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JOBS

Position Opening for a Clinical Documentation Assistant (CDA). The CDA is responsible for training and enhancing the use of the electronic clinical systems for clinical staff at Petersburg Medical Center. The CDA will provide direct and indirect technical support, troubleshooting and assist providers / staff for facilitating optimal electronic health record (E.H.R) and telehealth clinical workflow. This position will report to the CIO and work collaboratively with the multidisciplinary team members. Position is full time with benefits. Wage dependent upon experience. Applications are available at www.pmcak.org. Questions, please call 772-5719.

ing therapy services, schedule and direct patients, clean equipment after each use and any other tasks needed to run the rehab department. Position is full time with benefits, 30 hours per week (potential to grow to 40). To apply – go to www.pmcak.org or stop by the business office. Any questions contact 772-5719.

NORTHWIND APARTMENTS
Has 2 and 3 Bdrm Units available.
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Petersburg Borough Job Announcement. The Electric Department has an opening for the position of Office Manager. This is a regular full-time benefited position, with a starting hourly rate of \$31.09 for PERS Tier 1-3 employees or \$29.85 for PERS Tier 4 after 6 months on the job. (IBEW Contract, July 1, 2018 to June 30, 2021). The position is responsible for Electrical Department budget preparation and tracking, accounting, inventories, data collection & recordkeeping and oversees office operations and staff. The position prepares and oversees requisitions and purchase orders for the Electric Utility and authorizes payment of electric department invoices and local purchase orders. The Office Manager maintains records and reports data for federal Energy Information Administration reports, ADEC emissions reports, and Federal Energy Regulatory Commission (FERC) record-keeping. Coordinates a variety of Electrical Utility tasks for office and outdoor operations. The successful candidate should have knowledge of general electrical industry terms and nomenclature and must be capable of understanding basic power generation principles, hydroelectric generation principles, SCADA principles and electrical metering principles. Previous knowledge of utility inventory systems and work order systems in a public utility setting is desired. A full job description and employment application can be obtained from the Borough's website at

<https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, located at 12 S. Nordic, by mail at PO Box 329, or emailed to bregula@petersburgak.gov until the position is filled. First review of the applicant pool will occur on August 2, 2021.

.....2x7-29b256
Position Opening for a Clinic Registered Nurse. The Clinic RN plays a key role in primary team-based care. The clinic nurse will utilize clinical skills to provide direct patient care and case management duties in support of the patient, family, and health care team. The goal of primary care nursing is to improve the health and wellness of our patient population through education, prevention, and reduction of risk. Position is full time with benefits. Alaska RN license, BLS, 2 years of clinical experience. Wage dependent upon experience. Applications available at www.pmcak.org. Questions, contact 772-5719.

..... tfn7-15b98

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Petersburg Borough has an opening for a permanent full-time Motor Pool Equipment Mechanic. Starting hourly wage for this position is \$25.44 increasing to \$28.27 after one year. Three years of vehicle repair and maintenance employment experience is required. Possession of a Class A or B Commercial Driver's License with air brake and tanker endorsements is preferred; however, applicants with the ability to obtain the required CDL within the first six months of employment will be considered. A full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, 12 S. Nordic Street, or via email at bregula@petersburgak.gov, or mailed to P.O. Box 329, Petersburg, AK 99833, attn: Human Resources, until position is filled.

..... tfn7-22b138
Position opening for a Ward Clerk at Petersburg Medical Center in the Nursing department. Handles clerical duties on a nursing unit, including admission of patients, patient registration, working on insurance authorizations, reception, transmittal of messages, records, directing

guests, mail and transcription. May assist in inventorying and ordering supplies. Requires knowledge of medical terminology, keyboarding skills, and at least 2 years prior clerical experience. Ten hours per day / 3-4 days per week. Excellent team work and communications skills are a must. Position is full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available on line at www.pmcak.org. For more information, call 772-5719.

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Career opportunities at Mountain View Manor. Would you like to make a difference in lives on a daily basis? MVM has three openings for permanent, 40 hours per week and one 30 hours per week Resident Assistant positions. Benefits for this position include paid time off, holiday pay, retirement plan, health insurance and life insurance. No credentials required except to have a caring personality and a willingness to learn. Starting wage is \$16.58 per hour, with periodic step increases and shift differential, increasing to \$18.42 after one year of employment. If you are interested in joining our team, a full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Applications will be accepted at the front desk of the Borough office, 12 S. Nordic Street, or via email at bregula@petersburgak.gov, or mailed to P.O. Box 329, Petersburg, AK 99833, attn: Human Resources, until position is filled.

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Parks & Recreation has an opening for a Temporary Facility Attendant for the summer. This position is part time at 14 hours per week with an hourly rate at of

\$14.38 at Step A. Must be at least 18 years old and have the ability to train for and obtain American Red Cross CPR, First Aid, and AED certification. Must be able to work various shifts, evenings and Saturdays. A full job description and employment application can be obtained from the Borough's website at <https://www.ci.petersburg.ak.us/>. Please submit a completed Borough employment application and return to the front desk of the Borough office at 12 South Nordic Drive, mail to P.O. Box 329, Petersburg, AK 99833, or email to bregula@petersburgak.gov.

..... tfn7-22b126
Position opening for Dietary Assistant at Petersburg Medical Center in the Dietary department. Duties include cleaning the dietary area the employee break room, storeroom, dietary office, locker room/bathroom, kitchen, elevator and surrounding hallways. Pours beverages and sets up food trays according to diet lists; dismantles trays; washes all dishes and puts them away. Cleans the work area and assists with serving food or helping the cook as needed. Full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available on line at www.pmcak.org. For more information, call 772-5719.

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Position opening for Steam Table Aide/Prep will be responsible for supervising the steam table and helping serve residents for breakfast Mon – Fri. This position requires turning the steam tables on and filling with water, and cleaning and sanitizing at the end of meal. This will consist of cutting foods for residents and dishing them up. The steam table Aide/Prep will assist in baking foods on the menu to keep stocked for kitchen use. Other responsibilities include managing store room/freezers, keeping it stocked/cleaned, checking for outdated items. The Steam Table Aide/Prep will help to put away any FSA/Costco orders, and local grocery orders. The Steam Table/Aide Prep needs to be trained in all Food & Nutrition Services positions to fill in as needed. Position is full time with benefits, open until filled. For an application, go to www.pmcak.org or stop by the business office. Questions: contact 772-5719.

..... tfn6-3b155
Position opening for Assistant Dietary Manager in the Dietary Department at Petersburg Medical Center. The Assistant Manager assists the Dietary Manager in maintaining the efficient and effective work flow within the department. Helps ensure that food and nutrition services are in compliance with all inspection standards; with implementation

and monitoring of departmental activities and quality controls; and consistently focuses on achieving optimal patient satisfaction. High school graduate or equivalent with the ServSafe Certification or will obtain within six months. Knowledge of all dietary positions and dietary experience preferred. Physically demanding job – prepares food, lifts, bends, carries plates and trays, cleans. Wage dependent upon experience. Position open until filled. Applications are available on line at www.pmcak.org or at the business office. For more information call 772-5719.

Alaska FLOORCOVERING
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Position Opening for a Clinic Reception / Admissions Rep in the Joy Janssen Clinic at Petersburg Medical Center. Responsible for receptionist duties at the clinic – greets the patients and ensures timely flow of patients, informing nursing staff that patients are checked in and ready to be seen. Provides information to patients and visitors; directs patients or visitors to other areas of the hospital as needed. Position is full time, 40 hours per week, may rotate weekend (Saturdays) once trained. High school graduate with a minimum of two years of office experience. Must be able to work with people in a calm, caring and professional manner. Excellent telephone etiquette is essential. Position open until filled. Applications are available at www.pmcak.org. Questions, please call 772-5719.

..... tfn5-20b125
Petersburg Children's Center is looking to fill teacher positions in almost all classrooms. Please call Sharlay at 772-3419 or email pcen1@gmail.com.

..... tfn5-6b23
Scandia House is now hiring Front Desk staff. Must have strong Customer service skills Driver's License required. We are also accepting applications for housekeeping staff. Apply at Front Desk of hotel.

..... tfn4-29b31
OBI Seafoods Petersburg is currently hiring for the summer salmon season. Call Lori or Martha at 907-772-4294 for more information.

..... tfn5-13b22
Position Opening for an Activities Assistant in Long Term Care at Petersburg Medical Center. The Activities Assistant works to provide individual and group activities that help resident maintain independence and allows participation in past hobbies, interests, encourages social interaction and focuses on the needs and interest of the residents and patients. The position is full time with benefits. Starting pay dependent upon experience. Applications available on line at www.pmcak.org or at PMC in the business office. The position will remain open until filled. For

more information, call (907) 772-5719.

..... tfn3-18b92

The Market
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from 11am-1pm

Position opening in the Plant Operations department performing an Environmental Services/Laundry Tech at Petersburg Medical Center. The EVS/ Laundry Tech provides cleaning of hospital and all of the departments within. May perform laundry duties at least two days a week. EVS Techs are physical jobs and the individuals must be able to lift, stoop, bend and clean. Full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available at the PMC business office or on the hospital website at www.pmcak.org. For more information, call (907) 772-5719.

..... tfn8-20b94

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