative practice in the Westland/Canton area, is seeking a part time Hygienist 2 days per week, Mon & Wed., 8am-5pm. Please call for an interview.
313-453-6320

DENTAL HYGIENIST
Rochester Hills dental office has a friendly, professional team person for part-time position in office where warmth, communication and the philosophy of preventive healthcare is practiced. All career minded, dependable applicants should call Dan: (248) 543-7070

DENTAL INFORMATION Coordinator. Unique position requiring communication skills. Knowledge of existing/computer/s. Benefits. Bloomfield Hills. (248) 645-5743

DENTAL INSURANCE SECRETARY
Needed to also handle patient collections. Full-time. Pay & benefits. Must have dental & computer experience, good paper/phone/people skills. Modern Westside office. Call: 313-421-CARE

DENTAL OFFICE
Needs mature independent person to handle front desk & financial duties. Wal Train. For more information call:
(248) 661-5230

DENTAL/ORTHODONTIC ASSISTANT
For Orthodontic office in Farmington Hills. Full-time, experience in medical/dental desired. Good with people especially children. Excellent salary, benefits, and pleasant surroundings. Please, desiring long-term employment, in a caring pleasant office should apply by calling Mon., Tues., Wed., Thurs. 8-4 248-855-4142

DENTAL HYGIENIST
Front office, Computer experience preferred. Full time. Royal Oak. Benefits. (248) 545-1171

DENTAL RECEPTIONIST
Rochester general dentist seeks front desk receptionist full time. Dentrix per training or background helpful. Experience only need apply. Call: 248-651-5400

DENTAL RECEPTIONIST
Do you enjoy work, believe in teamwork and have a pleasant personality, cheerful smile, feel you can cooperate as a team? Position area is ultra modern office? We want YOU! Full time. Excellent pay & benefits. Great working environment in Livonia
(313) 591-3636

DENTAL SALES
Westland dental lab seeking individual for dual role of Sales & Marketing. Computer & dental knowledge a must. Call Jim at:
(313) 595-7000

DENTAL SUPERSTARS
It's back to school time and we have jobs that meet the demands of your schedule. Dedicated hygiene dates call now. Top pay & benefits offered by PRIME STAFFING.
(248) 477-5777
No Fees EOE

DENTAL TECHNICIAN
Westland dental lab seeking for Experienced Ceramists. Able to do excellent Anterior work. Will pay top dollar for right person. Call Jim at:
(313) 595-7000

EXPERIENCED, PART-TIME Orthodontic Assistant with Ortho recently knowledge needed for progressive group Westland office. Call Linda: 313-722-5130
proper candidate.

FINANCE & APPOINTMENT MANAGER
for W. Bloomfield dental office. High paying position available for a person who can schedule patients, handle insurance billing & solve patient problems. Bonus & benefits available. Willing to train. 248-661-1440

HYGIENIST
Friendly Royal Oak office, Mon-Weds, 20 hours plus. 248-547-8730

HYGIENIST NEEDED,
Monday's, Tuesday's & Thursday's for progressive, Bloomfield Hills Dental practice. Approximately 25 hours per week. Call Diane at 313-363-2112

HYGIENIST - PART-TIME
Tuesday & Thursday, Family practice in Livonia area. Call Donna Wal at (313) 425-0640

LAB ASSISTANT
Entry level position in busy orthodontic practice. Experience preferred but will train. Pleasant working environment.
(248) 471-1555

OFFICE MANAGER - Dental experience essential. Friendly, smart, personable for new modern office in Dearborn Hgts. You will assist in setting up front office procedures & much more! Eves only: 810-661-1485

ORAL SURGERY ASSISTANT
Needed for Sterling Hts. office. Friendly, relaxed atmosphere. Medical experience preferred. 16 Mile & Dequindre area. (810) 979-8800

★ORTHODONTIC★ ASSISTANT
Our busy Livonia office is looking for a motivated team player. Experience is desired. Willing to train the right person. Outstanding benefits & no weekends! (248) 471-1555

ORTHODONTIC ASSISTANT
Approximately 30 hours per week, Monday, Wednesday, Friday & Saturday. Prefer experience but will train. Pay commensurate with experience. Call Charlene at: (248) 442-8665

PARTIAL DENTAL TECHNICIAN
needed full-or part-time. Excellent working conditions. Competitive salary. Experience preferred but willing to train Zedian Dental Lab, Inc. (248) 626-3144 or (248) 473-5622

PART-TIME POSITIONS
Available for Waxing & Porcelain Depts. Experience preferred.
Call Anne 425-7533

★★ RECEPTIONIST ★★
Full time. Experience with insurance forms. For small dental office. Personable & reliable. (313) 937-1520

RECEPTIONIST- PART-TIME
Some experience. Variable days. Knowledge of computers & dental insurance. Wixom: (248) 624-1910

506 Help Wanted-Medical

BEHAVIOR MANAGEMENT COUNSELOR
Provides one-to-one intervention with nursing home residents. Background in social services, psych, etc. Therapy related field. Experience with geriatric populations preferred. Full time, part time, 4, 6, 8 hour shifts from 6am-7:30pm including weekends. Apply: St. Jude Center for Geriatric Care, 34350 Ann Arbor Trl., Livonia.

BILLER
Full time. Experienced preferred. Computer experience a must. Large medical office in Farmington area. Salary. Excellent benefits. Call Maggie (248) 362-2770

CENA'S
Days & Afternoons
Apply in person:
Maybrook Manor
15175 Middlebelt
Livonia
313-427-9175

506 Help Wanted-Medical

READY TO LEAVE YOUR HOSPITAL HOME HEALTH JOB? Our PCA owned company has Full Time Medical Case Management Consultant Positions available for RN's desiring flexible hours and professional practice autonomy; will train. Forward resume to:
Managed Rehabilitation Consultants
37899 12 Mile Rd.
Suite 310
Farmington, MI 48331
Or Call: (248) 848-8120

C.E.N.A.'S AFTERNOONS & MIDNIGHTS
Not just a job A CAREER!
★ ★ ★ ★ ★ ★ ★
Peachwood Inn is looking for energetic CNA's to fill a team we believe resident care is #1. We are a beautiful long-term care facility located in Rochester Hills. We offer top wages, excellent Medical and Dental benefits, 401K Plan, Attendance Bonus, Tuition Reimbursement, Life Insurance, Paid Sick, Paid Personal.
BEING A TEAM MEMBER AT PEACHWOOD IS MORE THAN A JOB.... IT'S AN OPPORTUNITY FOR A CAREER!
PEACHWOOD INN
3500 W. South Blvd.
Rochester Hills, MI 48309

CERTIFIED NURSING ASSISTANTS
West Bloomfield Nursing Center has immediate openings on all shifts for CNA's. Wages starting at $8.25/hr. and include competitive benefits. Please apply in person at 6445 W. Maple Rd., W. Bloomfield. For details call Debra Early at 810-661-1600

CHIEF MEDICAL ASSISTANT
Supervise and do field work in house call medicine. Must have: Medical background, phlebotomy experience, good driving record & map skills, enthusiasm & music. Call 810 8 3-2400 248-799-2700

CHIROPRACTIC ASSISTANT
wanted for part-time position. Experience in front desk duties helpful. Rochester. (248) 656-1011

CNA
Large retirement community has part time and contingent openings. Improved benefit package scale. Apply in person at the Frederick House on Tuesday, Aug. 26 from 9am and on Friday, Aug. 29, 1997 8:30-11:30am and 1:30-4:30pm. Henry Ford Village, 15101 Ford Rd. Dearborn.

CNA, OR Experienced Nurses Aide. Opportunity for part time or single chronic MS woman in the Livonia area. References & own transportation. 313-271-6134

CNA'S
FOR Temp service in Livonia Nursing Home. Good pay, excellent benefits, shifts available. (313) 592-8073

CNA'S/M.A.R.C. TRAINED
Full & part-time, all shifts, flexible hours. Kind hearted people with strong ethical values to join our team of caring Service Specialists.
APPLY IN PERSON
WALTONWOOD SUPERVISED LIVING RESIDENCE
Mon-Fri 9-4pm
3230 Walton Blvd
Rochester Hills, MI 48309
(between Adams Rd. & Squirrel Rd.)

CUSTOMER SERVICE REPRESENTATIVE
Medical Billing/Collections AD IN CLASS #500. SDM, Canton Twp.

DEMENTIA PROGRAM MANAGER RN, MSN
Award-winning long-term-care facility located in a picturesque, secluded suburban location is currently seeking a Program Manager for its newly developed 60 bed dementia unit. In addition to strong clinical & management skills, this individual should possess communication and team building skills.
Expertise with dementia patients and their families is a must. Masters is desirable. Competitive compensation and benefit package. If you are interested in this opportunity, send your confidential resume with salary history to:
Linda Wallace
Administrator of Nursing
Botsford Continuing Care Communities
21450 Archwood Circle
Farmington Hills, MI 48336-4702

DERMATOLOGY
RN, LPN or MEDICAL ASSISTANT. Experienced only. Excellent benefits. Full time. Permanent. Call Ann:
Norma: (313) 996-8763

DIRECT CARE AIDE/ HOUSEKEEPER
Full & part-time. Top wages. Livonia. 810-347-4553

E.M.T. AMBULANCE B.L.S.
Full time must be state licensed. Up to $8.00 hr. Call after 6PM. 313-535-0006

EXERCISE PHYSIOLOGIST
Full-time position available in progressive, fast paced cardiology practice. Responsibilities include: Exercise Testing & cardiac Rehab. Requires graduate of an B.S. in Exercise Physiology/Science with 1 year clinical experience. ACSM, ACLS, Competitive salary/benefit package.
Send resume to:
Northpointe Heart Center
Non-Invasive testing
2575 Woodward Ave., Suite 300
Berkley, MI 48072

FILE CLERK
Westland medical office has full-time position available for a file clerk night person. Send resume to:
Medical Office, 1855 S. Wolf, Westland, MI 48185. Or fax to: 313-525-0514

FRONT DESK work, full or part-time for busy Farmington Hills family practic office. Call Colleen at the Lowen Clinic. (248) 474-4484

FULL & part time Medical Receptionist/Medical Assistant. Benefits.
248-644-8292

FULL TIME MEDICAL ASSISTANT
Position available for experienced or a doctor office. Must have experience. Call Marsha or Karen
(248) 569-4234

HOME CARE company looking for qualified drivers. Full time with benefits. 47784 Mylar Plymouth, MI 48170 Call (313) 459-3115

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 hours
• Pay based on experience
• Paid holidays
• Mileage reimbursement
• Bonus plan
• Benefit package for full time

If you're interested in joining a rapidly growing agency, please call or apply to:
United Home Care Services
15175 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-9250

X-RAY TECHNICIAN
Registered or registry eligible. Full-time. Call Anne or Jerry
248-953-2155 x109

506 Help Wanted-Medical

LICENSED NURSES-LPN'S & MIDNIGHT CHARGE NURSE
West Bloomfield Nursing Center has immediate openings for LPN's and a charge nurse. Wages: We are accepting applications for LPN's to work days & afternoons. We offer an excellent salary and full benefits. Please contact Louise Neil or Kathy Haber for details at: 810-661-1600

PHYSICAL THERAPY CLINIC
12 Mile/Telegraph area seeks experienced Manager. Responsibilities include of Medicare & Blue Cross as well as other insurances. Pay & benefits with experience. Call for appointment 810-574-1200.

MEDICAL ASSISTANT
Large multi-specialty practice seeks a motivated, working directly with physicians & patients. Medical Terminology & people skills a must, also typing. Position requires a dependable, reliable person. Will train. Good salary, great benefits. Call (248) 642-1411

MEDICAL ASSISTANT
Full-time medical assistant needed willing to train. (810) 471-3312

MEDICAL ASSISTANT
Part time, flexible hours necessary. Northville area. (248) 349-3900

MEDICAL ASSISTANT - full time, permanent, must have 2 years medical office. Great salary & benefits Troy area. (248) 362-2770

MEDICAL ASSISTANT
Experienced only. Excellent benefits. Send resume to: Box #107, 43422 West Oaks Drive, Novi, MI 48377

MEDICAL ASSISTANT/ LPN/ RN
For busy Allergy Center. Full-time. Benefits available. Call Sharon Royal Oak Medical Bldg. (248) 551-5115

MEDICAL ASSISTANT/ RECEPTIONIST
Benefits. Send resume & cover letter to: 35210 Nankin Blvd. Royal Suite 301, Westland, MI 48185.

MEDICAL ASSISTANT/ RECEPTIONIST
Experienced, preferably in gastroenterology in Livonia area. Flexible hours. Fax resume to:
(248) 476-6452

MEDICAL ASSISTANT needed
Experience required for internal medicine practice. Send resume to: 19439 Whitney, Livonia, MI 48152

MEDICAL ASSISTANT
Immediate openings in Westland area in a busy internal medicine practice. Full time, some flexibility with benefits.
(313) 728-2130

MEDICAL ASSISTANT - To make house calls with physicians. Knowledge of EKG & phlebotomy, valid drivers license, good driving & map reading skills.
Fax resume: (248) 569-7250

MEDICAL ASSISTANT Instructor for Mon., Wed. daytime program. Minimum 5 yrs. recent MA experience. Teaching experience preferred. CMA or RMA required. Send resume to: South Lyon Adult Education, 1000 N. Lafayette, S. Lyon, MI 48178

MEDICAL ASSISTANTS
MEDICAL BILLERS
Needed NOW
For long & short term assignments & some temp-to-hire positions. Medical Office or Hospital Setting. Great benefits with competitive pay!
Dauth Staff, INC.
(248) 354-4100

MEDICAL ASSISTANTS
we have several full time and various part time openings for Medical Assistants experienced in Vent Puncture, EKG's & injections. Many of these jobs become "temp to hire" opportunities. If you are looking for flexibility, opportunity & competitive salary call Mamel at Tempro Medical to schedule an interview
248-356-1334

MEDICAL BILLER
Experienced Only
Full-time Position. Growing company. Fax resume: (313)240-7301

MEDICAL BILLER, part-time in Psych billing. Some experience preferred, not necessary in medical billing area. Send resume to: Human Resources, 29200 Grand River, #427, W. Bloomfield, MI 48322

MEDICAL BILLING
fast paced medical billing company is looking for a responsible, detail orientated individual for a full time billing position. Some medical or insurance knowledge helpful. Please send resume and salary requirements to:
Human Resources
3300 W. 7TH STREET, #5,
ROYAL OAK, MI 48067

MEDICAL BILLING/ PATIENT RELATIONS REPRESENTATIVE
Local progressive medical equipment company seeks full time medical billing/patient relations representative with knowledge of insurance billing, Managed Care, Medicare, Medicaid, and traditional insurance claims. Knowledge of CPT and ICD-9 Coding, Utilization Review a plus. Interested candidates please send resume along with SALARY REQUIREMENTS to:
PO. BOX 1351
Royal Oak, MI 48068
EOE

MEDICAL COORDINATOR
Part time for Group Home. MO.R.C. trained. (248) 681-0192

MEDICAL COORDINATOR
Responsible person to oversee medical care in a lovely Bloomfield home. Full time, 9-5. Warm, friendly atmosphere. Salary: 21 hours per week. We will train. 248-681-0192

MEDICAL LAB TECHNICIAN
HENRY FORD HEALTH SYSTEM
Henry Ford Health System's Medical Lab Technician is work in the Clinical Laboratory in the Western Wayne Region. The ideal candidate will have an ASCP or HEW, and be experienced in chemistry and hematology. Medical Secretary/Transcriptionist - work in Chairman's Office of prestigious Detroit facility. Office & Ophthalmology a plus. Hospital Base - need Hunt experience. Estimate. Receptionist - Farmington Hills & Warren (afternoons) Call Kathy Hudson: 248-932-1170, fax 248-932-1214
Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Full-time for internal medicine office. Experienced. (248)474-3050

MEDICAL RECEPTIONIST
Experienced general practice. Send resume to: Box #187, 43422 W. Oaks Dr., Novi, MI 48377

506 Help Wanted-Medical

★ **MEDICAL RECEPTIONIST**
Full-time in top dermatology office in Farmington Hills. Must have at least 1 yr. medical office experience.
248-553-2200

MEDICAL RECEPTIONIST
Full-time position. Some experience helpful, but will train. Good communication skills a must. Good benefits. Contact: Office Manager, 10:30am-5pm., Mon.-Fri.
313-343-5100

MEDICAL RECEPTIONIST
With experience to work in office with fully computerized patient & business services. Full-time. Salary commensurate with experience. Dearborn area. Fax resume:
313-562-4590

MEDICAL RECEPTIONIST
Full time for Orchard Lake office. Friendly, team work atmosphere. Must be organized and work well with people. Computer skills. Please send resume to: FootCare Specialists, 3206 Orchard Lake Rd., Orchard Lake, MI 48324

MEDICAL RECEPTIONIST - Livonia Dr's office, day & eve. hrs.
Please call 313-427-9222

MEDICAL RECEPTIONIST/ MEDICAL ASSISTANT
Experienced case/billing. Busy Northville office. Call Sue or Cathy for more details. (248) 349-0627

MEDICAL RECEPTIONIST
Exceptional opportunities are available for family practice offices in Livonia. Looking for a cheerful personality & a warm smile. If interested send resume & references:
PO BOX 200606
W. BLOOMFIELD, MI 48325

MEDICAL RECEPTIONIST
We have part & full time openings for experienced medical receptionist. Excellent communication skills, customer service orientation a must. Computerized scheduling a plus. Competitive salary. Call Rita at Tempro Medical, 248-356-1334.

MEDICAL RECORDS
Southfield, Full-time positions. Fax resume to: 313-454-0319 or mail: 7765 Bradian, Canton, MI 48187.

MEDICAL TRANSCRIPTIONIST
Experienced, full-time, 3-office position available in Westland. Word Perfect and medical terminology required. Flexible hours. Good pay & benefits. Send resume to: Box 8, 36251 Schoolcraft, Livonia, MI 48150.
Or fax to: 313-525-0514

METRO REHAB/NOVACARE is looking for full-time/part-time Licensed Social Worker for our patient physical therapy clinics. Call 248-557-5840

ATTENTION NURSES
Looking for a change? We have only a few openings for RN's & LPN's. If you enjoy working with geriatric patients and have previous long-term care experience, please come in for an interview. Director of Nursing, Charter House of Farmington Hills, 21211 Middlebelt Rd., Farmington Hills, MI 48336

NURSES
Peachwood Inn is a prestigious long-term care facility, looking for nurses to join our team. Full and Part-time positions available for days (7am-3pm) and Afternoons (2pm-11pm). Candidates must be self-starters, knowledgeable in geriatric nursing, able to work as a leader and a team member of a team. Excellent Medical and Dental benefits, 401 K Plan, and salary. Please apply in person
Peachwood Inn
3500 W. South Blvd.
Rochester Hills, MI 48309

NURSING ASSISTANTS
Full or part time. Must be CENA or nursing student. 37hour for start. Excellent benefits. $100 sign on bonus paid after 90 days. Apply: St. Jude Center for Geriatric Care, 34350 Ann Arbor Tr., Livonia

OFFICE ASSISTANT
OPPORTUNITY
Must be enthusiastic and have medical office experience. Will be care coordinator and phone receptionist. Call 10am to 6pm.
810-799-2700

OFFICE MANAGER - full time, for busy podiatric medical office in Birmingham area, proficiency on SDM management & billing experience required. Salary - leave message 248-632-1252

OFFICE MANAGER - must be familiar with out patient medical office, competitive salary, respond to 29201
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPHTHALMIC ASSISTANT
Full time, experience preferred. for busy Southfield office. Call Karen or Call Sharon. (248) 358-3937

OPHTHALMIC TECHNICIAN
COA or COT, must refract, to work in a friendly office. Part or full time. Send resume to: P.O. Box 3457; Farmington Hills, MI 48333

OPTHALMIC TECHNICIAN
needed for busy W. Bloomfield medical office. Experience preferred. Call Cathy at (248) 737-6955

OPTICAL
Immediate openings for self starting individual to complement already dynamic team. People oriented, service oriented optical office offers an up beat atmosphere, 25 hr. week and a great atmosphere. Apply in person.
1st OPTOMETRISTS
42461 Ford Rd., Canton.

OPTICIAN DISPENSER - Experienced, excellent benefits, salary, group insurance & bonus. Call Ann at (313) 565-5600

OPTOMETRIST
Work in a pleasant ophthalmologist Part or full time. Send resume to: P.O. Box 3457, Farmington Hills, MI 48333 Or fax (313) 946-1505

ORAL SURGERY ASSISTANT
Experienced only.
Full-time. Excellent fringe benefits
Call 248-547-8336

PHARMACIST
$34,252 - $43,512
QUALIFICATIONS: Applicants must be a registered pharmacist in the state of Michigan; and have a controlled substance license issued by the state of Michigan (starting salary commensurate with experience).
Department of Personnel
Human Resources
County of Wayne
107 W. Hillsdale, Building
500 Randolph
Detroit, MI 48226
Telephone: 224-5098
Fax: 224-5224
Equal Opportunity Employer

PHYSICAL THERAPIST wanted part-time position/growing to full time position. Mature person required to fill position in advanced care physical therapy office setting. Excellent pay and working environment. Chandler Park area. Contact Manual therapy focus. Call:
(248) 647-5877

PHYSICAL THERAPY
Private practice clinic in W. Bloomfield. Full/part time. Mon, Wed, Fri. Flexible hrs. Call (248) 851-6929

PHYSICAL THERAPY TECHNICIAN
Full or part time wanted for PT tech position in Westland Clinic. Flexible hours to include evenings. Must enjoy working with people. Prior PT experience a plus. Send resume to: American Rehab Services, 35351 Central City Parkway, Westland, MI 48185-6748 or call 313-326-1820
An Equal Opportunity Employer

506 Help Wanted-Medical

Physical Therapist
Occupational Therapist
Speech Language Pathologist
Paralegal
MSW
The Detroit Institute for Children is an outpatient pediatric rehabilitation facility. We are seeking qualified professionals to provide diagnostic and treatment services to preschool and elementary aged children in Wayne, Oakland and northwest suburban locations.
CURRENT & FUTURE
FULL & PART-TIME
OPENINGS
Join our dynamic interdisciplinary treatment team - making a difference in the lives of very special children for over 75 years.
WE OFFER:
Excellent salaries, benefits and work hours.
Please send or fax resume to:
Human Resources
The Detroit Institute for Children
5447 Woodward
Detroit, MI 48202
Fax: (313) 832-4223
EOE

PLEASANT OUTGOING ambitious Receptionist for busy Chiropractic Good phone and math skills, being experience helpful. Please interested send resume & salary: 2715 Webster, Royal Oak, 48073

PRESBYTERIAN VILLAGE REDFORD
Accredited Lutheran retirement community, is inviting applicants, to join our nursing team:
RN UNIT MANAGER
Full time - days in our health care center.
LPN's
Full time, part-time afternoons & contingent all shifts.
CENA's
Part time days. Full & part time afternoon and contingent all shifts.
Ask about our CENA HIRING BONUS. We also offer competitive salaries, benefits including a free meal and transportation from area bus stops. Applications accepted in person.
PRESBYTERIAN VILLAGE REDFORD
17363 GARFIELD (6 & Mile)
(E. of Beech Daly)
Attn: Dixon

PRESCRIPTIONIST/BILLER
PART TIME but busy allergy practice. Farmington Hills and Livonia location. 24-28 hours per week. M05 (Hyperion) preferred. Call Jackie: 248-557-6457

RECEPTIONIST/BILLER
FAST paced physicians office in Westland. Experience preferred but will train the right person. Some insurance helpful but not necessary. Salary negotiable. Full time. 313-728-2130

★★ RECEPTIONIST ★★
for large busy OB/GYN practice in Birmingham. Must have experience.
Call: 248 901-0339

RECEPTIONIST FOR Internal Medicine Southwest Office. Needs self starting knowledgeable experienced person. Typing and computer literacy negotiable. Full time. Send resume to "Human Resources 20411 W. 12 Mile, Ste# 103, Southfield, MI 48076

★★ RECEPTIONIST ★★
Full time. Competitive wage. Paid family BC/BS. Some weekends. Flexible. Call Sandy (248) 334-5511

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For busy doctors' office. Full time position. Some experience preferred.
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Full time position. Experience preferred. Great benefits. Internal Medicine practice. Call Jackie: 248-557-2772

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Plymouth chiropractor seeks cheerful & dependable person. Receptionist/Secretary for afternoons. Bring resume.
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RN, LPN
Part-time home care for our special needs 8 yr old, Livonia. Flexible hrs. Nice environment. 248-476-7245

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All shifts available. Good-Tech Associates (313) 278-9520

RN'S NEEDED for MDS coordinator and other full time and part time positions. 74 bed skilled nursing home. Great benefits, friendly atmosphere. Apply in person at Martin Luther Memorial Home, South Lyon.

SCHEDULER FOR home health agency. Responsibilities include scheduling and assuring that clients have health care experience. Flexible hours. Salary commensurate with experience. Call Sue at (313) 930-6328

SPEECH LANGUAGE PATHOLOGIST
Opening for full time speech therapist to work with traumatically brain injured adults via day treatment program. Experience w/TBI preferred. Excellent wage & benefits package. Call Cathy at (810)227-0118

TRAUMATICALLY brain injured services organization seeks positive role models for residential support staff, ideally needing physical intervention. If you are an energetic team player, we have full & part-time openings with flexible hours available. Hourly Set-up Laboratory, Waistaff, Bar Staff. Apply at Bud Systems, Inc. located at 27777 Schoolcraft Rd., Mon.-Fri., 10am-4pm

Licensed Veterinary Technician/ Vet Assistant
Full-time. Licensed or experienced technician to care for animals in growing animal clinic looking for a responsible, motivated, team player. Competitive salary & benefits offered.
Fax resume: (248) 477-7529
Or mail to: Village Animal Clinic
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Phone# (248) 477-0334

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508 Food/Beverage Restaurant

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• Must like the restaurant biz
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Cookies by design is seeking a full-time (30-40 hours) head decorator. Flexible hours. Apply at: 31 W. Big Beaver, West Bloomfield store. Also, full & part-time cookie decorators and bakery dough assemblers for both stores. We will train. Flexible hours. Call Ann at:
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Assistant Managers - Days
For gourmet specialty food store. Must have good customer service, great benefits! Call/fax resume: Stacey Hunter, 27777 Inkster, Garden City, MI 48135 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

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Experienced Wait Staff needed full or part-time. Days or nights. Dinners or lunch. Call today:
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Work full time, part time
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Westland, MI 48185