

JOB Classified

PRODUCTION SECRETARY Level 3

Chapter 1, Evaluation Technical Assistance Center, Div. of Evaluation Research and Assessment.

QUALIFICATIONS:

- Experience in maintaining materials inventory and other filing systems.
- Ability to manage several projects/requests and coordinate timelines.
- Good interpersonal skills.
- Ability to work well with others in a professional atmosphere.
- Good organizational skills; ability to meet deadlines under pressure.
- Ability to type 60 wpm with accuracy.
- Experience with or willingness to learn the WANG word processing system.
- Knowledge of spelling, correct English usage, sentence construction and manuscript format.
- Ability to carry out assignments to successful conclusion with minimum supervision.

SALARY: \$12,022 to \$12,300 per annum, depending upon background and experience.

APPLICATION: Letters of application and resumes must be received in the personnel office by 5 p.m. on Sept. 25, 1985. In letter of application, please indicate the position for which you are applying. After screening, selected candidates will be interviewed. Apply to:

Personnel Office
Northwest Regional Educational Lab
300 S.W. 6th
Portland, OR 97204
Equal Opportunity Employer

UTILITY WORKER II

Beginning Salary \$1,516 per month.

This position requires 3 years responsible maintenance and construction work experience with specialization in equipment operation, plumbing, electrical and carpentry to demonstrate journey level skills. Possess a valid driver's license at time of employment. Submit a City of West Linn application by 5:00 p.m. Wednesday, October 4, 1985 to

Personnel Officer
City of West Linn
P. O. Box 29
West Linn, OR 97068
Equal Opportunity Employer

WANTED Volunteers

Volunteers can share management responsibilities for the statewide information and referral line of the Oregon Council on Alcoholism. Duties include answering phones, scheduling volunteer shifts and youth outreach. This volunteer work requires 48 hours a month and a three-month commitment is requested.

Volunteers for the King Neighborhood Facility in NE Portland assist in supervising and training men and women who are mentally retarded. This volunteer work requires 15 hours a month between 9 a.m. and 2 p.m. weekdays.

The Volunteer Bureau, a United Way agency, matches prospective volunteers with the needs of approximately 200 local agencies and programs. To find the right volunteer job, call

The Volunteer Bureau
at 222-1355

RESIDENT AIDE

The Housing Authority of Portland is looking for an individual, or couple, who is in good physical condition, able and willing to work short but irregular hours in a residential high-rise. Must be willing to occupy one bedroom unit as a full-time resident. Must be 62 years (or 50 years, if disabled), and eligible for low-rent public housing, located at 6006 S.W. Beaverton, Hillsdale Hwy. To qualify, annual earnings must not exceed \$10,100 for one person or \$12,250 for a couple. Salary: \$109.50 per month.

If interested and qualified, call **Sharon at 249-5558** between 8:00 a.m. and 12:00 noon, Monday-Friday. Position open until filled. *Equal Opportunity Employer M/F*

CASE MANAGER

Experience working with CMI population preferred. Minimum qualifications: Bachelors degree in Social Services/Mental Health field and 2 years of mental health experience. Salary range \$17,000 - \$22,050. Contact

N/NE CHMC
for application. 239-8871
Closing date 9-22-85.
AA/Equal Opportunity Employer

CITY OF PORTLAND

Senior Engineer-Water
\$3,069 month to start.

Apply by October 4, 1985.

All positions include City-paid benefits. RESUMES WILL NOT BE ACCEPTED.

Apply to
Portland Civil Service
1220 S.W. Fifth Ave., First Floor
Portland, OR 97204

or
Urban League
10 N. Russell
Portland, OR 97227

RN

Home Health Care Specialist

Blue Cross and Blue Shield of Oregon, a major health insurance company, is accepting applications for a Home Health Care Specialist. This position requires RN professional currently licensed in the state of Oregon.

The incumbent will perform the following duties:

- Monitor distribution of home health, hospice, skilled nursing facilities, and skilled nursing care work load and quality service according to established procedures throughout the department.

- Provide procedural information, problem resolution, and guidance to staff members in processing difficult home health certifications.

- Assist in developing policies and procedures to ensure consistent and appropriate quality and content of work performed in the unit.

To qualify, candidates must have home health, hospice, or skilled nursing facility professional experience, as well as quality assurance or U.R. review experience. This person must have excellent interpersonal communication skills. Knowledge of Blue Cross and Blue Shield of Oregon contracts and computer usage is desired.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume:

**Blue Cross and
Blue Shield of Oregon**
Personnel Department, 5th Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer