

INSURANCE PROVIDER SERVICES REPRESENTATIVE

Blue Cross and Blue Shield of Oregon, a major health insurance company, is accepting applications for an internal provider service representative.

Qualified applicants must have a college degree or equivalent work experience in health care, a valid Oregon driver's license, as well as experience making large group presentations. Knowledge of provider organizational structure and medical terminology is important. High level of proficiency in oral and written communication and independent research and analytical skills are mandatory.

Major responsibility include:

- Developing provider educational materials
- Communicating with providers regarding application of Blue Cross and Blue Shield of Oregon policies and Medicare regulations
- Providing technical problem-solving assistance to providers on business office practices
- Reviewing new provider programs and facilities and assisting in determining acceptability for Blue Cross and Blue Shield of Oregon coverage and/or qualifications for medical reimbursement

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 to:

Blue Cross and Blue Shield of Oregon

Personnel Department
5th Floor
**100 S.W. Market
Portland, OR 97201**
Equal Opportunity Employer

HOMES

Reposessed homes from Gov't from \$1.00 plus repairs/taxes. Throughout OR/Nationwide! Also tax properties. 216-453-3000, Ext. H2522

JOBS Magazine

288-0033

DIRECTOR OF HOUSING MANAGEMENT

The Housing Authority of Portland, Oregon is looking for a Director of its Housing Management Department. The department has 31 staff and is responsible for 12,467 LRP; 347 Sec. 23 & Sec. 8 New & Rehab; and 2,785 Sec. 8 Existing units.

Experience & Skills: Comprehensive knowledge of urban development, housing rehabilitation, and low income family and senior population needs and programs. Project management, organizational skills, oral and written communication skills, and leadership ability. Bachelor's degree in Public Administration or related fields. Minimum of 4 years work experience in related profession, of which 2 years must have been in a supervisory capacity; or 8 years equivalent work experience.

Request application from Personnel Administrator:

**Housing Authority
of Portland
P.O. Box 13220
Portland, OR 97213
(503) 249-5525**

An Equal Opportunity Employer

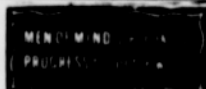
NURSE RN3

Come join the challenging field of Correctional Nursing. If you are interested in increasing your nursing assessment & judgment skills, Oregon State Penitentiary Health Care Team is recruiting for Registered Nurse 3. Salary ranges from \$1892 to \$2397 per mo. with excellent retirement & other fringe benefits. Work hours are Graveyard or Split Shift with every other weekend off. Contact Margaret Wall or Jo James at (503) 378-2435 (Salem) from 8 a.m.-3 p.m. Mon. thru Fri. for a personal interview. The State of Oregon is An Equal Opportunity Employer.

HOMEMAKERS DELIGHT

Earn \$400 p/t - \$1500 f/t while working at home. Call Karry 9-5 Mon.-Friday.

297-4729



EXECUTIVE DIRECTOR

Burnside Community Council, a leading provider of services to Portland's homeless. As chief administrative officer, the Director is responsible for day-to-day management of all aspects of the Agency's activities, including administration, financial affairs, personnel, planning, community relations, and facilities management. is accountable to BCC Board of Directors. Strong management experience required. Min BA or BS. Communications skills, ability to lead and make firm but sensitive judgements.

Salary range, \$18,000-\$25,000 plus benefits, depending on experience. Submit resume to:

**Burnside Community
Council
313 E Burnside
Portland, OR 97214
Attention:
Executive Director
Search Committee**

ACCOUNTING MANAGER

The Port of Portland is seeking an Accounting Manager. Responsibilities include managing day-to-day accounting and budget functions, formulating and administering accounting policies, financial reporting, etc.

Preferred qualifications include an accounting degree or equivalent experience demonstrating good knowledge of accounting theory and financial reporting requirements; previous experience demonstrating extensive knowledge of governmental accounting principles and legal reporting requirements; working knowledge of fund accounting and local budget law; demonstrated supervisory ability and basic knowledge of data processing and experience in the use of data processing applications; CPA certificate desirable. The starting salary will be commensurate with experience.

Please apply at the:

**Port Employment Office
12th floor
700 NE Multnomah
or call 231-5000
ext. 700**

for more information. All application materials must be received in the Personnel Department by 5 p.m., Friday, April 25, 1986.

**The Port is an
Equal Opportunity Employer**