

JOBS & CLASSIFIED ADVERTISING

ACCOUNTING

ASSISTANT AUDITOR

Blue Cross and Blue Shield of Oregon is currently accepting applications for an Assistant Auditor position in the Medicare Reimbursement & Audit Department. Qualified applicants will perform desk review and field audits on Medicare cost reports submitted by providers. Audits are performed at the provider's site requiring 1-2 weeks/month travel with audit team.

Qualified candidate will have a college degree with major in accounting including audit course credits. Previous work in accounting or healthcare is desirable.

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 by Friday, January 15 to:

Blue Cross and
Blue Shield of Oregon
Human Resources Dept.
5th Floor
100 S.W. Market
Portland, OR 97201

Equal Opportunity Employer

ACCOUNTANT II

\$1952-\$2478/mo.

Professional accounting work performing and supervising complex accounting functions. 4-yr. degree with major coursework in accounting, finance or business admin. or any equivalent exp. and training. Exp. using microcomputers; spreadsheet software desired. Governmental accounting a plus. Closing date: 1-22-88. Contact:

City of Salem
PERS. Dept., Rm. 225
555 Liberty SE
Salem, OR 97301

EOE

DATA PROCESSING

COMPUTER OPERATOR

Immediate opening for a Computer Operator with at least 1 year exper under MVS operating system and exper on IBM 308X to 3090 computers desired.

Individual will operate computer, disk drive, tape drives, multiple printers, & reader. Will monitor system performance by means of console terminal; identify system or program malfunctions & initiate corrective action.

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Equal Opportunity Employer

EXECUTIVE DIRECTOR

Full time, \$18,000. Feminist domestic and sexual violence program. Administrative, supervision, and fund raising experience necessary. At least 2 years experience with this type or similar non-profit organization required. Send cover letter and resume to:

Portland Women's Crisis Line
P.O. Box 42610
Portland, OR 97242

by 5 p.m., January 22, 1988.

Equal Opportunity Employer

EXECUTIVE DIRECTOR

Org seeks individual with strong leadership qualities & experience in innovative work with non-profit mgmt, urban issues, program development, work with relig communities. Responsibilities include: administration, development, fiscal mgmt, planning, Board support. Salary negotiable from \$30K. Pick up application at:

Center For Urban Education
1135 SE Salmon Street
2nd Floor

EMPLOYMENT SPECIALIST

The Port of Portland has an immediate opening for an Employment Specialist to recruit entry/professional level positions.

Preferred qualifications include coursework or equivalent experience affording exposure to personnel management, employee recruitment, counseling, interviewing and/or other types of interpersonal communications. Knowledge of EEO laws and affirmative action regulations, concepts, and implementation is helpful. Also preferred is a demonstrated ability to interview and screen applicants with a wide variety of backgrounds.

In addition to a comprehensive benefit package, the Port offers a starting salary range from \$19,700 to \$24,300, commensurate with experience.

If interested and qualified, apply in person at:

The Port Employment Office
12th Floor
700 N.E. Multnomah
or call
231-5000, extension 700

for complete application materials. All applications must be received by 5:00 p.m. Friday, January 15, 1988.

The Port is an
Equal Opportunity Employer

MULTNOMAH COUNTY

Case Manager 2 - MR/DD
\$8.91 per hour

Provides case management services for mentally retarded and developmentally disabled clients; requires bachelor's degree in a social services/sciences field with either a) a practicum and 1 year experience or b) 2 years' experience; apply by January 22, 1988.

Community Information
Technician
\$9.67 per hour

Performs community information and education work in the area of AIDS/STD; requires 6 months of experience providing public information or education; apply by January 22, 1988.

Dentist

\$36,895 - \$48,045 annually
Requires a degree in dentistry, a current Oregon State license to practice; and 3 years of dental clinic or relevant professional dental work; apply by January 22, 1988.

WHERE TO APPLY

Multnomah County
Employee Relations
Room 1430
1120 SW Fifth Avenue
Portland, OR 97204

An Equal Opportunity Employer

MARKET PLANNING MANAGER

Port of Portland, Aviation

The Port of Portland has an immediate opening for a person to develop strategic, business, and market plans aimed at achieving strategic mission objectives within the Aviation Department and to organize the implementation of marketing strategies that obtain aviation traffic growth larger than regional population growth.

Preferred qualifications include a degree in business administration, marketing, or related field; demonstrated successful experience in a business environment that requires preparation and implementation of business and marketing plans; and airline or airports management experience. Also preferred are airline product management experience, strong presentation and communications skills, and a strong participative management style.

You may apply for this position at:

The Port Employment Office
12th Floor
700 NE Multnomah

All application materials must be received in the Employment Office by 5:00 p.m., Friday, January 15, 1988.

The Port is an
Equal Opportunity Employer

HOMEWORKERS WANTED!

TOP PAY!

C.I.
121 24th Ave., N.W.
Suite 222
Norman, OK 73069

PART TIME HOME MAILING PROGRAM!

Excellent income! Details, send self-addressed, stamped envelope. WEST, Box 5877, Hillside, NJ 07205.

PRIME TIME CUSTOMER SERVICE REPRESENTATIVE

Excellent opportunity for individuals with strong cash handling skills and the desire to work a flexible part-time schedule at premium hourly rates. Qualified applicants must have a minimum of six months cash handling experience, familiarity with 10-key adding machine, excellent customer relations attitude and basic math skills. Positions currently available in the Tigard area.

Qualified applicants should submit their resumes to:

OREGON BANK
Personnel Department
1001 SW 5th Avenue
Third Floor
P.O. Box 3066
Portland, OR 97208

APPLICANT HOURS
9-1 p.m. Mon-Fri

Equal Opportunity Employer

PRODUCTION EMPLOYEES WANTED

The Oregon Saw Chain Division of Omark Industries has several production openings in its Milwaukie manufacturing plant. Assignments may include operation of production machinery, parts handling, packaging, janitorial or other related work. The starting pay is \$5.46 an hour to \$6.60 per hour; includes a comprehensive benefit package with medical and dental insurance.

To qualify you must:

- Be available for all shifts (days, swing, and graveyard);
- Be available to lift at least 40 pounds to waist level repeatedly;
- Have high school level skills in math & writing;
- Have verifiable work experience or references which may verify reliability, timeliness, etc.;
- Pass a pre-employment health evaluation including drug test;
- Pre-employment testing is required to be considered for this job.

Applications will be accepted Monday, January 11, through January 15, at the:

Oregon City
Employment Division Office
506 High Street
Oregon City

between 8:00 a.m. and 11:30 a.m. or 1:00 p.m. and 4:30 p.m.

NURSE

PSYCHIATRIC NURSE OR PHYSICIAN'S ASSISTANT

With prescriptive privileges needed to work in the Mental Health Clinic under the supervision of the Medical Director. Will provide crisis intervention, on-going treatment, and management of chronically, mentally ill clients. Work closely with multi-disciplinary team. Comprehensive salary and benefits. Resume to:

Hiren Rana, M.D.
Medical Director
N/NE Mental Health Center
310 N.E. Oregon Street
Portland, OR 97232
Phone: 239-8871

Equal Opportunity Employer

PORTLAND OBSERVER

"The Eyes and Ears of the Community"
288-0033

PORTLAND STATE UNIVERSITY DIRECTOR OF BOOST PROGRAM

UNIVERSITY: Portland State University invites applications and nominations for the position of Director of BOOST Program. The University, part of the Oregon State System of Higher Education, is located in downtown Portland, and enrolls 16,000 students, including the largest proportion of minority students in the state. The University offers a number of academic programs at both the undergraduate and graduate levels.

BRIEF DESCRIPTION: The Director of the BOOST Program is federally funded, full-time, 12-month, fixed-term position with no academic rank. A fixed-term position is one which is offered only for the life of the current contract and can be renewed yearly, depending upon satisfactory performance and continuation of grant funds. The Director will report to the Vice Provost for Student Affairs. The BOOST Program is designed to assist low-income/first generation individuals complete secondary school and go on to post-secondary education. BOOST currently serves ten Portland Public High Schools as well as adults referred from agencies throughout the city. Seven hundred individuals from throughout the city are served by the program each year.

QUALIFICATIONS: Master's degree in Guidance and Counseling, Education, Student Personnel or a related field. Applicant must have a minimum of five years professional experience including working with racially and culturally diverse student groups; possess excellent verbal and written communications skills including grant writing; and have two years experience in program administration and community relations.

DUTIES & RESPONSIBILITIES:

1. To prepare and submit grant proposals for funding;
2. To implement program goals and objectives according to federal guidelines;
3. To supervise resources, records, files, and hiring of personnel;
4. To coordinate career and educational counseling services;
5. To supervise the expenditure of program funds;
6. To coordinate selection of BOOST staff in accordance with Affirmative Action guidelines;
7. To publicize the philosophies, goals and services of the BOOST Program;
8. To develop and maintain positive public relations with students and personnel of high schools, community agencies, post-secondary institutions, and other TRIO Programs;
9. To evaluate program staff;
10. To coordinate educational workshops;
11. To provide guidance and counseling services to students in five local high schools.

CONDITIONS OF EMPLOYMENT: This is a twelve-month fixed-term, nontenure track, unclassified appointment without rank from April 18, 1988-June 30, 1988 and July 1, 1988-September 30, 1988. Employment after that date is contingent upon renewal of federal funding and satisfactory performance.

YEARLY SALARY: \$23,000-24,000
APPLICATION PROCESS: Letter of application, a current resume, and two recent letters of recommendation should be sent to:

BOOST Search
Office of Student Affairs
Portland State University
P.O. Box 751-OSA
Portland, OR 97207

DEADLINE: Application materials (including the two letters of recommendation) must be received by 5:00 p.m., Friday, February 12, 1988. Letters of nomination must also be received by this date and nominees must submit application materials by 5:00 p.m., Friday, February 26, 1988.

Portland State University is an equal opportunity, affirmative action employer. Qualified minorities, women and members of other protected groups are encouraged to apply.

PSYCHIATRIST

Needed to work full or part time with CMI population in a community mental health setting. Provides psychiatric evaluation and consultation to a multi-disciplinary staff.

Must have experience working with CMI population and inter-team.

Excellent opportunity for growth. Salary: \$80,000 to \$90,000 annually. Excellent benefits package.

Opportunity to teach and gain faculty appointment at Oregon Health Sciences University, Department of Psy.

Send resume to:

Hiren Rana, M.D.
Medical Director
N/NE Mental Health Center
310 N.E. Oregon Street
Portland, OR 97232
Phone: 239-8871

Equal Opportunity Employer

RECEPTIONIST (70% time)

For Domestic Relations law office. Heavy telephone and client contact involved.

Min. 1 yr. exper. required. Salary dependent on exper. Good medical and other fringe benefits. Send resume by Jan. 21, 1988, to:

Carla Mustell
Legal Aide Service
310 S.W. 4th Ave.
Portland, OR 97204

Equal Opportunity Employer

SENIOR ACCOUNTANT

We have an excellent opportunity available for a Senior Accountant in our Investments Department/Security Pacific Securities of Oregon. Position will be responsible for providing highest quality service and for keeping accurate records of all transactions. Will comply with standard accounting principles and accounting policies. Position requires discipline, self-motivation, and demonstration of commitment. Requires a 4-year accounting degree, familiarity with Lotus 123, ten-key by touch, strong interpersonal skills, and excellent verbal and written communications skills. Two years securities accounting experience preferred.

We offer an excellent flexible benefits program, and a highly competitive salary commensurate with experience. Qualified applicants should submit their resume and salary requirements to:

SECURITY PACIFIC
SECURITIES OF OREGON
Oregon Bank
Personnel Department
1001 SW 5th Avenue
Third Floor
P.O. Box 3066
Portland, OR 97208

APPLICANT HOURS
9-1 p.m. Mon-Fri

Equal Opportunity Employer

STAFF ENGINEER (Civil-Mechanical)

\$2,940-\$4,035/per mo.

A minimum of three years of experience in planning, design, construction and maintenance of engineering projects as applied to electric, water, steam and hydroelectric utility systems under the guidance of a Registered Professional Engineer. Graduate of a college or university four year accredited engineering curriculum in specific discipline, or equivalent combination of experience and preparation. Five additional years of specified experience may be substituted for education. Valid driver's license, Engineer-in-Training Certification required.

Send resume to:

Eugene Water & Electric Board
P.O. Box 10148
Eugene, OR 97440
ATTN: Personnel

Position closes on Monday, February 8, 1988 - 5:00 p.m.

Equal Opportunity Employer

STAFF ASSISTANT

Northeast Coalition of Neighborhoods

The Northeast Coalition of Neighborhoods has a contract opening for a Staff Assistant to the Northeast Youth Gangs Task Force.

Position responsibilities include: Establishing a Gang Information Hotline, designing and developing, in conjunction with the Northeast Coalition of Neighborhoods' Youth Gang Task Force, a public awareness program, and long term funding development for community-based youth gang services.

This is a temporary position, generally 20-40 hours of work per week, for approximately 1040 hours (6 months).

Applicants should possess the ability to articulate ideas, orally and written, effectively, before groups of citizens/parents, public entities (City and County agencies), schools and community-based organizations. Further, applicants should be familiar with issues impacting the Inner Northeast area and knowledgeable of services to youth.

SALARY RANGE: \$8.00 - \$9.00 per hour.

Applications can be picked up at:

The NE Coalition of
Neighborhood Office
4815 N.E. 7th
King Neighborhood Facility

Resumes are required with the application. Applications are available between 9:00 a.m. - 5:00 p.m. All applications must be returned by January 27, 1988 at 5:00 p.m.

TYPISTS

Hundreds weekly at home! Write:
P.O. Box 17, Clark, NJ 07066

WANTED

Articles, photos, poetry and graphic art. The Spirit magazine is requesting writers, photographers and graphic artists to submit materials for publication. The Spirit magazine would like material that reflects constructive social change in the spirit of Martin Luther King Jr. and what he exemplified.

The Spirit is a regional publication focusing in on the achievements of residents in Oregon and Washington to be issued on April 4, 1988.

Deadline for submitting material is March 11, 1988. There will be no compensation other than publication for the materials selected.

Send a SASE with submission to:

Danny Bell
Managing Editor
N.E. Business Center
828 N. Killingsworth
Portland, OR 97217

HOUSE FOR RENT

One month free. 2 Bdrms. \$310 per mo. Sec. 8 OK. 1056 N.E. Madrona. Remod. Kit, Range, Dishwasher, Gas Heat, Hardwood Floors, Some Carpet, Basement. Sm. dog OK, No cats. Nice Yard. Key and water dep. \$60. \$10 appl. fee.

Blue Stone & Hackley Realty
4445 S.W. Barbur Blvd.
Portland, OR 97211
222-3807

HOUSE FOR RENT

Free month's rent. 3 Bdrms. \$350. Sec. 8 OK. 4312 N.E. 9th Ave. Range, Ref, Carpets, Wood Stove, Gas Heat, Yard & Basement. Sm. dog OK, No cats. Dep. \$60 - water & key, \$10 appl. fee.

Blue Stone & Hackley Realty
4445 S.W. Barbur Blvd.
Portland, OR 97211
222-3807

MASTERCARD

No one refused. Regardless of credit history. Also ERASE bad credit. Do it yourself. Call:

1-619-565-1522
Ext. C30260R
24 Hrs.