

NURSE

HOSPITAL REVIEW AUDITOR

Major health insurance company has an opportunity for an RN professional to conduct claims audits to determine validity of charges, medical necessity & appropriateness of service, and to establish, apply & maintain control of utilization review & other medical guidelines. The Hospital Review Auditor will be involved with psychiatric & chemical abuse program review & policy modification.

Qualified applicant must be an RN with a valid Oregon license and 3-5 years recent hospital-based or ambulatory setting psychiatric &/or substance abuse experience. Emphasis on psychiatric, adult & adolescent programs exper is preferred. Hospital claims review &/or audits, PSRO or quality assurance work extremely helpful. Strong written & oral communication skills a must.

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
Human Resources Dept.
5th Floor
100 S.W. Market
Portland, OR 97201**

Equal Opportunity Employer

POSITION OPEN SPORTS EDITOR/ NEWS REPORTER

Opening for sports editor/news reporter. General duties include coverage of sports for three high schools, news and features. Photography, layout experience required. Send resume, clips to: Robert Evans, The Wallowa County Chieftain, P.O. Box 338, Enterprise, OR 97828; (503) 426-4567.

SECRETARY

ADMINISTRATIVE SECRETARY School Improvement Coordination Unit

NW Regional Educational Lab

Qualifications incl 3 yrs secretarial exp, able to type 60 wpm w-accuracy; word processing exp req'd, preferably on Wang system; exp preparing office forms for services & supplies, maintaining accurate records & documentation. Able to prioritize multiple assignments, good organizational skills; accurate proof reading, spelling, grammar & punctuation skills; experience maintaining filing systems; good interpersonal skills & ability to work under pressure w-minimum supervision.

Salary: \$14,505-\$15,505 — excellent benefits.

Send letter of application and resume by 3 pm, 11/4/87, to:

**Personnel Office
Northwest Regional
Educational Laboratory
101 SW Main St., Suite 500
Portland, OR 97204**

NWREL IS AN EQUAL OPPORTUNITY EMPLOYER AND STRONGLY ENCOURAGES WOMEN & MINORITIES TO APPLY FOR THIS POSITION

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BUSINESS OPPORTUNITY

Regional Distributors/Dealers needed: Exciting new 3M product slashes energy cost up to 50%! No franchise fee or inventory required! Training and support provided. (303) 597-1818.

ODOE

Oregon Department
of Energy

Career Opportunity

Oregon Department
of Energy

The Oregon Department of Energy is recruiting for a Management Assistant to The Director, Management Assistant C position. Salary 1,654-2,114.

The Management Assistant to the Director provides administrative and clerical support to the Director and Deputy Director. Major duties include:

- Serve as a liaison between the Director/Deputy Director and department staff, the Governor's office, public, press, legislators, and other agency personnel providing information.
- Knowledge of state government.
- Ability to carry out assignments without detailed instructions.
- Ability to identify problem areas and recommend solutions.
- Knowledge of principles and practices of office management, work organization and simplification.
- Ability to communicate effectively orally and in writing.
- Ability to work under pressure, meet short deadlines, and make independent judgments and decisions.

This is an Executive Service appointment to be made by the Director. If interested in applying please call: 1-800-221-8035 or 378-4040 or write Personnel Manager for application materials. Deadline is October 30, 1987.

102 Labor & Industries Bldg.
Salem, OR 97310
phone: 378-4040

an equal opportunity employer

INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS

RE-ADVERTISEMENT FOR CALL FOR BIDS

Sealed bids will be received until 3:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

**BID FILING
DATE**

DESCRIPTION

Nov. 3, 1987 Kellogg Annex Addition and Remodel.

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact Michael J. Hutchens, Director of Purchasing, 249-2000, Extension 581.



JOBS Trade Magazine
288-0020 or 288-0033

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