

## JOBS & CLASSIFIED ADVERTISING

### INSURANCE

#### SAIF Corporation

Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:

#### BRANCH CLAIMS MANAGER

\$31,764-\$46,908/Yearly  
BEND BRANCH

The individual in this position will manage and provide technical direction to a decentralized claims element consisting of several units directed by supervisors of examiners, investigators, vocational coordinators and support.

Applicants must have significant workers' compensation experience and supervision of workers' compensation claims units. Must have detailed and comprehensive knowledge of claims processing to include compensability, effective management of continuing claims and settlement procedures. Must also be knowledgeable in the areas of Workers' Compensation Law and Oregon Administrative Rules, current case law and corporate policies and procedures.

#### LOSS CONTROL CONSULTANT/SENIOR

\$1,707-\$2,331

#### PENDLETON DISTRICT OFFICE

The individual in this position will provide safety and health services to assigned policyholder accounts.

Applicants must have a four year college degree in safety or related field, i.e., science or management. This position requires two years full time experience in the area of Loss Control and service work or equivalency. Applicants should also possess excellent communication skills, be versed in safety matters and be familiar with the workers' compensation system. A valid Oregon driver's license is required.

#### EXAMINER

\$1,707-\$2,331  
SALEM BRANCH

The individual in this position will manage and process an assigned number of disability time loss claims insuring that compensation and medical benefits are paid timely. Medical bills will be reviewed and payment authorized when appropriate.

Applicants must have two years college and one year of claims adjusting experience; organization and procedures; ability to exercise judgment in applying procedures; to communicate effectively; and to evaluate technical, medical and industrial information. Workers' compensation insurance claims examiner experience preferred.

### NURSING

#### OCCUPATIONAL HEALTH CONSULTANT

\$1,883-\$2,331  
SALEM BRANCH

The individual in this position will coordinate medical management of workers' compensation claims; assess and monitor seriously injured workers to ascertain need for home health care, physical rehabilitation programs, medical equipment, home modification and other medical services. Must also provide training on medical issues, audit medical bills and review medical reports.

Applicants must have a current Oregon RN license and a valid Oregon driver's license. Must have excellent communication skills and have current knowledge of physical rehabilitation. Familiarity with local medical community is desirable.

We offer an excellent benefits program. To be considered for this position you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., October 20, 1988 to request your applicant packet. No resumes please.

#### SAIF Corporation

Equal Opportunity Employer

#### COORDINATOR

Young Families Program at YWCA N.E. & St. Johns Center.

Over see program activities and staff. Monitor budget and submit statistical reports.

BA/BS and 2 years. Administrative & supervisory experience required. Apply at:

#### YWCA Center

5630 N.E. Union Avenue

Closes: 10-28-88. No resumes or phone calls, please.

### CLERICAL

Leading Northwest Multi-Line Insurance Company is recruiting for the following Part-Time Positions:

#### TRANSCRIBERS

Late afternoon/evening hours utilizing a PC, type various documents from transcribing equipment.

Qualified applicants will possess excellent typing skills, 60 wpm, and have transcribing experience. Familiarity with WORDPerfect desired.

#### FILE CLERK

10 a.m. to 2 p.m. M/F

In our personal lines department, perform file maintenance, some light typing and answer phones.

Applicants should possess good general clerical skills, insurance office experience a plus.

To apply send complete work and salary history with cover letter specifying part-time and position of interest:

#### Liberty Northwest Insurance Corp

Employee Relations  
825 N.E. Multnomah Street  
Suite 1900  
Portland, Oregon 97232

Equal Opportunity Employer

### BUILDING MAINTENANCE ASSISTANT

Immediate opening to assist in maintenance, repair & general upkeep of facilities and equipment.

Qualified applicants will have proven knowledge and skills of building, electrical, plumbing and mechanical systems, be able to meet physical demands of job, pass a security check, have the ability to make mass calculations and have effective written and verbal communication skills.

Starting salary: \$5.48 p/h, full benefits. Apply at:

**American Red Cross**  
Human Resources Dept.  
3131 N. Vancouver Ave.  
Portland, OR 97208

Closes: 10/27/88.

Equal Opportunity Employer

### Thrifties

Now you can advertise anything of value from \$5.00 to \$5,000 in the Portland Observer classifieds.

To Get the response, advertise in the Portland Observer.

Call the Sales Department for further information at:

**288-0033**

### PORTLAND OBSERVER

"The Eyes and Ears of the Community"

**288-0033**

### INFORMATIONAL ADVERTISEMENT

#### PORTLAND PUBLIC SCHOOLS

#### CALL FOR BIDS

Sealed bids will be received until 1:00 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. 1, 1988	General Equipment and Supplies For Warehouse Stock, 1989-90.
Nov. 8, 1988	Juice For Nutrition Services (Requirement Contract).
Nov. 8, 1988	Custodial Supplies and Equipment, 1989-90.

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.

### PORTLAND/OREGON VISITORS ASSOCIATION

#### TWO REQUESTS FOR PROPOSALS

First: Assistance in Designing & Initiating an Intern Program  
Second: Market Research

The Portland/Oregon Visitors Association announces the availability of two requests for proposals.

One request seeks assistance in designing and initiating an intern program at the Visitors Association for minority students in the hospitality/tourism field.

A second request is for market research to identify (1) national associations of ethnic minorities that might consider bringing a convention to Portland, and (2) local representatives of these associations.

Responses to both requests for proposals are due by 5:00 p.m. Friday, November 4.

Preference will be given to respondents who are certified as MBE/DBEs by the Oregon Executive Department.

Copies of the RFPs may be obtained by contacting:

**Portland/Oregon Visitors Association**  
26 S.W. Salmon • Portland, OR 97204  
(503) 275-9752

### SUB-BIDS REQUESTED

UNITED STATES POSTAL SERVICE  
AIRMAIL FACILITY - PORTLAND, OR  
BID DATE: Friday, October 28, 1988 at 1:00 P.M.

#### Hoffman Construction Co. of Oregon

P.O. Box 1300 • Portland, OR 97207  
(503) 221-8811 FAX (503) 221-8934

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

UNITED STATES POSTAL SERVICE  
AIRMAIL FACILITY - PORTLAND, OREGON  
BID DATE: October 28, 1988 at 1:00 P.M.

#### DONALD DRAKE CONSTRUCTION

1740 N.W. Flanders  
Portland, Oregon 97209  
(503) 226-3991

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.

## The Home Team<sup>®</sup> is on your side.



If you think the cost of buying a home is out of your reach, then you should reach for the phone and call a member of The Home Team.

That's your local real estate agent, and he or she can show you a great selection of value-priced HUD homes throughout Oregon and S.W. Washington. In fact, HUD has an affordable home available right now in the area you want to live.

For a preview of currently-available HUD properties, check our listings ad

in the real estate classified section of your Friday or Sunday Oregonian.

Then call any real estate agent. We want you to come home a winner.

HUD and your real estate agent... We're The Home Team.<sup>®</sup>



## We believe in it.

Equality in the workplace. It's a value that is held strongly, here at the Port of Portland.

If you are a minority or woman-owned firm, certified by the Oregon Department of Transportation and are interested in doing business with us in the areas of:

- construction
- professional services
- products
- services
- airport concessions

Then please give us a call at (503) 231-5000, extension 263, for more information.

*We're an Equal Opportunity Employer*



## Port of Portland