

**MENTAL HEALTH SERVICES
COORDINATOR I**
Mental Retardation/
Developmental Disabilities

30 hours per week, \$9.65 - \$11.73 per hr. Coordinates the delivery of services for clients in the Mental Retardation/Developmental Disabilities Program; provides evaluations, needs assessments, treatment plans; refers clients to agencies and facilitates agency acceptance procedures; monitors client progress; maintains client records. Requires Bachelor's degree in special education, psychology, social work or related fields and a minimum of one year of exp. in the placement and monitoring of MR/DD clients. County application forms required, resumes NOT accepted. Apply by August 29, 1986 to:

**Washington County
Personnel**

150 N. First Ave., Room B-2
Hillsboro, OR 97124

"An E.O.E."

**LANE COMMUNITY
COLLEGE**

Clerk III

Admissions Department

Part-time, 9AM-1PM

September-June

Secretary II

English-Foreign Language Dept.

Secretary II

Mechanics Dept.

Application deadline:

September 5, 1986

Call 1-726-2211 or write:

Lane Community College

Personnel services

4000 E. 30th Ave.

Eugene, OR 97405

For application and job description. LCC application must be received no later than 5:00 PM on deadline date.

An Affirmative Action/
Equal Opportunity Institution.

HEALTH CARE

**Systems/Health Care
Representative**

The Professional & Provider Relations Department of a major health care services contractor is adding a new position combining data processing and health care expertise. This position will develop, evaluate, resolve problems, and document existing and enhanced professional health care reimbursement systems, and will provide a liaison to our large IBM EDP division for effective systems development, implementation, and maintenance.

Qualified candidates will meet the following requirements:

- Experience in a business applications systems environment with technical familiarity with COBOL, Easytrieve Plus, TSO, and OS/JCL. NATURAL language and PC experience is helpful but not required.

- Professional experience in the health care field demonstrating creative problem solving, written, oral and interpersonal skills.

- Knowledge of medical & insurance terminology, and familiarity with insurance reimbursement philosophy.

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

**Blue Cross and
Blue Shield of Oregon**

Human Resources Dept.

5th Floor

100 S.W. Market

Portland, OR 97201

Equal Opportunity Employer

BUSINESS OPPORTUNITY

ESTABLISHED restaurant. Seats 42. American-European food. Busy highway between Seaside and Astoria. \$89,000. Consider trade for home or property. (503) 738-8995 or 861-3143.

SECRETARY

Human Resources Dept.

Blue Cross & Blue Shield of Oregon, a major health insurance company, is currently accepting applications and resumes for a Secretary in the Human Resources Department.

Qualified applicants must have a minimum of 2 years secretarial experience. Prior experience as a Human Resources Secretary highly desirable. Typing 60-65 wpm, excellent grammar, spelling, punctuation and composition skills. Candidate must have the ability to work in a fast-paced office environment and handle a wide variety of tasks. Must have excellent human relations skills.

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Portland, OR 97201

Equal Opportunity Employer

PLANNING

**DEVELOPMENT
ASSISTANCE PLANNER**
Washington County

\$1757 - \$2136/mo. Provides information to the public concerning land development regulations; accepts and reviews land development applications. Requires college-level training in planning, architecture, geography, environmental science or a related field and experience in city or county land use planning. County application forms required, resumes NOT accepted. Apply by August 29, 1986 to:

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Personnel**

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