

JOBS & CLASSIFIED ADVERTISING

SOCIAL AGENCY

Recruitment and Training of adult volunteer. Organization of neighborhood youth member units. Working with committees, program planning, administration.

Send resume including resume to:
Mary Lou See
 718 W. Burnside #410
 Portland, Oregon 97209

Equal Opportunity Employer

2-3/4 TIME SUPERVISOR

Need 2-3/4 Supervisor. Self-Motivated, Responsible and Energetic for Irvington Extended Day's Summer Program. Min. 2 years college with emphasis on child development, physical education or recreation.

1 year supervisory experience with children. Starts 6-15-88, \$5.00 per hour. 1 position to continue through school year. Send Resume to:

IED
 1320 N.E. Brazee
 Portland, Oregon 97212
 or
 Call 287-9751

Equal Opportunity Employer

RADIO NEWS & PUBLIC AFFAIRS DIRECTOR

Non-Commercial - listeners supported community radio station needs news & public affairs director to coordinate all news, public affairs and spoken word programming.

Must have experience in Radio Journalism and Public Affairs Production. Preferably in Community or Public Radio:

APPLICANT DEADLINE
 JUNE 20, 1988

Call or write for application.

KBOO
 20 S.E. 8th Ave.
 Portland, Oregon 97214
 (503) 231-8032

Equal Opportunity Employer

CLERICAL

TRADE COMMITTEE ASSISTANT

for the Trade & Economic Development Committee of the Oregon Legislature. Position provides support to the committee by completing a wide variety of clerical, administrative and technical tasks. Experience performing a variety of clerical functions at a technical or administrative support level required. Previous experience with the Oregon legislative process desirable. Salary range: \$1506-\$1918 per month. A legislative administrative committee application is required. Application materials must be received by 5:00 p.m., June 17, 1988. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310; (503) 378-8530. Equal Opportunity Employer.

COOK

WEEKEND COOK PART TIME

This position is under the direction of HAP's Project Coordinator for the Congregate Housing Services Program located at 335 NW 19th Ave. in the Northwest Tower apartment building. The Weekend Cook will prepare meals for weekend, evening & noon meals for CHSP clients. Must have 1 year previous experience in food service with at least 6 months in a cooking position and a desire to work with elderly & handicapped. Salary: \$5.24/hour. Apply at:

Housing Authority
 of Portland
 1605 NE 45
 Portland

between 8:30 a.m.-4 p.m., Mon-Fri. Closing date for application is June 10, 1988.

Equal Opportunity Employer

REGISTERED NURSE 1988-89

School year and substitute on-call positions.

Provide school health service to assist other health impaired students in special education.

Valid Oregon license to practice as a registered nurse.

Minimum of 1 year experience within the past five (5) years working in Pediatrics in a hospital setting and/or nursing experience with severely handicapped students in a school/professional setting. Valid driver's license and vehicle available for on-the-job use.

APPLICATION DEADLINE
 June 17, 1988, 2:00 P.M.

Call Jeanen
 255-1841, ext. 207

For M.E.S.D. Application Form and Additional Information.

An Equal Opportunity Employer

NURSE

RN/Clinic Manager part-time and some evenings for Community Clinic. Serving medically impotent adults and homeless street youth. Seek RN preferable with OB or Women's health care background. \$8,000-\$8,500 per year plus medical and dental benefits.

Submit resumes to:

S. Cerddeu
 (Outside-In)
 1236 S.W. Salmon Street
 Portland, Oregon 97205

An Equal Opportunity Employer

SECRETARY POSITIONS

Two full-time, one-month positions starting June 14 and June 29 at our day treatment and alcohol/drug programs. Excellent typing, spelling and grammar skills required.

Send resume by June 6 to:

CCMH
 6329 N.E. Union Avenue
 Portland, OR 97211
 Contact: Mary Batson
 289-1167

An Equal Opportunity Employer

WASHINGTON COUNTY JOBS

DATA ENTRY OPERATOR
 \$1,160 - \$1,410/mo.

EQUIPMENT MECHANIC II
 \$1,713 - \$2,082/mo.

Call (503) 648-8607 for information. County application forms required. Apply by June 10, 1988 to Washington County Personnel.

An Equal Opportunity Employer

MULTNOMAH COUNTY

BUDGET ANALYST
 \$23,761 - \$27,331 annually

Participates in the preparation administration and control of County budgets and strategic planning studies; requires one year of budget administration or management analysis experience; public sector experience is desirable; apply by June 3, 1988.

WHERE TO APPLY:
 MULTNOMAH COUNTY
 EMPLOYEE RELATIONS
 Room 1430
 1120 S.W. Fifth Avenue
 Portland, OR 97204

An Equal Opportunity Employer

COMPUTER TRAINING

for low-income workers, age 55 plus. Earn while you learn. No fees.

Affirmative Action
 Equal Opportunity Employer

Call 231-1285

Classes starting 6-27-88
 Must enroll early

INSURANCE

BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:

SENIOR PROVIDER REP

Blue Cross & Blue Shield of Oregon is current accepting applications for the position of Senior Provider Services Representative for the Provider & Professional Relations Department. Incumbent will develop provider educational materials, instruct & train institutional & professional providers in all aspects of Blue Cross & Blue Shield of Oregon and Medicare program claims procedures. The Senior Representative will provide technical problem solving assistance to Providers, research & prepare internal reports, as well as monitor work flow and activities of the department, and relay all relevant information to service representatives.

Qualified candidates will have a college degree, valid Oregon drivers license, and 2 years experience in professional & provider relations. Experience in making large group presentations a must. High level of proficiency in oral & written communications is mandatory. Supervisory & management experience a plus.

MEDICAL CLAIMS ANALYST

Your knowledge of medical terminology, ICD-CPT coding, CRT skills, and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst. Apply now for positions to begin on June 13, 1988.

GROUP ACCOUNTANTS

Qualified candidates must have previous experience in bookkeeping &/or accounting requiring knowledge & use of accounting principles. Completion of the 3 community college-level accounting courses with "C" or above grade average will substitute for experience. Applicants must also have general office experience, phone experience, interaction with the public, 10-key, as well as good written communication skills. Previous insurance experience and CRT/PC experience are desirable. The Group Accountants are responsible for establishing & maintaining accurate up-to-date eligibility records for all groups.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salaries. Flex-time work hours available. For additional information on job openings please call our Job Information Number of 225-5402, or apply in person to:

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

An Equal Opportunity Employer

POLICY ANALYST

for the Trade & Economic Development Committee of the Oregon Legislature. Position provides analytical and policy support to the committee on issues relating to Oregon's economic development and international trade. Requires Bachelor's degree in economics, political science, business or a closely related field and experience applying economic analysis to public policy issues. Salary range: \$2571-\$3285 per month. A legislative administrative committee application is required. Application materials must be received by 5:00 p.m., June 17, 1988. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310; (503) 378-8530. Equal Opportunity Employer.

PROPERTY MANAGER

Performs all service functions for the conventional Scattered Sites units, including housing inspections, eligibility determinations & rent calculations, mediation of tenant problems, collection of rent & other charges, and processing of evictions. Qualifications: 2 years of college & 1 year or more experience managing 75 or more units; ability to perform work involving written & numerical data; adaptability in dealing with people & understanding problems & lifestyles. Salary: \$10.63/hour. Apply at:

Housing Authority
 of Portland
 1605 NE 45
 Portland

between 8:30 a.m.-4 p.m., Mon-Fri. Closing date for applications is June 10, 1988.

An Equal Opportunity Employer

ON-SITE MANAGER

3 Positions Available

This in an On-Site Apartment manager position. Responsibilities include: rent collection, light maintenance, lease enforcement, dispute resolutions, cleaning of vacant units, annual redetermination of eligibility of residents, and inspection of units. Skills: must have good communication skills (oral & in writing), must have recent multi-family apartment management experience, must be capable of performing light or handyperson repairs, must have adaptability in dealing with people and understand their problems & life styles. Salary: \$7.80/hour plus utility allowance. Apply at:

Housing Authority
 of Portland
 1605 NE 45
 Portland

between 8:30 a.m.-4 p.m., Mon-Fri. Closing date for applications is June 10, 1988.

An Equal Opportunity Employer

SUB-BIDS REQUESTED

Oregon State University
 Parker Stadium Improvement
 BID DATE: June 7, 1988 at 2:00 P.M.

Dale Ramsay Construction Co.
 P.O. Box 1082, Corvallis, Oregon 97339
 (503) 753-2012

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

SUB-BIDS REQUESTED

City of Estacada
 Waste Water Treatment Plant
 BID DATE: June 9, 1988 at 3:00 P.M.

Ward Henshaw Construction, Inc.
 P.O. Box 637, Tualatin, Oregon 97062
 (503) 692-0100 or FAX (503) 266-7252

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

SUB-BIDS REQUESTED

City of Estacada
 Waste Water Treatment Plant
 BID DATE: June 9, 1988 at 3:00 P.M.

WILDISH BUILDING COMPANY
 P.O. Box 7428, Eugene, Oregon 97401
 (503) 485-1700

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

PORTLAND OBSERVER

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

Measure your rent against this chart:

No matter how you stack it, renting simply can't measure up to the advantages of buying a HUD home.

Because HUD offers homes with a low 3% down payment. FHA Mortgage Insurance. And the investment opportunity of buying property that's priced to be an outstanding value.

Plus, consider this: Over 12 year's time, \$350 in monthly rent adds up to more than \$50,000. Many HUD homes cost less.

To find out more, check our ad in the real estate classified section of your Friday or Sunday Oregonian. Or call your real estate agent.

You'll discover that owning your own home isn't such a tall order after all.



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