502 Help Wanted-Office Clerical

SECRETARY/RECEPTIONIST
Fast paced office seeks detail oriented person. Knowledge of MS Word and Excel. Full benefits, non-smoking building. Send resume by: P.O. Box 308, New Hudson, MI 48165. Attn: Kathy

SECRETARY / RECEPTIONIST
Excellent multi-line phone/key system. Front desk position requires excellent communication, interpersonal and organizational skills. Computer literacy a must. Excellent benefits. Salary commensurate with experience. Personnel, 25800 Greenfield, Ste. 220, Oak Park, MI 48237

SECRETARY / RECEPTIONIST
Full time position with benefits available for reliable person with good phone skills. Familiarity with Word Perfect and Microsoft Word required. Nonsmoking office. Call: 810-358-1810

SECRETARY/RECEPTIONIST
Needed for Oakland County law firm. Prefer someone with legal experience, but will train. Must be able to take dictation 80 wpm and have excellent telephone skills. Please call Barb at (810) 642-8000

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a self-starter to assist us in keeping our team. Excellent phone & computer skills required. Great opportunity for advancement. Competitive salary, excellent fringes, and confidential resume to J.R. Thompson Company, 2117 Farmington Road, Livonia, MI 48333

SECRETARY/SALES
Fast growth manufacturer seeking party in Rochester needs full-time sales secretary w/good communication skills. Must be dependable and responsible. Fax resume to 248-375-3274 or call for appointment at Call 810-299-3883 ksahy

SECRETARY
SEEKING the dependable individual for full time/ part time position with clerical assistant, light bookkeeping, light typing & phone skills. $7.50 an hour. Clean, friendly atmosphere. Please call for appointment at: 810-656-2414

SECRETARY
Seeking professional secretary to report to senior management. Qualifications include: PC skills (word perfect preferred), detailed-oriented organization, able to interact with customers & handle multiple tasks. We are a multi-million dollar service company located in north central Oakland County. Send resume with salary requirements to: Box #2067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Small law firm requires part-time Secretary/Receptionist. Legal experience preferred. 20 hours. Must have knowledge of Word Perfect 6.0/DOS and use of dictaphone. Call Ann at (810) 661-1114

SHARED TIME POSITION
As assistant to association director. Good phone & organizational skills. Computer literate. Flexible hours/schedule. Call Eileen 810-643-9313

SHIPPING/RECEIVING DATA ENTRY CLERK
Bear Systems, Inc. has immediate opening for afternoon or midnights office clerk. Must possess at least 3 yrs experience working with computers. Apply in person: 0637 Wyoming, Dearborn.

Suburban Automotive Import Group
It is time to take stock of your career. We are in the business of good people. Toyota, Volvo, Nissan & Volkswagen could be in your future.
Ask yourself the question...Are you happy with your job? If the best answer is NO talk with us. We are hiring a select few...

Sales Associates
Qualifications:
Love to sell. Previous automotive experience is not required. Retail sales experience preferred. We are encouraged to apply. Committed to customer satisfaction. We will be great.
$250.00 Signing Bonus
Salary + Training
Comprehensive Compensation
+ Health Care + 401K
Apply in person or send your resume to:
Suburban Automotive Group
1821 Maplelawn
Troy, MI 48084
(810) 643-8500

SUMMER NIGHTS WITH SNELLING
Win Water Park Tickets
Snelling Personnel now has evening hours. Working days? Looking for temporary or permanent placement, we can help. Entry level up to executive level positions available.
Tues., Aug. 20,
Open Houses, Ste. 100, 7, 102 PM, (By Appointment only - call today!)
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
8-4pm, Mon.-Fri. Experience helpful. Apply in person. Mullins at: (313) 525-9000

SWITCHBOARD OPERATOR/ RECEPTIONIST
Opening for professional, well-organized individual. Primary responsibilities include answering 17 line switchboard, logging calls, taking messages and greeting public. Prior switchboard experience and active work under pressure a must. Hours: Mon.-Fri. 8:30-5:00. Salary commensurate. Send resume to: Human Resources, 30777 Northwestern Hwy., Farmington Hills, MI 48334

TELEPHONE RECEPTIONIST
Full time person needed for busy Rochester real estate office. Must have good telephone, type 50wpm, present a professional image. $7/hr. Apply in person: Mary Fox, Century 21 Town & Country, 722 W. University Dr., Rochester

TITLE CLERK/ ASSISTANT BILLER
Growing Ford dealership needs an additional person to help process titles. Prefer full time for Rochester office. ADP system experience a plus. Room for advancement in a pleasant work environment for an aggressive, hard working individual. Competitive salary, overtime, benefits and a fast paced work schedule. Lynn Lilore Mechanical, Inc. Manager, to schedule an appointment. McDonald Ford Sales, Inc.
(810) 349-1400

TITLE/PROPERTY EXPERIENCE
needed for public records specialist position. Must have knowledge of Microsoft Word, Excel, Dentcal ability, phone and Word skills are preferred. Salary plus a plus. Full time with benefits. Call Claire at 313-488-8080

TRANSCRIPTIONISTS
Must have WordPerfect 5.1 & transcription equipment. Call Mr. Bell, 313-459-1110 Mile, Suite 144, Southfield, MI 48076.

TYPING, GENERAL office duties, phones. Benefits available. Please send resume to: Box 85643 c/o The South Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178. EOE

502 Help Wanted-Office Clerical

TYPING
PART time position. Pleasant, small office environment. Looking for mature person interested in working 15 hours per week with flexible hours. Needs above average typing & spelling skills. Southfield location. Call Mrs. Thomas, (810) 355-5401

TYPIST
Full-time position available for small office that requires excellent typing skills & proficiency with Word Perfect 6.0/6.1 for Windows. Excellent salary/benefits package. Send resume to: Thom & Wagner, Inc., 33066 W. 8 Mile Rd., Ste. 104, Farmington Hills, 48336. (No Phone Calls Please).

Walsh College has the following open positions:
Duplicating Clerk - to Xerox for Academic Affairs and other college departments. We organize, purge files and assume, maintain and establish Xerox machines and other miscellaneous duties.
Part-time Faculty Secretary - to work various morning to early afternoon hours, some Saturdays. Knowledge and experience in Microsoft Word required, must be organized, detail-oriented and have ability to handle multiple tasks in a less-paced office. Flexible summer hours with more hours in remaining nine months.
Part-time Career Services Secretary - to work approx. 30 hours/week, can be flexible. Computer literacy required (Word and Access strongly preferred). Must have attention to detail, good organizational & communication skills. Fast work experience with students and employers preferred.
Submit resume with salary requirements and position desired to:
Walsh College, PO Box 7006,
Troy, MI 48007-7006. EOE

504 Help Wanted-Dental

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic Practice. The right person for our team will be a professional and loves working closely with people. This is a clinical assisting position which demands a dedicated, reliable, enthusiastic attitude. If you are hard working, team oriented and committed to excellence, consider joining our practice. No experience is necessary, we will train if the attitude is right. Come work for an office that appreciates staff. Fax resume to the attention of Debbie at 810-651-7823 or mail resume to: Dr. Juaire, 30330 W. 12 Mile Rd., Farmington Hills, MI 48334

ASSISTANT
needed for progressive dental office in Livonia area. Experience preferred. Call: 810-478-2110

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

BLOOMFIELD HILLS dental practice seeking hygienist Mon. and/or Thurs. 12-1/hr/week. Sept 15 thru 12/96. Excellent compensation... call Kris 313-383-2112

BUSINESS ASSISTANT
Promising Southfield dental practice seeking responsible, career oriented individual, to grow with our office. Experience necessary, unless EXTREMELY talented! Please call Marie at (810) 443-5622

BUSINESS TRAINEE
24 hours per week for busy Livonia practice. Call Becky at: 810-478-2110

CHAIRSIDE ASSISTANT
Does team like a MISSION IMPOSSIBLE to find a stimulating, caring and exciting environment to work and grow in? If you've met the TO ALL, decide to join your INDEPENDENCE DAY and respond to the ad! We're searching for an experienced chairside to assist our KINGPINS. 2-3-5 days per week. No evenings or Saturdays. We are a dynamic team in Canton dedicated to the practice of leading edge dentistry. If you are a team player w/excellent skills and a good sense of humor, you could be a PHENOMENON and ..... we want you! Please call: (313) 453-6521

CHAIRSIDE ASSISTANT
Part-time. Experience necessary. Mon., 3-7:30pm., Thurs., 3-6:30pm., Sat., 7:30-1:30pm. (313)425-7010

DENTAL ASSISTANT, Full-time. CALL ONLY Tues & Thurs between 9-11am or Fri. between 1-3pm. Farmington Hills. (810) 474-2250

DENTAL ASSISTANT
for Southfield family practice. 1 year experience required. 810-443-3110

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 academic office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. At least 1 year experience required. Call: (810) 357-3100

DENTAL ASSISTANT
Progressive dental practice seeks exceptional person to join dental team. Applicants must be caring, enthusiastic, dependable, team oriented and possess above average assisting and communication skills. Please send resume to:
Dental Office
4401 N. Woodward Ave.
Royal Oak, MI 48073

DENTAL ASSISTANT - Experienced for Rochester Hills area. Hours: Mon.-Thurs. 8am-5pm. Call Dr. Ohlsson at: (810) 651-1813

DENTAL ASSISTANT
16-20 hrs/wk. Experience preferred. Dearborn Inn. area (313) 565-0373

DENTAL ASSISTANT
Friendly out-going person needed full time, experienced preferred. Troy. 810-649-2868

DENTAL ASSISTANT
Full-time, experienced, for professional, progressive Livonia office. Must be a team player. Great working conditions & benefits. Call 810-781-2900

DENTAL ASSISTANT
Full-time with benefits. Join our great team in Canton.
Call: (313) 453-9250

DENTAL ASSISTANT, experienced, part-time. South Lyon. (810)437-2006

DENTAL ASSISTANTS w/1 year experience needed at many locations, you can work when you want with Peak Performers. Call today! EOE. No Fee's. (810) 477-5777

DENTAL ASSISTANT
One doctor Canton office seeking friendly, experienced team player, full time Mon-Thurs. Call (313) 459-5353

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

DENTAL ASSISTANT
Needed full time for busy W. Bloomfield office. Experience preferred. Benefits. Call: 810-737-0090

DENTAL ASSISTANT/ RECEPTIONIST
Part-time team player. Some experience necessary. Wixom & Plymouth area. Call 810-624-1910 or 313-454-1070

DENTAL ASSISTANT
Join our Olympic team. Excellent salary, good communication skills, organizational skills, computer knowledge. This is the office you have been looking for. (810) 348-8743

DENTAL ASSISTANT
Looking for energetic, bright, experienced chair-side to complete our team. Northville family practice. No evenings or Saturdays. Please call (810) 348-7887

DENTAL ASSISTANT - Downtown Plymouth, full time preferred, experience required. Nice atmosphere. Salary negotiable. (313) 454-8868

DENTAL ASSISTANT - enthusiastic, caring, organized person, experience preferred. Pleasant office. Farmington Hills. 810-932-1290

504 Help Wanted-Dental

DENTAL ASSISTANT
Full time in pleasant Canton office. Office closed Wed. & Sat. Experience preferred. Call Pat 800-100-[illegible] (313) 481-1188

DENTAL ASSISTANT
We are looking for an experienced team player to join our Canton office. Full time (Mon.-Thurs.)Benefits.
Call: 313-459-5370

DENTAL ASSISTANTS
Career opportunity available for dental assistants. Join our team-oriented dental office that is committed to quality patient care. We offer an excellent benefit package and salary based upon experience. We may be working part-time with General Practitioner and Periodontist, period dental assisting experience preferred. If you seek stability, 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
needed. Non-smoking environment. Part time evening hrs. Nov1. Call for interview: 810-478-2026.

DENTAL ASSISTANT
Experienced helpful but willing to train right individual for friendly dental office. Full time. Call Michelle 810-526-5610

DENTAL ASSISTANT
Mon., Tues., Thurs., & 12 Sat. morning. Must be Experienced. Farmington Hills. (810) 851-9448

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

Dental Assistant
Full time. Excellent benefits. Some evenings. (810) 547-7833

DENTAL FRONT DESK
Full time. Experienced preferred. Benefits. Royal Oak.
810-548-1711

DENTAL HYGIENIST
Part Time. Enjoy work and join our team. Call dental office and great staff. Livonia.
(313) 425-4208

DENTAL HYGIENIST
Part-time. Farmington Hills area. Call: (810) 474-2260

DENTAL HYGIENIST needed, full or part time, progressive w/ no weekends. Pleasant dental office in Farmington Hills. Please call (810) 851-3030

DENTAL HYGIENIST: Our team is searching for the right person to join us. 3-19 days per week in Plymouth and you have excellent communication & clinical skills & are excited about dentistry, call 313-455-2290

DENTAL HYGIENIST
Looking for friendly Hygienist to joining our team. Mon. 2 days per wk. Wednesday mornings w/excellent pay. Mon.-Thurs., No Evenings.
Call 313-459-1110

DENTAL HYGIENIST
Busy Livonia office eager to hire part-time hygienist. Livonia.
313-591-3636

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

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

DENTAL HYGIENIST
PART TIME
Pediatric dental office, Farmington Hills. 810-553-3250

DENTAL HYGIENIST - experienced for active periodontal office. 1-3 days available. Call Mon. Wed. or Fri. 810-350-2220

DENTAL HYGIENIST
Mature professional, Part time. Competitive salary. Troy.
Call: (810) 688-0000

DENTAL HYGIENIST
Every other Saturday only. No summers. Bartley Dental
(810) 348-1440 or (810) 828-3403

DENTAL HYGIENIST
Seeking a team player to work part time in a relaxed & fun environment with modern equipment. Excellent pay, benefits and evenings. Call Vanessa at: (313) 981-0900

DENTAL HYGIENIST - Are you seeking the Premier Dental Hygiene position in the Detroit area? Our 15 Mile/Telegraph general dental office has both full time & part time positions available. If the opportunity to be motivated, caring, hygienist to grow professionally. If you are eager to enjoy excellent patient relationships and be a vital team player, send letter of interest or resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Box 2002
Livonia, MI 48150

DENTAL INSURANCE
RECEPTIONIST - Insurance & computer experience. Full time, excellent benefits. Call 547-7804

DENTAL OFFICE
RECEPTIONIST - Insurance & computer experience. Full time, excellent benefits. Call 547-7804

DENTAL OFFICE
At least 3 years experience in dental billing and computer operating. Preferably the Commerce dental program. Salary commensurate with experience. Send resume to:
Dr. Bilent
14350 W. Warren Ave.
Dearborn, MI 48126

DENTAL PATIENT Coordinator/Reception
Dental & computer experienced individual desired for prominent Laurel Pk., Livonia, general practice. Call (313) 464-2661

DENTAL POSITIONS
modern group practice looking to fill positions for full time receptionist & dental assistant. Experience helpful, but willing to train. Full benefits package. Call Mon.-Fri. 313-937-3740. EOE.

DENTAL RECEPTIONIST - modern practice seeks candidate with 1 yr. experience. Knowledge of insurance, computer helpful. Welcome group. Medical, dental, vacation benefits. Call (810) 693-8300

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

DENTAL RECEPTIONIST
Work with great staff in a sharp Livonia office. Experience helpful. Full time. 313 425-4206.

DENTAL RECEPTIONIST
Experienced, pleasant, with computer skills. Full time, benefits, multi-doctor office, Westland area. (313) 422-5300

DENTAL RECEPTIONIST
One doctor Canton office seeking friendly, experienced team player, full time Mon-Thurs. Call (313) 459-5353

DENTAL RECEPTIONIST
Needed full time for busy W. Bloomfield office. Experience preferred. Benefits. Call: 810-737-0090

DENTAL RECEPTIONIST
Part-time team player. Some experience necessary. Wixom & Plymouth area. Call 810-624-1910 or 313-454-1070

DENTAL SCHEDULING coordinator needed to join our team in large family practice. Motivated and goal oriented. (810)437-8300

DENTAL SECRETARY
Our growing practice is looking for a multi-talented person with a sense of humor to manage our computer driven front desk. Electronic insurance claims, patient receivable and other business tasks. Full time, please call (810) 548-6363

FARMINGTON HILLS office is looking for an energetic, bright, experienced chair-side to complete our team. Northville family practice. No evenings or Saturdays. Please call (810) 348-7887

DENTAL ASSISTANT - Downtown Plymouth, full time preferred, experience required. Nice atmosphere. Salary negotiable. (313) 454-8868

DENTAL ASSISTANT - enthusiastic, caring, organized person, experience preferred. Pleasant office. Farmington Hills. 810-932-1290

504 Help Wanted-Dental

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 professional career opportunity and personal growth, please send your resume to: Human Resource Director, PO Box 731063, Berkley, MI 48072-1063

ORTHODONTIC ASSISTANT
(Farmington Opportunity)
Our busy Novi office is looking for a fun, bright and energetic person to join our team. Full and part-time positions available. Orthodontic/dental experience preferred. If you are enthusiastic and a highly motivated person, call Val, 810-374-8400 or fax at (810)344-8400

ORTHODONTIC CHAIRSIDE ASSISTANT
Our dynamic practice seeks dependable, enthusiastic, team-oriented personality and neatness important. Excellent working conditions. Call Sandra. Clarenson. (810) 435-2000

RECEPTIONIST FOR Birmingham dental practice. Experience preferred. Full time: Wed. 10am-7pm; Thur. Friday. 810-645-2710

506 Help Wanted-Medical

Accounting/Billing Associate
Experienced medical biller needed for home health care agency. Excellent benefits package and hands-on experience with spread sheet applications mandatory. Full time position offers good benefits package. Call Kathy Price atmosphere. To apply, send letter and resume to:
United Home Care Services
13712 Farmington Rd.
Livonia, MI 48150
(No phone calls please)

AIDES - CONTINGENT
High Pointe home health agency. Dependable transportation. Contact Sandra at 313-273-2500

AMI EMERGENCY Medical Service, is accepting applications for the following positions:
Full-time and Part-time
Basic EMTs
Paramedics
EMT Specialists
Wheelchair Van Drivers
PT Couriers
Supply Technicians
Come join the Medical Team! We offer competitive wages, an excellent benefit package, 401K and much more.
Apply in person M-F from 9am to 5pm at:
Personnel, Inc.
1101 Kirts Blvd.
Troy, MI 48084
(one mile South of M-59)
We are one and we are equal

A RAPIDLY GROWING INTERNATIONAL HEALTHCARE COMPANY specializing in home care management is currently recruiting for a person with a strong medical/surgical background to assist with implementation of a disease management system into the clinical community.
Responsibilities:
• Project Management with cross functional teams
• Provider relations
• Clinical and computer training
• Assist with product software development
Candidates must be currently licensed RN's with a medical/surgical background and possess experience in management, project management and training. Position will require travel.
Send resume and salary history to:
Medical Affairs Recruitment
Mail Code: 8781 PHS
27500 W. Eleven Mile Rd.
Southfield, MI 48034
We are one and we are equal

ATTN. LPN'S, RN'S, REPIRATORY THERAPISTS & PARAMEDICS
Become an RN without graduate and increase your income without going to school. To schedule your personal interview in Livonia, Call Jeanne Haynes by Aug. 23, 1-800-737-2222

BILLER - Full-time. Experience a must. Large internal medicine office. Great salary & benefits. Call Tracy: (810) 362-2770

CCT-RN
EXPERIENCED in one the following: ICU, PCU, CCU or emergency room trauma. Excellent benefit package available. Please send resume and credentials to: Personnel, Medical Resources, 486 S. Opdyke, Pontiac, MI 48341. Attn: Human Resources.

CENA's
Excellent opportunity for CENA's interested in joining our long term care at its best! We offer:
• Premium salary
• Health, Dental & Life Insurance
• Retirement benefits
• Credit Union
• Uniform Allowance
Apply in person at Charter House, 21017 Middlebelt, Farmington Hills, MI 48336

CHIROPRACTIC OFFICE seeks motivated individual to work 25-30 hours weekly in Livonia office. Must have interest in alternative health. Billing experience preferred. $7/hr. Send resume to: Box 2075, 6215 Earle, Howell, MI 48843

CLERICAL HELP NEEDED
Full time for medical practice in Livonia. Experience preferred. Call 313-266-6170

CMT - PART TIME
18 hrs/wk, evenings & weekends, reading medical reports. Require. Excellent skills in grammar, punctuation, and knowledge of terminology: 810-477-6125

CNA's/HHA's, skilled, minimum 1 year experience, private duty case. Supportive Care Services, affiliated with Home Care Services. EOE 810-559-2782

COLLECTOR (MEDICAL)
We are seeking an experienced (2-5 yrs) individual to find payor information and patient balances. Prior experience in collecting private pay patient balances is preferred. We offer a competitive salary and benefit package. If interested, please send resume or call Wilson, Pontiac & Associates, 2800 Livernois, Ste. 100, Troy, MI 48342, (810) 333-3335, FAX: (810) 333-0276

COMPANIONS / HOMEMAKERS
Contingent & part time with experience in long home care, during the day, the elderly in their homes. Must have reliable transportation. Call Cindy at: 1-800-613-7189

DENTAL HYGIENIST
Part-Time, prevention oriented family practice. 15 Downtown. 810-978-0600

DIETARY AIDE/RELIEF COOK - The Lakeland Center is seeking a part-time Dietary Aide & Part-time Relief Cook. Applicants must have a high school diploma, high school diploma or equivalent. Apply in person at: Lakeland Center
2800 Franklin Rd., Southfield, MI 48034. Fax: (810) 350-8078

DRIVER
Full or part-time for home health care agency. Flexible hours. Good driving record and health care experience preferred. Call Barbara:
(313) 487-8230

DRIVERS
Lakeland Neuro Care - A leader in Southeastern Michigan Rehabilitation is seeking a mid-day courier/driver to work in our Farmington Hills office. Must have a valid driver's license, good driving record, and be able to lift 50 lbs. Also interested in a part-time receptionist. Please call Mr. Bell, 313-459-1110 Mile, Suite 144, Southfield, MI 48076.

506 Help Wanted-Medical

DIRECTOR OF M.I.S.
HMO seeking a key executive to manage and direct data management activities, supporting existing and future product lines. Responsibilities include: Planning, programming directing and managing processing capabilities to meet the needs of accounting, healthcare administration, marketing & claims management. Min. 3 yrs. system management for fast-paced and challenging environment. Competitive salary and benefits. Qualified candidates send resume in confidence to:
Manager, Human Resources
Box #2056
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FIELD ASSISTANT
A small, growing company is looking for a motivated, self-starter individual who can work well with people. Responsibilities include: Delivery of lab work, by phone or person. Ability to complete State & Federal Medical Assistance forms. Also assist in bookkeeping as a must. Competitive salary & benefit package. Work environment. Send resume & salary requirements to MAB, Inc., 15050 Northland, Suite 219, Bloomfield, MI 48304

FILE CLERK
Attorneys for busy Southfield medical office. Experienced/reliable person with references. 810-355-0680

FILE CLERK
Part-time mornings. Busy internal medicine office. Great opportunity for mom with school aged children. Troy area.
(810) 362-2770

HHA's/CNA's
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
1-800-779-5663

HHA's/CNA's
All Shifts / All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
1-800-779-5663

HMO DIRECTOR
Challenging opportunity for an experienced executive director. Candidate should have a broad understanding of the structure and economics of the healthcare industry. Responsibilities include: Strategic planning, network & managed care contracting, physician relations, utilization management, quality improvement and strong leadership skills. Preferring candidate should have a min. of 5 yrs. in managed care at senior management level. Must be experienced in developing, managed care services, negotiating and writing management care agreements. A current RN degree and experience in healthcare administration or related discipline required. Only qualified candidates please send resume in confidence to:
Manager, Human Resources
Box #2055
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HOME CARE GIVER
To transport elderly & live moderate home care 6 days per wk. Approximately 20 hrs/wk. Call Mr. Bernstein area. Ask for Norma 810-288-3277

HOME HEALTH AIDE & RN
Barnes Home Health Care is currently hiring RN's & HHA's in Canton, Plymouth, Westland, & Livonia/City area. For more information please call: (810) 357-7474

Home Health Aides Certified Home Health Aides Nursing Assistants Homemakers
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
• Flexible scheduling
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid holidays
• Insurance package for full time
If you're interested in joining a rapidly growing agency, please call or apply to:
United Home Care Services
13712 Farmington Rd. (Just south of Plymouth)
(Two blocks N. of 5 Mile)
(313) 422-9250

"HOME HEALTH AIDES"
Needed for the Wayne/Oakland/Macomb area. Must have 1 year experience in a hospital, nursing home, or certified home care agency and must have reliable transportation.
CERTIFICATION PREFERRED NOT REQUIRED
• Medical Benefits
• Paid Vacation/Sick days
• Mileage Reimbursement and much more
For more information and an immediate interview please call
ARCADIA HEALTH CARE
(810) 740-1440
JCAHO ACCREDITED
EOE/ADA

HOME HEALTH AIDES CNA's NURSING STUDENTS
HIVN, an affiliate of the UMMC, has immediate opportunities for professionals for home care assignments in Ann Arbor, Brighton, Howell, Saline, Belleville, Northville, Oakland and Wayne counties including the downtown Detroit and western suburbs. High demand for all shifts. Competitive salary with benefits. Send resume to:
INNOVATIVE MENTAL health program interested in fully licensed and trained social worker/counselor, as well as CSW's, to be part of multi-disciplinary team supporting psychiatric health care. Please send resume or curriculum vitae to Dr. Zelaski, Northwestern Hwy., Southfield, MI 48034

LAB TECHNICIAN
Needed for Saturdays & holidays. Phlebotomy included. On-call every other weekend. Competitive parties please send resume to:
Medical Administrator
9050 Schaefer
Dearborn, MI 48126

L.P.N.
Are you a long term care LPN looking for a home? Professional long term care career opportunity in a professional setting where quality care is #1. Beautiful surroundings, excellent benefits. Full time afternoon position, 3-11 pm. Apply in person:
PRESBYTERIAN VILLAGE
3500 W. SOUTH BLVD.
ROCHESTER HILLS, MI

LPN, FULL TIME
In home care. Days, Weekends/afternoons. Please apply at 26111 Telegraph, Southfield. Call 810-358-0088

MEDICAL ASSISTANT
Full time position available in an occupational medical setting. Looking for someone 5 yrs. experience in occupational medicine. All replies kept confidential.
Please send resume to:
MEDICAL ADMINISTRATOR
9050 Schaefer
Dearborn, MI 48126

MEDICAL ASSISTANT
Full & part time positions available in our pediatric office, Southfield area. Experience preferred but not required. Benefits. Call between 8 & 9 or 3 & 4, 810-353-5367 ✓

506 Help Wanted-Medical

MEDICAL ASSISTANT to perform X-rays. MUST BE EXPERIENCED. EKG, PFT experience helpful. Must be technically oriented. Walled Lake area. (810) 624-1820

MEDICAL ASSISTANT - Full and part time positions available. Southfield physician's office. Blood drawing and 1 year experience required. Fax resumes to: Director, 2000 Green Road, Suite 100, Ann Arbor, MI 48105, or FAX to: (313) 998-2913

NEUROD AGNOSTIC TECHNOLOGIST
for a busy Neurology office in Southfield. Must have experience performing EEG's & evoked potentials. Applicants with schooling or experience will be considered. Send resume to: Ms. Thomas, 22290 Providence Dr., Suite 602, Southfield, MI 48075

Nurse Assistant
Full and part time positions for luxury senior citizen apartment complex. Competitive wages. Full time positions available for full time position. Must relate well with seniors. Apply in person, Monday - Friday, between 9:00am and 4:00pm.
The Trumbull
24111 Civic Center Drive
Southfield, MI 48033
(No phone calls accepted)
EOE M/F/V/H

NURSE ASSISTANT
St. Mary Hospital has opportunities for nurse assistants, full time, part-time and pool staff. Certification as previous hospital/ Nursing Home experience required. Nursing students who have completed their Medical Surgical rotations also welcome to apply. Qualified candidates please send resume or apply in person to:
Human Resources
ST. MARY HOSPITAL
36475 Five Mile
Livonia, MI 48154
An Equal Opportunity Employer
Affiliated with William Beaumont Hospital

Nursing
CLINICAL NURSE MANAGER
St. Joseph Mercy Hospital in Ann Arbor currently has an opening for a Clinical Nurse Manager for our Cardiac Surgery Progressive Care Unit.
In this challenging position, you will plan, facilitate, and evaluate patient care delivery in collaboration with staff nurses, utilizing leadership, human resources, financial management skills. Qualifications include a BSN, current license in Michigan, 5 years of nurses' leadership experience, and thoracic surgery or surgery clinical experience.
We offer a competitive salary and flexible benefits package. For more information, call Mary Ann Recruitment Office at (313) 712-3672, stop by and apply in person Tuesday, Wednesday or Wednesday or forward your resume to:
St. Joseph Mercy Hospital
5301 E. Huron River Drive
P.O. Box 995
Ann Arbor, MI 48106
Fax 313-712-4993
Achieving Workforce Diversity through Affirmative Action/ Equal Opportunity Employer

NURSING SUPERVISOR
Are you an R.N. with at least 2 yrs. supervisory experience in a Medicare certified home health agency? Our multi-disciplinary, team may need you. Call Ann Marie at 313-981-8440 or 313-272-2550
Midwest Home Health Care

OCCUPATIONAL NURSE
RN needed full time and/or part-time basis for automotive industry. Must have one year occupational nursing experience, familiarity with OSHA guidelines and workers compensation. Able to work well independently in a busy industrial environment. Call between the hours of 1-4pm: 810-799-7494

OFFICE ASSISTANT - for Westland doctor's office. Permanent, full time, 16½ hrs. wk. Medical experience preferred. Call Mon-Fri 10-4:30. 313-326-1443

OFFICE MANAGER
Needed for busy Oakland county office. Must be knowledgable in billing and insurance. Send resume and references to:
Box #2065
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPTICAL DISPENSER
Optician, Optical Dispenser, Downtown Farmington. 2 evenings until 8pm. No Sundays. 401-K benefits. (810) 476-6277

OPTICIAN NEEDED in ophthalmic practice located in Milford. Experienced preferred, will consider trained right person. Pleasant people & phone skills a must! Full time with benefits. Interested opticians, please fax resume to Joanne, 124 W. Brown, Birmingham, MI 48009. Fax: (810) 642-2566

OUTPATIENT MENTAL Health Clinic seeks Front Desk Receptionist to patient data input, reception work & filing. Data base experience helpful, but not necessary. Knowledge of health insurance benefits helpful. 9:30-5:30, Mon-Fri. Jackie at: (810) 647-5320

PART-TIME Fundamentals and Medical/Surgical Clinical Nursing Instructors needed at Lake Land Community College, starting in August, MSN preferred, BSN considered. Two years RN experience required. Call for details: (313) 845-9855

AA/EEO

PERSONAL CARE AIDES
NEW
Watermoor Assisted Living Residence
Full and Part-time
All shifts - Flexible hours
Kind, helpful people with Old-fashioned values to join our team of caring service specialists.
Apply in person, Mon-Fri 8am-4pm
3280 Walton Blvd
Rochester Hills, MI 48309
(between Adams & Squirrel Rd.)

PERSONAL CARE WORKERS
for retirement home in Westland. All shifts available. 313-451-1155

PERSONNEL MANAGER
HOME HEALTH AGENCY
Recruiting, scheduling, managing Work but of own hours. Good benefits & wages.

PODIATRY ASSISTANT
Immediate part-time opening available in Oak Park. Experience preferred or will train. Call 967-3668

PROMINENT MEDICAL Record photocopy service seeking self motivated individuals. Part and full time positions at local hospitals & clinics. Must be responsible, professional, service oriented. Experience a plus, but not necessary. No benefits. Send resume or fax-back to: Bear Systems, P.O. Box 81, Pinckney, MI 48169, or call 1-800-968-5800.

RECEPTIONIST/ BILLER
Full or part-time for busy ear, nose, & throat office. Farmington Hills area. MDS experience preferred, no medical insurance. Resume via mail to set up interviews. Call Rita or Sara at (810) 477-7485

RECEPTIONIST/BILLING
PART time.
Will train.
Call: (313) 722-3331

506 Help Wanted-Medical

RECEPTIONIST
for Surgery office. Experienced only apply. MDS helpful. Call between 10am-4pm.
810-358-5520

RECEPTIONIST - Full-time. Experienced. Resume to: FEC Mgr., 29275 Northwestern Hwy., Southfield, MI 48034. Or fax to 810-353-7845

RECEPTIONIST/MEDICAL ASSISTANT - needed to alternate front desk & medical assistant duties. Approximately 30-35 hrs. including half day Sat. (313) 459-8200

RECEPTIONIST
Part-time. Energetic person needed for busy podiatrist office. Royal Oak/Birmingham area. Call 810-866-5620

RECEPTIONIST - Part time Computer experience preferred, but will train. Flexible hours. Contact between 9:30-5pm: (810) 651-0800

RECEPTIONIST: PART/FULL time. Opnthalmology office, Royal Oak/Birmingham area. Call Ann at: 810-689-1957

RESIDENT AIDES
full or part time for assisted living facility in Plymouth. Call Mon. Wed. Fri. 9-4. 313-451-0700

RN full time - busy upscale dermatology practice in Bloomfield Hills. Experience preferred, possibly train. Congenial working environment. Pay commensurate with experience & ability. Call 810-932-1044

RN or CMA
Part time Mondays, flex Saturdays & possibly 3 evenings. Mid office at Wonderward & 14 Mile. Venepuncture experience. Call 8-5:00 (810) 540-9178

RN'S - Innovative mental health program looking for RN's with psych/geriatric experience to be part of a multidisciplinary team approach to geriatric health care. Please send resume or curriculum vitae to DF, 28588 Northwestern Hwy., Southfield, MI 48037

RN's/LPN's
HVVN, an affiliate of the UMMC, has immediate openings for caring, compassionate professionals for home care assignments in Ann Arbor, Ypsilanti, Redford, Howell, Canton, Westland, Wayne and other areas throughout SE Michigan. High demand for midnights, 7-3 and 3-11 shifts. Salary and/or BLPD experience a plus. Call 313-677-8000, ext. 472

RN's/LPN's
Work for the best!
Home Care - Staff Relief
Excellent Pay & Benefits
FAMILY HOME CARE
(810) 229-5883

RN'S - (Psych / MedSurg)
Contingent & part time nurses with 1 year home care experience, to provide Medicare assessments. Flexible scheduling, $6.50 per hour + extras. Call Cindy at: Meadowbrook Country Club, 40941 8 Mile Rd., Novi

BAKER - Full & part-time openings. Experience preferred but will train. Farmington Hills. Join the best at Bean & Depot. (810) 932-9914

BAKER'S HELPER
Good Food Company of Canton needs experienced baker's helper. Full time & part time. Great wages. Full benefits. Paid holidays. Call Ed at 313-459-1100

BAR HELP/ Wait Staff
Bartenders needed for Mon-Fri., days, Saturday nights, Saturday & Sunday, days and nights. Opportunities for Saturday. Apply in person: Mann Bowl Lanes, 30950 Five Mile, Livonia.
(313)