

Classifieds

FOR RENT

Available in May, roomy two-bedroom upstairs apartment above Rexall Drug. Heat & utilities included. Washer and dryer next door. No smoking, no pets. \$600 Damage deposit & last month's rent, \$975/month. Email Anne at amlmom@yahoo.com for tenant application. 907-518-1912.

Office/retail space 22 Sing Lee Alley, Unit 1. Approx. 500 sf. with kitchenette and shower. Includes parking spot and utilities. \$675/month. Contact Art (707) 732-3000.

JOBS

Petersburg Dental is hiring. We are looking for a full-time patient coordinator to join our team. Please email your resume to psdental@live.com Salary is DOE, average 35 hours a week.

Position opening in the Home Health Agency for a Clerical Assistant / Certified Nurse Assistant (CNA). The Clerical Assistant will handle office duties, EMR and the re-stocking of supplies. The CNA duties would include but not limited to working autonomously in the field with one-on-one patient care; supervised by Therapists and RNs. Physical Requirements - moderate to heavy lifting (no greater than 50 pounds) standing, walking, driving. Valid drivers' license and State of Alaska CNA certification required. Full time with benefits. Wage dependent upon experience. Position open until filled. To apply - go to www.pmcak.org. For more information, call 772-5719.

Clinic Reception - Full Time at Petersburg Medical Center. Responsibilities: Answers telephone and directs calls to the staff as appropriate. Interacts with patients, to schedule appointments, handle requests for records or transfers calls to appropriate party. Responsible for receptionist duties at the clinic - greets the patients and ensures timely flow of patients, in-

FULL-TIME TELEPHONE COMBO TECHNICIAN APPRENTICE - PETERSBURG

AP&T is hiring for a Full-time Telephone Combo Technician Apprentice at our PSG location. We are looking for a dependable, self-starting person with a positive attitude.

JOB DUTIES AND RESPONSIBILITIES:

- Basic telephone installation, troubleshooting and repair
- Placing, maintaining, and repairing outside telephone/communication plants, including copper, fiber, and coaxial cables
- Work service orders and trouble tickets; records management
- Use of typical industry test equipment to troubleshoot faults, perform maintenance, and monitor equipment
- Complete work from engineering drawings, using standard tools, materials and procedures
- Basic programming of soft switch and broadband loop carriers
- Ability to be trained in the safe use of ladders, pole climbing and proper bucket truck techniques
- Obtain First Aid Card, CPR Card and Flagging Certificate
- Other duties as assigned

QUALIFICATIONS:

- High School Diploma or GED
- Basic knowledge of networking and computer skills
- Alaska driver's license and ability to be insured by AP&T
- Excellent customer service and communication skills
- Ability to safely lift up to 60 pounds
- Willingness to work in adverse weather conditions
- Willingness to travel to other AP&T exchanges and remote locations
- Must have the ability to recognize full spectrum of color



Interested? Apply today at:

<https://aptalaska.workbrightats.com/jobs/679889-176045.html>

AP&T is a EEO Employer/Vets/Disabled ~ AP&T is a Drug and Alcohol-free workplace

forming nursing staff that patients are checked in and ready to be seen. Provides information to patients and visitors and directs patients or visitors to other areas of the hospital as needed. Schedules all appointments and follow-up appointments, for the physician staff using the guidelines and preferences of each practitioner, while taking into account scheduled meetings, patients presenting complaint or other obligations. Responsible for all admission, registration paperwork, obtaining insurance information, entering information into the computer, completing updates of information as needed, and printing registration form for each patient visit. Initiates

workers' comp and fisherman fund paperwork as needed. Completes insurance pre-authorization of services. Will cross train for clerical positions in the clinic and with admission positions. Performs additional duties as assigned. Qualifications: High school graduate. A minimum of two (2) years' office experience, including computer and typing skills. Must like to work with people and receptive to dealing with people who are ill, injured or upset. A calm, caring, professional attitude and excellent phone etiquette are essential. Basic medical knowledge is helpful. Position open until filled. Current employees submit a letter of interest & resume to Cindy New-

1 & 2 Bedroom Units AVAILABLE NOW VAKKER STED APARTMENTS

107 Excel Street Petersburg, Alaska

Applications Being Accepted

Income Restrictions Apply
For more information contact **907-650-7701** thevakkersted@outlook.com

Hearing Impaired Call **1-800-770-8973**

This institution is an equal opportunity provider



man. Community members complete a PMC application available on our website www.pmcak.org.

Petersburg Elks Lodge is looking to add to our team. We have positions for a janitor, bartenders and food and cocktail waitresses. These are paid positions. Stop by the lodge to pick up an application or email elks1615@gmail.com

North Star Management is seeking a site manager for the new Vakker Sted Apartments in Petersburg.

This position is responsible for the day-to-day operations by providing strong customer service, organizational, administrative and marketing skills. Site manager will also work with vendors/staff to ensure property, buildings, common areas, and grounds are clean and safe. Site manager will demonstrate excellent customer service, communication, and ability to work with diverse group of residents, vendors, and staff. General computer skills and light maintenance skills will be needed. Previous multi-housing experience is desired, but not required. Position is part-time, with variable hours per week. Compensation is DOE. Please send resumes to northstar@northstarbiz.com.

Petersburg Indian Association is hiring for a Fish, Wildlife and Parks Program Youth Team Member. Full time-temporary, 30 hours per week for 6 weeks. Team members will gain work experience through working in different local natural resource management fields. This could include jobs in fisheries, botany, forestry, wildlife, law enforcement, plants, archaeology, aquaculture, etc. Much of the work is completed in the field with a fish, wildlife, parks management professional. Team members will be assisting or shadowing management professionals, gaining valuable knowledge, and discovering new fields within the fish, wildlife and parks management profession. Applications are available at PIA or piatribal.org. Must be able to pass a pre-employment drug screen. Native preference applies.

Petersburg Indian Association is hiring for a Fish, Wildlife and Parks Program Team Supervisor. Full-time temporary, 40 hours a week for 8-9 weeks. The supervi-

tor will lead tribal youth through work assignments in multiple career paths in natural resource management. This job may include physical labor and may be physically demanding, as much of the work is completed in the field with a natural resource management professional. The supervisor will oversee safety, behavior, and overall management of the group during working hours. Safety of the tribal youth is of utmost importance to this program. Applications are available at PIA or piatribal.org. Must be able to pass a pre-employment drug screen. Native preference applies.

Petersburg Indian Association is hiring for a 638 Grant Director / Social Assistance case manager. This position is part-time. Wage DOE. This position serves as the 638 Grant Director which oversees ten smaller grants which provide social service work to tribal members; including education assistance, general assistance, job training, Johnson O'Malley, natural resource management, employment services and running other programs when needed. Applications are available at PIA or piatribal.org. Application deadline is May 9, 2022 at 3:00 pm. Must be able to pass a pre-employment drug screen. Native preference applies.

OBi Petersburg is hiring an evening and weekend receptionist to work full time at our facility from the beginning of June through September 1st. The primary job responsibility of the receptionist is to provide assistance to the main office. The receptionist will route incoming calls, greet and help people as they come through the door, handle incoming and outgoing mail, copy and file paperwork, and other duties as assigned. This is a hourly position that is eligible for overtime pay. Wage is dependent on experience. Excellent benefits available including medical, dental, vision, and 401(k) retirement plan. Apply online at www.obiseafoods.com. Questions, contact Martha at (907) 772-4294.

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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The Petersburg Borough is seeking a part-time (20 Hours Per Week) Customer Service Representative (afternoons from 12:30 pm - 4:30 pm) at the Power & Light Department. This position is compensated at \$23.38 per hour for Tiers 1 - 3; and \$22.45 per hour for Tier 4 employees. This position is eligible for benefits. For more

information please contact the Borough's website at www.petersburgak.gov to review the job description, benefit information, Borough Personnel Policy Manual and the IBEW Collective Bargaining Agreement. To apply, please email a completed application and background packet to bregula@petersburgak.gov, fax to (907)772-3759, or hand deliver to the main office at 12 South Nordic Drive. Applications/background packets are available on the Borough's website or at the main office front desk.

Petersburg Borough is seeking a qualified professional to fill the Director position for our Fire/EMS/SAR Department. The Director is responsible to direct, organize and control all Fire Department activities, including the Emergency Medical Services and Search and Rescue branches of the Department, to ensure protection against loss of life and property from fire and other hazards and to adequately respond to emergency situations. This position is also the Borough's designated Emergency Manager and performs emergency assignments using the Incident Command System. The Borough offers a comprehensive benefit package and competitive salary. As a full-time and exempt position, the Director is eligible for the Borough's health, life, and dental insurance plans along with paid time off (vacation/sick leave combination), and 11 paid holidays. The position is enrolled in the Alaska Public Employee Retirement Systems (PERS). The Borough annually reviews the compensation plan to ensure the Borough provides a competitive salary. The starting salary will be dependent on the qualifications of the successful candidate. For more information on the skills, qualification, and experience requirements please review the job description on the Borough's website at www.petersburgak.gov, mail to PO Box 329, Petersburg, Alaska, 99833, or hand deliver to the main office at 12 South Nordic Drive, Petersburg, AK. The application deadline is May 27, 2022.

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We are hiring for A TRUCK DRIVER & MECHANIC

Competitive pay DOE, insurance and benefits after 90 day probation period. No experience necessary.

Resumes can be emailed to **Rock N Road Construction Office@rocknroadak.com**

www.pmcak.org. Questions, contact 772-5719.

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Daily Flights

7 days a week

Between Juneau and Petersburg

Fly Alaska Seaplanes.com 907-772-4258

the position is filled. Call Becky with questions or to pick up an application at 907-772-5404.

Position Opening for an Accounts Payable (AP) Clerk in the Finance Department at Petersburg Medical Center. Under the direction of the Finance Department Head, the AP Clerk is responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner. The AP Clerk reconciles processed work by verifying entries and comparing system reports to balances; charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries. Two years accounts payable experience preferred but not required. High degree of accuracy and attention to detail. Proficiency in Microsoft Word, Excel and overall computer systems and skills. Excellent written and oral communication skills are required, including editing and proofreading, to ensure a high communication and documentation quality. Position is full time with benefits. Pay dependent upon experience. Applications available on-line at www.pmcak.org. Open until filled. Questions, please contact (907) 772-5719.

Position Opening for Quality Assurance and Process Improvement (QAPI) Manager at Petersburg Medical Center. The (QAPI) Manager oversees, develops, and implements a comprehensive healthcare quality assurance and performance improvement program. The position monitors, audits and investigates PMC practices to ensure compliance with facility policies and regulatory requirements. The position supports departments through process improvement initiatives and tracks outcomes of QAPI projects. The QAPI manager is responsible for overseeing Infection Prevention and provides surveillance throughout the hospital for infection control purposes. Responsible for maintaining a safe and clean environment during the care of patients and residents. Initiates control measures as directed by infection preventionist and/or committee. Qualifications - Bachelor's degree in healthcare related field or Associates degree as a Registered Nurse (RN) with management experience. Minimum of 5 years experience in healthcare facilities. Demonstrated leadership, communication and interpersonal

skills. Ability to comprehend and interpret complex clinical subject matters. Position is full time with benefits. Wage dependent upon experience. Applications available at www.pmcak.org. Questions, please contact Cindy at (907) 772-5719.

Position Opening for a Controller at Petersburg Medical Center. Working with all available resources and in compliance with state and federal requirements, the Controller ensures the fiscal viability of the Medical Center. In keeping with the goals and objectives of the governing body and in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) the Controller guides the facilities finances, budget, financial reporting, asset management, audit, federal and state reporting. Bachelors degree in accounting or related field and five years' experience in accounting or healthcare management preferred. Excellent written, oral communication skills and proficiency in Microsoft Word, Excel, PowerPoint. Position is full time with benefits. Starting pay is dependent upon experience. Position open until filled. Applications available at www.pmcak.org. For more information call (907) 772-5719.

Position Opening for an Infection Preventionist, part time, at Petersburg Medical Center. The Infection Preventionist (IP) is responsible for PMC facility Infection Prevention and Control Program (IPCP). The position will provide leadership for the IPCP and demonstrate a high-level understanding of the most current infection prevention guidelines for healthcare (i.e., Centers for Disease Control, State of Alaska Public Health, Centers for Medicare and Medicaid). This position will develop a safe, sanitary, and comfortable healthcare environment to help prevent the development and transmission of communicable diseases and infections. Position is part time with benefits. Starting pay is dependent upon experience. Position open until filled. Applications available at www.pmcak.org. For more information call (907) 772-5719.

Position Opening for a Behavioral Health Clinician at Petersburg Medical Center. The Behavioral Health Clinician will provide assessments, treatment planning & case management services in a rural setting to patients from a wide variety of ages and demographics. Primary responsibilities include providing behavioral health services to individuals and/or families requiring clinical support in the area(s) of mental health and/or substance abuse. Care will be provided within the clinic/hospital setting using a primary care integrated model, as well as within multiple contracted local agencies and facilities including the school district. A Master's degree In Social Work, Counseling or Psychology; meets the educational and testing requirements for Licensure in Alaska (to be obtained by hire date) as a Social

Worker (LMSW), Clinical Social Worker (LCSW), Professional Counselor (LPC), required. Position is full time with benefits. Starting pay is dependent upon experience. Position open until filled. Applications available at www.pmcak.org. For more information call (907) 772-5719.

The Petersburg Police Department has two, full time Dispatcher/Corrections Officer openings. Starting wage is \$24.95 per hour at Step C. Benefits include generous paid time off, holiday pay, retirement plan, health insurance and life insurance. No credentials required except a willingness to learn. Applicants must be available to work all shifts, holidays, and weekends, and be able to attend out of town training. Swing and graveyard shifts receive additional shift differential pay. Recruitment bonus of \$1250 at hire and \$1250 at 1 year of tenure. If you'd like to join our team go to www.petersburgak.gov for a complete job description, employment application, and F3 application. Applications will be accepted at the front desk of the Borough office, 12 South Nordic Avenue, by mail at P.O. Box 329, Petersburg, AK 99833, or email at bregula@petersburgak.gov. For more information or to pick up an application, call Becky at (907) 772-5404.

Would you like to make a difference in lives on a daily basis? Mountain View Manor has a 20 hour/week and a 40 hour/week opening for permanent Resident Assistant. Benefits 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 \$16.91 per hour, with periodic step increases and shift differential, increasing to \$18.79 after one year of employment. If you are interested in joining our team, 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. Go to www.petersburgak.gov for an application and complete job description or stop by the front desk of the Borough offices to pick up a copy.

Position Opening for a Sanitation Operator. Possession of a Class A or B Commercial Driver's License is preferred but applicants with the ability to obtain the required CDL as soon as possible may be considered. This position starts at \$21.78 per hour, increasing to \$22.98 after 6 months, and \$24.19 after one year on the job. Benefits include generous paid time off, holiday pay, retirement plan, health insurance and life insurance. A full job description and employment application can be obtained from the Borough's website at www.petersburgak.gov. Applications will be accepted at the front desk of the Borough office at 12 S. Nordic Street in Petersburg; by mail to Human Resources, P.O. Box 329, Petersburg, AK 99833; or via email to bregula@petersburgak.gov until position is filled.

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,

directly to the CEO and coordinates all administrative office functions and serves as the Compliance Officer for PMC. They will work with the CEO, legal, and the governing board to ensure compliance with all applicable healthcare laws, regulations, guidelines, policies, and procedures. The Executive Assistant demonstrates a high standard of ethics and competency. This position may include supervisory responsibility, or leadership roles of departments as designated by the CEO. Must have a high level of competency in communication, service excellence, public relations, and project management. A Bachelor's Degree and 5 years' experience in a related field with demonstrated ability to lead is required. Position is full time with benefits. Applications available on-line at www.pmcak.org. Questions, please contact (907) 772-5719.

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insurance payments, and all other patient financial matters. This position will also help in collection of patient payments, coordinating patient 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 full time