

**STAFF DEVELOPMENT/
RECRUITMENT
COORDINATOR**

Seeking energetic and ambitious individual for FT position to coordinate staff development and staff recruitment activities for Step-By-Step, Inc. within Northeast Pa.

We are looking for a person who has experience working with individuals with mental disabilities, as well as, a minimum of 1 year of supervisory experience in the human service field. Bachelor's degree is preferred, but not required. We offer a great benefit package including family health coverage.

If you feel you can be an asset to our agency, we want to meet with you to discuss your qualifications. Please send a letter of interest with your resume by March 2 to:

**Attn: Michael Bernatovich,
Regional Director
Step-by-Step, Inc.
69 Public Square
Wilkes-Barre, Pa. 18701
E-mail:
bernatovich.michael@stepbystepusa.com**

**DIAMOND
MEDICAL STAFFING**

WILL BE RECRUITING

**RN's, LPN's, CNA's
in the Wilkes-Barre area.**

RN up to \$32.00 hr.

LPN up to \$28.00 hr.

CNA up to \$16.00 hr.

Guaranteed Shifts in acute and long term care facilities.

Place: Wilkes-Barre Career Link
32 E. Union St. Wilkes-Barre, PA
(570) 826-2401

Date: March 1, 2001

Time: 3:00PM

Please bring: PA license
SS card
Nursing license/certification
PPD

For more information call
717-721-7000

DRIVERS

A or B CDL,
Must be dependable.
Full and part time.
Overtime available.
Some lifting required.
Competitive salary and benefits.

**Absolutely no
phone calls!
Apply in person:
Nardone Brothers
Bakery
123 Hazle Ave. W-B**

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SALES

Earn up to \$100K per year!
J.B. Hunt Transport has an immediate opening for driver recruiting. Candidates must be results-oriented, self-motivated and possess a high energy level, as well as have confidence in their sales ability. We offer great benefits, including health coverage and 401k... training and 100% support on our end are also part of the total package.

This position will be working between the Bloomsburg & Bartonville areas. This is a great opportunity for a team player with a strong desire to succeed and earn a substantial income top producers are earning \$80k to \$100k per year!

**Please fax resume to: David
Coombs before 11am CST on
Tuesday, February 27...
501-820-4502.**

**J.B. Hunt Transport
EOE. Subject to drug screen.
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Chamberlain Manufacturing Corporation, is currently recruiting for the following positions.

**Electrical Mechanic
Specialist**

Applicants must have a good understanding of complex hydraulics, pneumatics, mechanics CNC, PLC, TNC, NC and various electrical equipment. The successful candidate must be able to troubleshoot, repair and perform preventative maintenance on all Computer Numerical Control equipment components, and robotics plant wide. Must be able to read blueprints, read, implement and modify schematics and possess excellent troubleshooting skills. The successful applicant must have his/her own tools. A vocational school graduate or an associate's degree in a related field is a plus.

Industrial Electrician

Applicants must be able to work with all levels of electricity. Knowledge is necessary in complex industrial equipment, i.e., motor controls, robotics, material handling, etc. Must be able to install industrial type equipment using knowledge of machine installation, such as controls conduit, and wiring. Must be able to read, implement and modify schematics. Knowledge of programmable controls is a plus. Two-year trade school graduate or equivalent with a minimum of two-year industrial background is required.

Mechanic

Applicants must be capable of working on complex hydraulic systems and also lathes, robotics and product handling systems. Applicant must be able to read blueprints and schematics and possess excellent troubleshooting skills. Good communication and record-keeping skills are required. All applicants are required to have their own tools. A vocational school graduate or an Associate Degree in Mechanical Engineering is a plus.

Send resume to:

**Louise Pawlowski
Chamberlain
Manufacturing Corporation
156 Cedar Ave.,
Scranton, PA 18505
EOE M/F/H/V**

ACCOUNT EXECUTIVES

**WYOU-TV 22
IMMEDIATE OPENINGS**

Two Senior Account Executives needed to handle primarily agency accounts and new business development. Applicant must demonstrate strong negotiation and presentation skills. Written skills and attention to detail a must. Position requires 2 year minimum in broadcast sales, and/or 2 year minimum in media buying. Strong working knowledge of NSI ratings and TV Scan a plus, computer skills preferred. EOE.

**Please send resume to:
Bob Spager
Local Sales Manager
WYOU-TV 22
409 Lackawanna Avenue
Scranton, PA. 18503
or e-mail to bspager@wyou.com**

**DIRECTOR OF NURSING
LUTHERAN WELFARE
SERVICES**

We are looking for a dynamic and caring individual with a proven track record in nursing management to be responsible for the nursing department on our Hazleton campus. The ideal candidate will be someone who has managed the nursing function in a changing environment. This is a highly visible position within the organization and strong leadership skills are essential.

We offer a competitive benefits package which includes: employer paid health/dental/vision plan, 401K with employer contribution, pension plan, tuition reimbursement and a generous vacation package.

If interest send resume to:
**Diakon Lutheran Social Ministries
St. Luke Pavilion
1000 Stacie Drive
Hazleton, PA. 18201
Attn: Bonnis Mfarej
570-453-5105
E.O.E.**

H.C.S.C. INDUSTRIAL LAUNDRY

**\$250.00
Sign-On Bonus**

Upon successful completion of probation.

**1st Shift Sorters
Hours: 4:00am - 1:00pm**

**2nd Shift Sorters
Hours: 2:30pm- 11:30pm**

Starting Rate \$7.15.
Overtime Required. - \$.25 shift differential.
Increases in 6 months & 1 year.

Excellent Employee Benefit Package.
Pre-Placement drug screen required.

Applications accepted Mon-Fri, 8am-5pm
H.C.S.C. Laundry
(Beside the Armory), R 310 Market St. Kingston
NO PHONE CALLS PLEASE
e.o.e

**COMMUNITY
COORDINATOR**

A private community in Bushkill is looking for a full time Community Coordinator with good communication skills in addition to a variety of skills with experience in Community Association functions such as overseeing and enforcement of Rules and Regulations, Building Requirements, Rental Rules and Regulations, etc., Also, Public Relations skills for coordinating and designing the Community's ongoing website. Salary range from \$20,000-\$25,000, and benefits. Send resume to **Nicholas J. Mazzarella-General Manager, Saw Creek Estates, P.O. Box 424, Bushkill, PA 18324 or fax to (570) 588-1887. Please mark envelope or fax Community Coordinator position.**

**LOAN UNDERWRITING/
PROCESSOR**



Busy Financial Services Office is currently seeking Loan to assist our office in the daily operations of our business. Duties include but are not limited to Underwriting and processing of existing loan packages. This is not a sales position and no travel or solicitation is required.

The successful candidate must have a proven track record in the underwriting and processing of mortgage loans in the Banking or Broker business. Experience in Home Improvement Financing is a plus. This person must be highly organized, personable, and a true team player. Generous Salary, Complete Health Insurance Plan, Life Insurance Plan, 401K Plan, Five day work week, Paid holiday/sick/personal/vacation time. Please forward your resume to: HR Director

**First Liberty Financial Services
400 Keystone Industrial Park
Dunmore, PA 18512
FAX: 888-608-5284
Phone: 570-343-4096 ext. 198**

**FRONT DESK
NIGHT
AUDITOR**

Part time, 3 shifts a week.
Apply in person at front desk.
**Shadowbrook Inn & Resort
Rt 6
Tunkhannock, Pa.**

**ACCOUNTING
CLERK**

Full time. \$7/hr to start.
Apply at:
**Salvation Army
739 San Souci Prkway
Wilkes-Barre, Pa.
or Call 823-4191 ext. 305**

**RECREATION
DIRECTOR**

A private community in Bushkill, PA is looking for a full time Recreation Director with good organizational skills, and the ability to handle multiple tasks. Minimum of 2 years experience in Recreation supervision position required. Salary ranges from \$25,000-\$30,000 and benefits. Must have a general knowledge of aquatics and ski hill operation. College degree preferred. Send resume to **Nicholas J. Mazzarella-General Manager, Saw Creek Estates P.O. Box 424, Bushkill, PA 18324 or fax to (570) 588-1887. Please mark fax or envelope Recreation director position.**

**BUSINESS
MANAGER/CONTROLLER**

Professional Business Manager/Controller needed for beautiful Private Community in Bushkill, PA. Salary range from \$30,000-\$40,000 depending on qualifications. Excellent benefits!! Minimum BS in Accounting, and 5 years work experienced required. A working knowledge of computer application to include (Access, Microsoft, Peachtree, Topps). Previous work experience in a Non-profit Community Association is a definite plus. Address letter of interest with resume to **Nicholas J. Mazzarella-General Manager, Saw Creek Estates, PO Box 424, Bushkill, PA 18324 or fax (570) 588-1887. Please mark envelope or fax Business Manager/Controller position.**

CASHIER

Part Time \$7 to start.
Apply in person at
the Hess Station
RT 309
WB.

COMPUTER INSTRUCTOR

Part-time temporary teaching position. Strong work background utilizing Microsoft Access. Must also possess knowledge of networking concepts & customer service skills. Resume may be faxed to 331-2012 or email to: **ryneski@epix.net.**

CLERICAL SUPPORT PERSONNEL NEEDED

Wilkes-Barre Company has immediate openings for clerical support personnel. Responsibilities include verification of survey forms for quality control purposes.

- No computer experience necessary.
- Must be willing to work in a fast paced environment.
- Must be detail oriented.
- Must be able to work with numbers.

For more information or to apply call:
**Liberty Business Information
1-800-339-9043
EOE**

INSTRUCTOR

Harcourt Learning Direct has immediate openings for two part-time off-premise instructors to evaluate Business Communications/Freelance Writer and Medical Transcription examinations. BS/BA English, Communications, Journalism, or Creative Writing required for writing instructor. Associate Degree in Medical Transcription or Medical Secretary and/or knowledge of hospital reports required for transcription instructor. Harcourt Learning Direct is the world's largest accredited provider of off-site Career Training Programs. We are among the Harcourt family of companies, a leading publisher of educational content K-12 to college, as well as professional markets. Send resume to:

**Human Resources Manager,
Harcourt Learning Direct
925 Oak Street,
Dept. EDU TL,
Scranton, Pa 18515.**



A Harcourt Higher Learning Company

EOE M/F/D/V

Geisinger

Health System
Geisinger Health System - Marworth
Program Coordinator - Outpatient Department

A full time day shift position is available working two evenings per week as Program Coordinator, Job # 124ERM. Candidate would be responsible for supervising counselors, providing direct clinical counseling services to socially dependent patients and their families. Master's Degree in Chemical Work required/LSW required. Minimum three years experience as well as working towards CAC. Knowledge of the disease of alcoholism/chemical dependency and treatment of the disease.

Chemical Dependency Counselor
A full time counselor position is available Job # 123ERM. Candidate is required to provide individual, family and group therapy, and conduct lectures to our clients. Requirements include a Master's Degree and a minimum of three experience, a CAC or CAC eligible. Knowledge of a 12 step program and experience working in an inpatient chemical dependency program required.

Marworth offers a competitive salary and comprehensive benefit package. Interested applicants should submit a resume with cover letter indicating position and job # before March 5, 2001.

**Director of Counseling Geisinger Health System, Marworth
PO Box 36 Waverly, PA 18471
Affirmative Action Employer M/F/D/V**

GOLF COURSE MANAGER

Candidate must possess full knowledge of the game. Must have people skills & be able to manage league, outing & promote play. salary & benefits based on experience & ability. Send resume to:
**Applewood Golf Course
RR 4 box 454
West Pittston, Pa 18643
or fax to 570-388-6197**

**ACCOUNT ADMINISTRATIVE
ASSISTANT**

Financial planning firm looking for full time Account Administrative Assistant to manage client base. Must enjoy working with people. Basic computer skills required. Salary commensurate with experience + Bonus potential. Send resume to:

**BOX 2751
Times Leader
15 North Main Street
Wilkes-Barre, PA 18711-0250**

**PRODUCTION LINE
WORKER**

Local manufacturer hiring 2nd and 3rd shift temporary workers at \$8.50 per hour plus shift differential. Lifting, daily overtime, and Saturdays required. Candidates must submit to drug screening. Opportunity for long term employment. **Applications accepted at Luzerne County Career Link (formerly Wyoming Valley Job Center) Job #WEB 153723**

**BARTENDERS
WAIT STAFF**

Full & Part Time positions. For Banquet & Ala Carte Dining. Offering top wages and great working environment.
Apply in person or send/fax resume:
**Glenmaura National Golf Club
100 Glenmaura National Blvd.
Moosic, PA 18507
Fax: 570-343-8131**

**RECEPTIONIST/CLERICAL
SUPPORT**

Financial planning firm looking for full time receptionist/clerical support. Basic computer Skills required. Salary commensurate with experience. Send resume to:

**BOX 2750
Times Leader
15 North Main Street
Wilkes-Barre, PA 18711-0250**

BUSINESS MANAGER

Tunkhannock Auto Mart

Has an immediate opening for an experienced F/I Manager. Our Strong Chrysler Dodge and Jeep sales provide excellent volume for an experienced manager.

Our sales team consists of well trained loyal and highly motivated men & women.

Call 836-2266
to Schedule your confidential interview.

**ELECTRICAL
ENGINEER**

Design and Allen Bradley programming experience a must. Send resume and salary requirements to:

**The Ronco Group
P.O. Box 175
Lake Winola, PA. 18625
Fax: 570-378-3212**

INDUSTRIAL SALES

Growth oriented industrial PVF distributor seeks aggressive, hard working sales representative to further develop the Hazleton area territory. Industrial sales experience helpful. Send resume to:

**Industrial Piping Systems
1250 Toronita St.
York, PA 17402**

**RECEPTIONIST/CLERICAL
SUPPORT**

Financial planning firm looking for full time receptionist/clerical support. Basic computer Skills required. Salary commensurate with experience. Send resume to:

**BOX 2750
Times Leader
15 North Main Street
Wilkes-Barre, PA 18711-0250**

**COLLISION
TECHNICIAN**

3-5 years experience required competitive starting wages, paid vacation & holidays, medical benefits including eye, dental, and prescription, also retirement plan offered Call

**Phil's Auto Body in
Tunkhannock
for an interview
(570)836-1160**

**DENTAL
ASSISTANT**

FULL TIME

4 1/2 days week + 1 Saturday/month. Must be X-ray certified. Competitive salary & benefits.

**Please call Sandy
at 836-6975**

FLOOR PERSON

Tues. thru Sat. 7am to 3:30 p.m. Energetic person to work in fast paced environment. No experience necessary. Will train. Paid holiday, vacation & sick time. \$6. hr to start. Apply:

**Community Family Services
102 Martz Manor
Plymouth, Pa.
779-4570**

**Behavioral Healthcare Staff
VARIOUS POSITIONS**

PT or FT in Wyoming /Susquehanna Cty. Bachelors or Masters Degree and experience working with children \$13-30 per hour. Fax or mail resume:

**Youth Advocate Program
54 Wilmar Dr,
Tunkhannock, Pa 18657
(570) 836-0695**

Clerk/ Receptionist

Local mortgage company seeks part time clerk/receptionists. Good communication and organizational skills a must. Hours 9am. to 1 PM M-W-F. Please call 283-2393 during the day for an interview.

EEOC