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One-bedroom apartment downtown. New carpet, laminate floor and kitchen appliances. Adjacent laundry and parking. \$850/month. First and last month rent plus \$600 damage deposit. Tenant pays utilities. No pets or smoking. Tenant application available at Pilot office or call 518-1912.

.....tfn9-16dh

JOBS

Position Open for a Clinic Receptionist / Admissions at Petersburg Medical Center. Duties include: answering the telephone, interacting with patients, scheduling appointments, handling requests for records; and, is cross-trained for other positions within the front office. Full time, with benefits, wage dependent upon experience. Position will remain open until filled. Applications at www.pmcak.org. For more information, call Human Resources at (907) 772- 5719.

.....tfn9-2b65

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The Petersburg Police Department has two openings for 24 hours and 40 hours per week Dispatcher/Corrections Officers. Starting wage is \$19.37 per hour increasing to \$20.44 after one year of employment. These are both benefited positions with health and life insurance and paid time off. 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 petersburgak.gov. 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.

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Petersburg Indian Association is accepting applications for a Tobacco Prevention & Control (TPC) Grant Director. Director is responsible for implementing and managing the TPC program in

PSG. M-F 4 hr per day. A full job description and application can be obtained at the PIA office or from piatribal.org. Position open until filled. Must be able to pass pre-employment drug screen. Native Preference.

.....3x9-16b64



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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.

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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 knowl-

edge 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.

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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

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

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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

KEN'S PAINTING:

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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

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.

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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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ALASKA FIBRE INC.

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772-2173

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 hall-

ways. 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

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.

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**Alaska
FLOORCOVERING**
259 Mitkof Hwy • 772-4333

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

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