

PROFESSIONAL SERVICES DIRECTORY

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

Phone 288-0033 - To Place Your Ad
Ad Rates: 5 Lines - 1 Week - \$7.50 4 Weeks - \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

AUTO REPAIR



Eddie's Auto Repair
Low Rates - While You Wait!

625 N.E. Killingsworth
Portland, Oregon
281-7591

BEAUTY & BARBER SUPPLIES

Look of Radiance
3512 N.E. 15th Street
Portland, Oregon
284-6345
Nails Only • Hair Care Salon
Beauty/Barber Supply • Free Delivery

CONTRACTING-GENERAL

Silco Construction Co.
8614 N. Crawford
Portland, Oregon 97203
286-8155

BEAUTY / BARBER SUPPLIES

ja'bell's

Beauty • Barber • Nails Supplies
(Retail & Wholesale)

Cosmetology Consultant

5832 N.E. Union Avenue
Portland, Oregon 97211
(503) 281-6393

Open: Mon. thru Sat. 9 a.m. - 6 p.m.

BEAUTY SUPPLIES

P & J's Beauty Salon & Supply

231 N. Lombard • Suite 200
Portland, OR 97217 • 289-0205

Styles by E.J. Bates
Low Prices - Quality Service - Deliveries

CONSTRUCTION

Donald M. Drake Construction

226-3991

FLORAL - SILKS

Eartha's Floral Connection

517-1/2 N.E. Killingsworth
Portland, Oregon 97211
282-3675

We Do Weddings • Funerals
Made-To-Order • Custom-Made

PRINTING

Kinko's

Open 7 Days A Week
1605 N.E. 7th
Portland, Oregon 97212
284-2129

"INSURANCE"

Ernest Warren - Agent
Auto-Home-Life-Health-Group
P.O. Box 12652
1717 N.E. 19 Portland, OR
97212

SPORTS MEDICINE

North Portland Medical Clinic
105 N. Killingsworth
Portland, OR 97217
285-3323

JOBS & CLASSIFIED ADVERTISING

INSURANCE

BENEFITS COORDINATOR

Blue Cross & Blue Shield of Oregon, a major health insurance company with a workforce of 1600+ employees is currently accepting applications for a Benefits Coordinator in the Human Resources Dept.

Incumbent will be responsible for administering the employee fringe benefit program according to established corporate policies and procedures. The Benefit Coordinator plans, organizes, and presents monthly benefit orientation.

Qualified candidates will have experience in administering retirement plans, 401(K) plans, and flexible spending plans; and have the ability to communicate effectively with all levels of management and employees. Successful candidate will be detail oriented, and have excellent organizational skills. Experience using a computerized personnel system is highly desirable. Deadline For accepting applications is 11/28/88.

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 Fl.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

JANITOR

Male/Female
MUST BE DISABLED

\$5.25 per hour to \$6.90 per hour plus union benefits. Apply to:
Portland Habilitation Center
3829 S.E. 74th, Portland, OR
97206
Interviews: 1:00pm to 3:00pm Fri.
12/2 & Mon. 12/5

DATA ENTRY

TEMPORARY DATA ENTRY OPERATOR

Blue Cross and Blue Shield of Oregon is seeking applicants for a temporary/full time data entry operator for their HMO subsidiary.

Qualified applicants will have work experience in a production oriented environment, possess excellent keying skills, and be able to commit to an 8:30-5 workday beginning Nov. 28th, 1988 through January 15, 1989. This position could potentially be extended.

Production keying and medical terminology highly desirable, 10-Key a must.

Please apply in person:

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

LIVE-INS/ HOUSEKEEPERS

Taking resumes along with references for live-ins and housekeepers. Contact: Personal Choice at 289-0005 between 9 a.m. - 5 p.m.

Dependable transportation a must.
Equal Opportunity Employer

AUDITOR

ASSISTANT AUDITOR

Blue Cross and Blue Shield of Oregon is currently accepting applications for an assistant auditor position in the Medicare Reimbursement and Audit Dept. 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 per month travel with audit team.

Qualified candidates will have a college degree with major in accounting including audit course credits. Previous work in accounting or health care is desired.

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Equal Opportunity Employer

PLANNING ASSISTANT

City of Beaverton Planning Dept. Primary duties include assistance to the public and development community on zoning & development questions. Requires BA in urban planning or related field w/masters preferred. 2 Years of urban planning exper. may be substituted. Salary \$1633-\$2289 per month. Apply Personnel Dept, Beaverton City Hall, 4755 SW Griffith Dr., Beaverton, OR 97005 by 5pm Fri Dec 9, 1988.
Equal Opportunity Employer

WASHINGTON COUNTY JOBS

Community Corrections Field Manager \$2973-\$3537/mo.

Engineering Technician 3 \$1979-\$2432/mo.

Call (503) 648-8607 for information. County application forms req. Apply by December 9, 1988 to Washington County Personnel.
Equal Opportunity Employer

Traffic Technician I

City of Beaverton

Duties include the installation maintenance and repair of traffic control signs and pavement mark fabrication of traffic control sign; Assist in maintenance of traffic signals and street light duties may be in a training capacity. Requires minimum of 1 year general construction maintenance or repair experience or equivalent training.

Salary: \$1,345 to 1,823 per month
Apply: Personnel Department
City of Beaverton
4755 S.W. Griffith Drive
Beaverton, Oregon 97076
by 5 pm on Friday December 9, 1988

Equal Opportunity Employer
Male/Female Desirable

Assistant Director

Non-Profit Organization
Prefer supervisory experience and resource development. Experience in grant writing and public speaking desirable. Able to work with people from various economic and ethnic backgrounds. Send resumes to 14821 N.E. 82nd Street, Vancouver, WA 98682

Equal Opportunity Employer

ASSOCIATE PLANNER TEMPORARY

\$24,480 - \$30,205

Commensurate with Experience

The Port of Portland has an immediate opening for an Associate Planner. This position has an anticipated duration of one year. The Associate Planner will provide support to Planning staff in a variety of planning projects/studies. Anticipated duties to include, but not limited to:

- Carry out, under minimal supervision: assembling and/or updating needed information, consolidating and analyzing data and policies, evaluating alternatives and determining their impact, recommending courses of action to the senior planner.
- Prepare applications for conditional use permits, zone changes, street vacations, etc.
- Prepare brief reports evaluating land use planning problems or opportunities.
- Inventory and update information from various agencies and organizations which is relevant to Port planning activities.

Qualified individuals will have 2-3 years demonstrated experience in planning with exposure to one or more of the following: industrial or commercial land development projects, the legal system of land records, and computer applications to planning activities. Demonstrated ability to communicate orally and through written and graphic material in an effective manner and ability to work well in an interdisciplinary team framework.

Candidates may apply at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor, Suite 1411 or call 503-231-5000 Ext. 700 for complete application materials. All applications must be received by 5:00 pm, Friday, December 9, 1988.

The Port of Portland is an Equal Opportunity Employer

ASSISTANT CITY ATTORNEY

\$2144-\$2736 Per Month

The City of Vancouver is seeking qualified candidates for a current opening in the City Attorney's office. This is a full time regular entry level attorney position available Jan. 1, 1989. The person selected will be responsible together with other assistant city attorneys for the preparation & prosecution of cases involving municipal traffic & criminal offenses. The preferred candidate will be a member of the Washington State Bar, w/some exper. in the practice of municipal law; however, attorney's with little or no work experience will be considered. Interested candidates must submit a professional resume and a completed City of Vancouver application to:

The Citizen Service Center
PO Box 1995
Vancouver, WA 98668-1995
No later than 4:30pm Fri. Dec. 16, 1988

The City of Vancouver is an Equal Opportunity/Affirmative Action Employer

Earn \$1000's a week at home in your spare time doing Credit Repair!
Call 1-619-565-6532
Ext. 3759 24 hrs

INSURANCE

MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- 1 Year recent clerical work experience in a doctor's office or hospital setting
- Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.
- ICD-9/CPT-4 Coding
- A minimum of 6-12 months experience using a CRT in a production oriented environment
- Fast, accurate use of a 10-Key calculator

Previous claims processing or insurance billing experience highly desirable.

Position begins January 23, 1989.

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100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

DATA PROCESSING PROGRAMMER ANALYST

Ore. Economic Develop. Dept., Salem. Requires Bachelors degree & 2 yrs. Microcomputer programming exp. in network environment. Salary starts \$2094 mo. Call 1-373-1200.
Equal Opportunity Employer

MULTNOMAH COUNTY

Employee Health Promotion Coordinator: \$24,471 - 31,800 annually; coordinates all aspects of the Health Promotion Program for Multnomah County employees; plans, implements and evaluates classes and activities; prepares educational and P.R. material; presents health and fitness workshops; and maintains records; requires professional experience demonstrating proficiency in program coordination and delivery AND Bachelor's degree in Health Education or related field; apply by December 16, 1988.

Youth Program Development Specialist: \$12.06 per hour; plans, develops, coordinates and evaluates programs and contracts for the Youth Program office; requires one year of experience in program planning, development and/or evaluation in the social services area, preferably involving services for youth; apply by December 9, 1988.

Apply at:
Multnomah County Employee Services
Room 1430, 1120 SW Fifth Avenue
Portland, OR 97204
Equal Opportunity Employer

PORTLAND OBSERVER
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RECORDS AND LIBRARY MANAGER

The Port of Portland is recruiting for a Records and Library Manager with course work or equivalent experience equal to a degree in library and records management, CRM designation desirable; five or more years' experience in records and library management or related field.

As Records and Library Manager your responsibility will be to design (both manual and automated) and implement a corporate library management system; establish procedures for on-going analysis of records systems; provide training to users throughout the organization plus other related responsibilities.

Additional preferred qualifications include:

- Additional experience and course work in computer applications, business law and human relations.
- Demonstrated excellent oral and written communication skills.
- Demonstrated effective management and supervisory skills.
- Effective problem solver.
- Proactive self starter.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$24,480 - \$30,430 commensurate with experience. The full salary range is \$24,480 - \$36,430.

If interested and qualified, apply at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor, Suite 1411 or call 503-231-5000 Ext. 700 for complete application materials. Resumes will not be accepted in place of applications, but may be included. All applications must be received by 5:00 pm, Wednesday November 30, 1988.

The Port of Portland is an Equal Opportunity Employer

Nursing

RN

The Medical Affairs Dept. is currently seeking a RN professional to fill a Pre-Certification Coordinator position.

PRE-CERTIFICATION COORDINATOR

The Pre-Certification Coordinator will conduct reviews for pre-certification program including pre-certifying 2nd opinions, discharge planning, and benefit extension review.

Successful candidates must be an RN currently licensed in the State of Oregon with 3-5 years recent hospital experience. Utilization review and quality assurance background desirable. Good communication skills a must.

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Human Resources Dept., 5th Fl.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

Interested in becoming a Catholic or returning to the Catholic Church? Call Fr. Ted or Sis. Kathleen at St Andrew's Catholic Church 281-4429

MACHINIST GENERAL FOREMAN (M-F) Machinist/Sheet Metal/Roofing Trades

Portland Public Schools
Minimum 2 yrs supervisory exp. Must have journeyman's rate or equiv. in machinist or sheet metal craft. Must hold or be eligible for license to supervise. Salary based on exp. & preparation. Excellent fringe benefits.

For job description & application, apply to Portland Public Schools, Personnel Dept, 501 N. Dixon, Portland, OR. Deadline Dec. 5, 1988.

Equal Opportunity Employer

Counselor

Adult family therapist, full-time, MSW required. Send resume by 12/8 to: CCMH 6329 N.E. Union, Portland, OR 97211

EDUCATION COORDINATOR ALCOHOL/DRUG PREVENTION PROJECT

Portland Community College

(Temporary/Part-time through 08/31/90)

Bachelor's degree in Human Services or related field with emphasis on substance abuse prevention and intervention required. Master's degree preferred. Three years paid experience in A/D prevention/intervention programs with strong organizational and program development skills required.

Salary: \$10.81 - \$12.61 per hour. Closing Date: December 12, 1988 For application materials call (503) 273-2823

An Affirmative Action/ Equal Opportunity Institution

SECRETARY

Blue Cross and Blue Shield of Oregon is currently accepting applications for an immediate opening for a secretary in the Medicare Services Dept.

Qualified applicants must have 2 years secretary experience; excellent grammar, spelling, punctuation, and composition skills; and possess a positive attitude.

The ability to type a minimum of 70 WPM a must, as well as experience with PC's and word processing. Business college background and transcription machine highly desirable. Monthly salary range from \$1300-\$1450.

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100 S.W. Market
Portland, OR 97201

EARN EXCELLENT MONEY

At Home Assembly work
Jewelry, Toys, Others
Call 1-619-565-1657 Ext. 3759
24 Hours