

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.)

APPLIANCES

WASHERS & DRYERS
\$100.00 and Up
CALL 282-4911

CALL THE GIRLS!
FOR YOUR YARD
After 1:00 P.M.
289-9122 · 286-8493

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
5832 N.E. Union Avenue
Portland, Oregon 97211
(503) 281-6393
and
5287 N. Lombard Street
Portland, OR 97203
(503) 283-6085
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

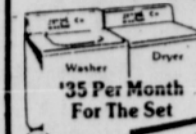
FLORAL - SILKS

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

RENT WASHERS & DRYERS



rental washer Co.

This Coupon Good For:
• \$15 OFF
• DELIVERY & INSTALLATION FEE
• 30 Delivery & Installation
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

RECEPTIONIST POSITION OPEN

Clinic Staff-Reception and clinic duties including assisting with volunteer program and fundraising. Experience with patient billings/collection a must. HS Grad and 2 yrs. experience in clinic or health care. Exp. in reception, general office, and good typing skills. Ability to work in a high pressure, busy telephone area a must. Salary to \$12,000. Resume and cover letter to NPCHC, 5311 N. Vancouver, Portland, 97217 by March 20, 1989.

INSURANCE

SENIOR MEDICAL UNDERWRITER

The Senior Medical Underwriter will perform the following duties:

- Determine Underwriting risk
- Review Health Statements to determine enrollment eligibility
- Evaluate Health Statements for prospective Community groups
- Act as resource to Underwriting in evaluating large claims
- Perform on-going written and oral communication in a professional manner

Qualified applicants will have a minimum of three years experience in underwriting individual health and/or life insurance with a strong medical background or a degree in Nursing, and will possess excellent demonstrated communication skills. Leadership and problem solving background and the ability to handle daily stressful situations in a professional manner is 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 Blue Shield of Oregon
Human Resources Dept. 5th Floor
100 SW Market
Portland, OR 97201

SECRETARY

Full-time position in our Campaign Division. Duties include answering phones, typing and maintenance of files and records. Requires accurate typing of 50-60wpm and 1-3 years secretarial experience. Individual must have some knowledge of word processing and correct grammar & spelling. Salary \$12,180 plus excellent benefits. Send resume by March 17 to:

Carolyn Lewis
United Way of the Columbia-Willamette
718 W. Burnside
Portland, Oregon 97209
228-9131

Equal Opportunity Employer

WASHINGTON COUNTY JOBS

Inspection Technician I \$1581-\$1914/mo.
Inspection Technician II \$1824-\$2211/mo.
Recruit \$1780/mo.

Call (503) 648-8607 for information. County application forms req. Apply by March 24, 1989 to Washington County Personnel. An E.O.E.

\$60.00 PER HUNDRED
Remailing letters from home! Details, send self-addressed, stamped envelope. Associates, Box 309-T, Colonia, NJ 07067.

INSURANCE

VOCATIONAL COORDINATOR \$2015 MINIMUM

SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking a Vocational Coordinator for its Salem Branch Office. The individual in this position will manage workers' compensation claims, approve vocational plans, and coordinate vocational efforts with internal and external vocational placement.

Applicants must have workers' compensation certification, and have a Bachelor's degree with one year of workers' compensation experience; additional vocational experience can be substituted for education. Candidates must have knowledge of workers' compensation billing procedures and Oregon Administrative Rules. Applicants must also have good communication skills; experience dealing with professional people as well as vocationally handicapped people; and the ability to make decisions by evaluating handicapped people; and the ability to make decisions by evaluating written material, both medical and vocational. A valid Oregon driver's license is required. Insurance experience is preferred.

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 5pm, March 17, 1989 to request your applicant packet. No resumes please.

SAIF Corporation
An Equal Opportunity Employer

INSURANCE

DISABLING CLAIMS UNIT MANAGER \$2832-\$3509/MO \$33,984-\$42,108/ANNUAL

SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking a Disabling Claims Unit Manager for its Corporate headquarters in Salem. This individual will direct supervisory and technical staff for the Unit. Duties will include budget proposal; claims objectives and compliance with workers' compensation law and regulations and the overall development of staff.

Applicants must display a minimum of 6 to 8 years experience in an insurance claims environment; emphasis, on Workers' Compensation strongly preferred. Successful applicants will have the equivalent of three or more years experience in managing technical, clerical and supervisory employees and will demonstrate strength in planning and organizing. Superior communication and administrative skills are required.

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 5pm, March 17, 1989 to request your applicant packet. No resumes please.

SAIF CORPORATION
An Equal Opportunity Employer

Interested in becoming A Catholic or Returning to the Catholic Church? please call Fr. Ted or Sr. Kathleen at St. Andrew's Catholic Church (503) 281-4429.

INSURANCE

EXAMINER/SR EXAMINER \$1826-\$2494/MO \$21,912-\$29,928/ANNUAL

SAIF Corporation Oregon's leading workers' compensation insurance carrier is seeking Examiner/Senior Examiner for its Corporate Headquarters in Salem. The individuals in these positions will manage and process and assigned number of medical only claims insuring that 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.

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 5pm March 17, 1989 to request your applicant packet. No resumes please.

SAIF Corporation
An Equal Opportunity Employer

RADIO

Portland Radio Station seeking experienced talk show host. Must have minimum 5 years experience as radio or TV Talk Host.

Send Resume to:
PO Box 14957
Portland, OR 97214
Equal Opportunity Employer

MECHANIC

C-TRAN is seeking a journeyman level Mechanic. Requires three years heavy duty diesel and/or 5 years gas engine experience supported by excellent work references, a valid drivers license, ability to comply with non-smoking policy and pass a pre-employment physical. Transit coach experience desired. Shifts vary. Salary Range \$9,04-\$13.49 DEPENDING UPON EXPERIENCE. Apply at Employment Security Department, 603 W. Evergreen Blvd., Vancouver, WA Closes upon selection of candidate.

Equal Opportunity Employer, M/F/H

MENTAL HEALTH: Psychiatrist

For innovative CMHC: diverse client population, interdisciplinary staff, respected training site, focus on quality services. Part-time position available May, 1989 for Board eligible/certified psychiatrist. Outstanding community opportunity allowing development of other options. Salary \$50,000-\$70,000 (full-time); excellent benefits. Send resume to Delaunay MHC, 5215 N. Lombard, Portland, OR 97203, (503) 285-9871. Equal Opportunity Employer

EARN EXCELLENT MONEY at home

Assembly work. Jewelry, toys, others Call 1-619-565-1522 ext. T37590R 24 hrs March 9,16,23

SOCIAL SERVICES

VICE-PRESIDENT

United Way of the Columbia-Willamette seeks qualified individual as Vice-President of its Community Services and Allocations Division. Individual will develop, organize and coordinate an efficient system of fund allocation, management assistance and agency relations to ensure effective response to human service needs in the four county area. Will work with community members, volunteers and agency leadership. Requires graduate degree or equivalent in Social Work or related field. Minimum of five (5) years related work experience in the human services field plus extensive knowledge of the United Way agency system. Demonstrated abilities with financial systems, program development and evaluation, community organization and administration. Must communicate well in a variety of settings and possess good interpersonal and management skills. Non-profit agency executive level or supervisory experience preferred. Salary commensurate with experience. Send resume by March 17 to:

Carolyn Lewis
United Way of the Columbia-Willamette
718 W. Burnside
Portland, OR 97209
228-9131

Equal Opportunity Employer

MENTAL HEALTH

Methadone Program Mgr.

CODA, Inc, seeks qualified applicants for Program Manager position. Responsibilities include planning, coordination and evaluation of methadone treatment program components. Administrative and clinical services management, staff supervision and training. Applicants must possess extensive experience in administrative and clinical supervision in the chemical dependency field. Masters degree in human services required. Salary range \$1950-\$2638 per month plus excellent benefits package. Application and screening questions available at 210 NE 20th or call 239-8400
Equal Opportunity Employer

ASST. DIRECTOR

Northeast non-profit agency seeking assistant director. Supervisory, management, verbal & written communication skills a must. Experienced and able to work with clients of diverse ethnic backgrounds. Resume's to:
Pers. Comm.
PO Box 12153
Portland, OR 97212

STATE OF WASHINGTON SOCIAL WORKERS

Division of children and family services, region 2 is recruiting for child protective and child welfare - family reconciliation services for South Central in Eastern Washington. Must have a BA or MA degree in social work. Contact Karen Collins, Regional Personnel Rep 509-575-2826 for specifics of employment E.O.E.

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

SAIF CORPORATION, OREGON'S LEADING WORKER'S COMPENSATION INSURANCE CARRIER VOCATIONAL COORDINATOR \$2015 MINIMUM

Oregon's leading workers' compensation insurance carrier is seeking a Vocational Coordinator for its Salem Branch Office. The individual in this position will manage workers' compensation claims, approve vocational plans, and coordinate vocational efforts with internal and external vocational placement.

Applicants must have workers' compensation certification, and have a Bachelor's degree with one year of workers' compensation experience; additional vocational experience can be substituted for education. Candidates must have knowledge of workers' compensation billing procedures and Oregon Administrative Rules. Applicants must also have good communication skills; experience dealing with professional people as well as vocationally handicapped people; and the ability to make decisions by evaluating handicapped people; and the ability to make decisions by evaluating written material, both medical and vocational. A valid Oregon driver's license is required. Insurance experience is preferred.

INSURANCE DISABLING CLAIMS UNIT MANAGER \$2832-\$3509/MO \$33,984-\$42,108/ANNUAL

Oregon's leading workers' compensation insurance carrier is seeking a Disabling Claims Unit Manager for its Corporate headquarters in Salem. This individual will direct supervisory and technical staff for the Unit. Duties will include budget proposal; claims objectives and compliance with workers' compensation law and regulations and the overall development of staff.

Applicants must display a minimum of 6 to 8 years experience in an insurance claims environment; emphasis, on Workers' Compensation strongly preferred. Successful applicants will have the equivalent of three or more years experience in managing technical, clerical and supervisory employees and will demonstrate strength in planning and organizing. Superior communication and administrative skills are required.

INSURANCE EXAMINER/SR EXAMINER \$1826-\$2494/MO \$21,912-\$29,928/ANNUAL

SAIF Corporation Oregon's leading workers' compensation insurance carrier is seeking Examiner/Senior Examiner for its Corporate Headquarters in Salem. The individuals in these positions will manage and process and assigned number of medical only claims insuring that 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.

INSURANCE

Examiner Trainees \$1503/Monthly

SAIF Corporation, Oregon's leading workers' compensation insurance carrier is seeking Examiner Trainees for its Salem Branch Office. Starting date approximately May 8, 1989. The individuals selected for these positions will be in a trainee status for a minimum of six months. During this time, the trainees will be provided with on-the-job training and examiner duties and responsibilities which include the management and processing of assigned number of disability and non-disability claims insuring that compensation and medical benefits are paid timely.

Applicants must have a minimum of two years college; a Bachelor's degree is preferred. Applicants must have demonstrated oral and written communication skills and ability to analyze, use logic and evaluate adverse facts. Candidates must also be willing to continue their education through insurance training programs.

Legal

Paralegal \$1740/Minimum

Oregon's leading workers' compensation insurance carrier is seeking a Paralegal for its Corporate Headquarters in Salem. Applicants should have a thorough knowledge of Workers' Compensation Law, medical and legal terminology, and the ability to analyze and interpret legal issues and complex material. Two years of negotiation and settlement experience is preferred.

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 5pm, March 17, 1989 to request your applicant packet. No resumes please.

SAIF Corporation
An equal opportunity employer

INSTRUCTOR & LIVE-IN DORM COUNSELOR

Positions still available for U of O Upward Bound Summer Program. **DEADLINE EXTENDED TO APRIL 7, 1989.** Call for applications, 686-3501. Affirmative Action EO Employer

Development Director

For Community Development Corp. in Portland. Min. 3 years experience in Fund Raising, grant writing and coordination of volunteer efforts, working knowledge of government grants highly desirable. Salary 25K - 30K DOE
Send resume/cover letter to:
P.O. Box 11871
Portland, Oregon 97211
Equal Opportunity Employer