

Classifieds

PROPERTY

For Sale: Remote property, Thom’s Place Subdivision, South Wrangell Island, 1.88 acres, waterfront, call 907-321-3240
..... 4x9-9p16

JOBS

FireLight Gallery & Framing has an opening for a part-time retail customer service employee. Seeking candidates who enjoy art, assisting customers, and have good design skills. Stop in at the store or call (907) 772-2161.
..... 2x9-2b36

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- Light carpentry work
- Repairs, upgrades, replacements
- Chainsaw work and wood splitting

Position Opening for a Clinic Referral Follow-Up Care Coordinator / Reception. Assures quality care through referral coordination, appointments, support and patient services through the following responsibilities: Maintain an accurate record of external referral appointments and current status in the Referral Tracking System or EMR; Monitor Referral Tracking System or EMR for outstanding and follow-up with the appropriate provider. Back up the Clinic Referral Coordinator: maintain all referrals when referral coordinator is out of the office. Assists with Reception & Admissions. Full time with benefits. Two years’ experience in a health care environment preferred, but not required. Able to deal with high demand, fast paced, multi departmental

hospital needs. The individual must be highly organized and task oriented. Applications available at www.pmcak.org. Questions, contact 772-5719.
..... .tfn8-19b132
Position Opening for a Clinic Reception Supervisor. The Clinic Reception Supervisor coordinates and oversee activities of the front office team to ensure compassionate and professional care for patients. Supervise clinic reception staff and model collaboration within PMC departments. Ensure front office staff provide patient centered care and coordination. Qualifications: Associates degree or education in healthcare or health related field a plus. 3-5 years’ experience in healthcare preferred. Medical terminology and experience in a healthcare facility preferred. Strong work ethic & dependability. Wage dependent upon experience. Applications available at www.pmcak.org. Questions, contact 772-5719.
..... .tfn8-19b

Position Opening for a Business Office – Admissions / Patient Financial Accounts Representative at Petersburg Medical Center. The Admissions / Patient Financial Services (PFS) representative will serve as a primary support to Petersburg Medical Center (PMC) patients regarding any concerns related to billing, self-pay balances, insurance payments, and all other patient financial matters. This position will also help in collection of patient payments, coordinating payment agreements and assisting in patient financial counseling. High school graduate, college helpful. This position requires some accounting knowledge and strong customer service skills. Good organizational, follow-through and communication skills are required. Evident/Cerner EMR experience preferred. Position is part time with benefits. Pay dependent upon experience. Applications available on-line at www.pmcak.org. Open until filled. Questions, please contact (907) 772-5719.

..... .tfn8-19b127
Position Opening for a Laboratory Assistant at Petersburg Medical Center. Working within the laboratory as part of a two-member team of Laboratory Assistants & contributing to the department as a whole, the major tasks and duties are phlebotomy, drug screen collections, EKGs, clerical responsibilities and general housekeeping. The position 40 hours per week. High school graduate with experience in a clinic or hospital setting helpful. Knowledge of phlebotomy, medical terminology and collections practices preferred. Laboratory Assistant must be a team player, able to work with an abundance of details. Organization skills and customer relations are required. Applications available at www.pmcak.org. Questions, contact 772-5719.
..... .tfn8-19b106

Petersburg Borough Job Announcement: The Petersburg Police Department has an opening for a permanent part-time, 24 hours per week, Dispatcher/Corrections Officer with a starting wage of \$19.37 per hour increasing to \$20.44 after one year of employment Applicants must be available to work all shifts (day shift, swing shift, and graveyard shift), holidays and weekends, and be able to attend out of town training. A complete job description, employment application, and F3 application can be obtained from the Borough’s website at www.ci.petersburg.ak.us. Applications will be accepted at the front desk of the Borough office, 12 South Nordic Avenue, mailed to P.O. Box 329, Petersburg, AK 99833, or emailed to bregula@petersburgak.gov until position is filled.
..... .tfn8-19b123

NAPA is hiring for a full time and part time retail counter person. Automotive experience is a plus. Pick up application 114 Harbor Way. Pay DOE.
..... 4x9-2b26

Position Opening for a Prep Cook Aide in the Dietary Department at Petersburg Medical Center. The Prep Cook-Aide helps

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the cooks with food prep, fills requisitions, stocks items, puts dishes away, cleans, lifts cases up to 50 pounds to move food orders from receiving to storage. Assists the cooks as needed. The position is part time with benefits. Wage dependent upon experience. Applications are available at the Medical Center business office or on the hospital website at www.pmcak.org. For more information, call 772- 5719.
..... .tfn7-29b87

Position opening for a Cook working in the Dietary Department at Petersburg Medical Center. The Cooks works to prepare appropriate meals, keeps works area clean/sanitized, records necessary temperatures/information and does assigned prep work/cleaning chores. Full Time with benefits, may include weekends and some holidays. 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 772-5719.
..... .tfn7-29b78

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Position opening in the Plant Operations department performing a Housekeeper at Petersburg Medical Center. The Housekeeper performs the cleaning of hospital and all of the departments within. The Housekeeper may cross train in Laundry as backup. The Housekeeping positions 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 772-5719.
..... .tfn7-29b89
Scandia House is now hiring great customer service personnel for our Front Desk. Year-round position. Salary based on skill level. Driver’s license required. Apply at front desk of hotel.
..... .tfn7-29b30

KEN’S PAINTING:
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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

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.
..... .tfn7-22b110

NORTHWIND APARTMENTS
Has 2 and 3 Bdrm Units available.
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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.
..... .tfn7-22b159
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 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.
..... .tfn6-3b96

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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

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Petersburg Children’s Center is looking to fill teacher positions in almost all classrooms. Please call Sharlay at 772-3419 or email pccen1@gmail.com
..... .tfn5-6b23
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

MISCELLANEOUS

Newsprint Roll Ends - good for packing, table coverings, artwork. Pay by the pound. Available at Petersburg Pilot, 207 N. Nordic Drive
..... .1x8-26dh
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NOTICES

Suicide Hotline: 800-273-8255
..... .dn3-18p5



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