

Deadline
4:30 P.M. Mondays

The Dallas Post CLASSIFIED

Office Hours
8:30 A.M. - 5:00 P.M. Mon. - Fri.



Call 1-800-273-7130 to place your **GUARANTEED RESULTS*** classified ad

Low Rates
6 Lines • 4 Weeks \$12
Call for Business Ad rates

If you don't get results in 4 weeks, we'll run your ad Free for another 4 weeks.

Fax Your Ad
For maximum convenience - 831-7312

Photo Classifieds



AUTO FOR SALE
\$20
Incl. Photo
20 words • 4 weeks



REAL ESTATE
\$22
Incl. Photo
20 words • 6 weeks

Pre-Paid Ads

Ads that fall under the following criteria must be paid in advance of publication: Work wanted • Situations wanted All ad for moving, if they are leaving the area. All ads for going out of business. Ads from outside our circulation area.

Box Numbers

Blind Box Numbers are available. They may be mailed or picked up. \$3.00 charge. All information concerning the box number is confidential, and we cannot disclose the identity of the Box Holder.

Errors & Ad Cancellations

Read your ad carefully the first day it appears and report any errors before the next edition: this will be the only proof you will receive. Errors should be reported immediately as *The Dallas Post* can be responsible for the first incorrect insertion only. Cancellations must be called in before the regular ad deadline.

The Dallas Post reserves the right to reject, edit or properly classify all advertising submitted for publication. We will not knowingly accept an advertisement that might be considered misleading, fraudulent, illegal, unfair, suggestive, in bad taste or discriminatory.

**Have a Job?
Looking for a Career?**

Allied Medical and Technical Careers is your answer!

- Medical Assistant
- ECG / Phlebotomy / Laboratory Assistant
- Massage Therapist
- Medical Assistant Technician
- Pharmacy Technician
- Medical Transcription / Insurance Billing
- Specialist Administrative Assistant
- Legal Secretary



166 Slocum St., Forty Fort, PA
517 Ash St Scranton, PA
Ph: 1-877-AMTC-NOW
www.alliedtech.com

Sales Professionals

As a **Sales Professional** with Education Direct, you will receive a starting rate of **\$8.50 per hour**. After six months, earn up to **\$10.00 per hour**. Prove yourself as a top agent and earn up to **\$14.00 per hour and possibly more...**

Answer calls from people throughout the country who are looking to start or advance in their present jobs or call people who contacted us on our educational programs. Plus you'll have an opportunity to work on other exciting projects.

You'll also receive these outstanding benefits:

- Paid Training
- 401(k) Retirement plan
- Paid Holidays/Vacation
- State-of-the-Art Call Center
- Opportunity for Advancement
- Health Insurance
- Paid Life Insurance and AD&D
- Tuition Reimbursement Opportunities
- Education Direct Programs

Build Your Career While Helping Others Advance Theirs!

The ideal candidate will possess excellent communication skills, the ability to work independently, lots of energy, and a sincere desire to succeed.

For consideration call
(570) 961-4838

Weekdays- 9:00a.m. to 9:00p.m.
Stop by any weekday between
9:00a.m. and 5:00p.m.

THOMSON
EDUCATION DIRECT

Formerly Harcourt Learning Direct
925 Oak Street - Dept. TMST
Scranton, PA 18515

EOE/AA M/F/D/V

CLERICAL

Full Time / Part Time
Typing and computer skills,
\$11-\$12 hourly.
1-800-210-1686 ext. 97

KITCHEN HELPER

Full time position in local inpatient healthcare facility. Day shift, weekends and holidays are part of weekly schedule. Excellent benefit package. Call 570-823-1171 Monday through Friday. Ask for Maria

NURSING TECHNICIANS

The American Red Cross (ARC), Northeastern Pennsylvania Region, is currently seeking full-time and per diem Nursing Technicians to join our team in Wilkes-Barre. Nursing Technicians promote good donor care during the collection of safe units of blood.

Qualified individuals will possess a high school diploma / equivalent. Certification in medical assistant / phlebotomy program with phlebotomist experience preferred. Able to work variable hours, including evening and weekend rotations. Customer service experience required and must have good manual dexterity.

The ARC offers competitive benefit options to full-time staff, including family medical and dental / vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to

American Red Cross
NEPA Region
Attn: HR DEPT.

P.O. Box 420, Wilkes-Barre, PA 18703-0420
EOE M/F/D/V

No Telephone Calls, Please

ON-CALL MEDICAL SOCIAL WORKER

Community Medical Center is currently seeking an On-call Medical Social Worker one weekend a month. MSW and hospital social work experience preferred. To express your interest, please submit your resume or application to:

CMCHS
Human Resources
1800 Mulberry St.
Scranton, PA 18510

COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM

SECURITY DIRECTOR

SILVERHAWK SECURITY SPECIALISTS
We have an opening for a Security Director in the Hazleton, Pennsylvania area

- ♦ Starting salary \$25,000 to \$30,000/yr.
- ♦ Pd. vacation & expense reimbursement
- ♦ Health insurance available
- ♦ Previous law enforcement, military or security management or secondary education
- ♦ Demonstrative personnel & communicative skills
- ♦ High-energy, motivated, career minded

Call 1-800-765-2776 or fax resume to: (402) 333-1214 or E-mail resume to: SHI999@aol.com

MEDICAL SOCIAL WORKER BEHAVIORAL MEDICINE UNIT

Community Medical Center is currently seeking a medical Social Worker for a full time position in our Behavioral Health Unit. Bachelors degree required, Masters prepared, licensure required. Minimum of 3 years experience in a medical setting is required. To express your interest, please submit your resume or application to:

CMCHS
Human Resources
1800 Mulberry St.
Scranton, PA 18510
or FAX to (570) 969-8640

We are an equal opportunity employer

COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM

INTERNAL AUDITOR/CONSULTANT

We are seeking a professional with at least five years experience in a financial institution with a concentration in federal banking regulations, lending and/or internal control concepts. Successful candidates should have excellent oral and written communication skills, exceptional analytical skills, and a high level of personal computer competency. The ability to work in a fast-paced environment and produce excellent results with minimum supervision is a must. Travel is required.

Send resume to:
BOX 3303
TIMES♦LEADER
15 North Main Street
Wilkes-Barre, PA 18711

PCAs & HOUSEKEEPING

Expanding personal care facility is accepting application for both full & part-time PCAs, **675-5108**
to arrange for interview.

RESIDENTIAL WORKERS

Social Services Agency has several FT & PT positions available in group home settings working w/mentally challenged individuals.

FULL TIME
(includes medical/dental after 3 months)
Awake Overnites - Sun thru Thurs, 11p-7a (\$7.75/hr., W-B) Weekends - Fri 3p-11p; Sat/Sun 7a-11p (\$7.75/hr., W-B)

PART TIME
Weekends - Sat & Sun, 10a-6p, (\$7.75/hr., - W-B Area & Forty Fort)

Applicants must be at least 18 years of age and have a valid driver's license. Training provided. Call The Institute @ 288-9386 during business hrs Mon thru Fri, for more info. EOE

RETAIL / NURSERY STORE

Looking for cashiers, Warehouse & Nursery help. Must be able to work weekends & evening hours. Apply in person, no phone calls please.

Back Mnt. Agway
777 Memorial Hwy., Dallas

Riverstreet Manor

440 N. River St., Wilkes-Barre, PA has the following positions available:

RN

7-3 FT & 11-7 P/T

LPN

3-11 F/T
(shift differential) & P/T

CNA

3-11 & 11-7 F/T

CNA

P/T all shifts

Call Sandy Currie, Recruiter
1-800-539-1599
or 570-586-6466

DRIVERS

Martz Trailways is currently taking applications for full-time and part-time drivers. No commercial drivers license experience is necessary. Our staff will train qualified candidates who meet the following criteria:

- Be at least 25 years of age
- Possess a clean driving record
- Able to pass a Department of Transportation required physical
- Available for weekend and holiday shifts

We offer a comprehensive training program, excellent benefit package, competitive starting rates, and safety and performance bonuses.

Interested candidates should call 570-821-3821 for addition information.

Begin Your New Career Today
Join the Professional Drivers at Martz!
An Equal Opportunity Employer M/F/H/V

Stop Working a Job, Start Building a career

We want on our TEAM!!!

Local Automotive Industry Leader

OUTSIDE SALES ASSOCIATE

Sales experience and automotive background is required. Compensation Package is commensurate with prior work Experience.

GREAT PAY AND BENEFITS!!!

- ♦ Vision + dental
- ♦ Full benefits package available
- ♦ 401K Retirement Plan
- ♦ Paid holidays/Vacation
- ♦ Opportunity for Advancement
- ♦ Employee Discounts

Please send your resume to:
BOX3313

TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711

ADMINISTRATIVE ASSISTANT

Growing franchise of T.G.I. Fridays is looking for a highly motivated individual for administrative support. The ideal candidate must be proficient in Microsoft products including Excel, Power Point and Word. Must be able to work independently, have excellent communication and people skills. The position offers a pleasant work environment and a competitive salary and benefit package. Interested candidates should forward resume with cover letter and salary requirements.

Northeast Concepts
Two Woodland Drive
Dallas, PA 18612

Attn: Human Resources
Or email to: cmcann@metzcorp.com

FAMILY WORKER

BILINGUAL (ENG/SP)
Within the Luzerne County Head Start Program. FT, 12 months, 37.5 hrs/wk \$10.31/hr Minimum qualifications AAS Health/Human Services. Generous benefit package including tuition reimbursement, paid health insurance and holidays and agency retirement plan. Deadline to send resume and letter of interest is March 22, 2002, ATTN: Executive Director, Luzerne County Head Start, Inc., PO Box 540, Wilkes-Barre, PA 18703-0540. E.O.E. M/F/V/H. NO PHONE CALLS PLEASE.

PAYROLL

A highly successful manufacturing company has a position open for a payroll clerk. The ideal candidate must be a team player and have excellent follow-up skills. Familiar with ADP software is a plus.

American Silk Mills Corporation
75 Stark St.
Plains, PA 18705
Attn: Personnel

STAFF NURSES

The American Red Cross (ARC), Northeastern Pennsylvania Region, is currently seeking full-time and per diem Staff Nurses to join our team in Wilkes-Barre. Staff Nurses approve donor eligibility and promote good donor care during the collection of safe units of blood.

Qualified individuals will be a registered nurse (RN) with current state licensure required. Phlebotomy experience preferred. Able to work variable hours, including evening and weekend rotations. Customer service experience required and must have good manual dexterity.

The ARC offers competitive benefit options to full-time staff, including family medical and dental / vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to

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Enjoy The Convenience
Of Home Delivery.

The Dallas Post

829-5000