

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.)

DONNIE JAMES
Men & Women's Fashion

"If you dare to be fashionable"

517 NE Killingsworth
Portland, Oregon 97211

Donnie Lewis
(503) 288-1721 James Williams

PRITCHETT'S
ELECTRICAL MAINTENANCE CO.

Specializing In:
Installation, Trouble Shooting and Repair of Electrical Appliances, Equipment & Light Fixtures

Licensed Bonded Insured
Corey Pritchett 3525 N.E. Rodney
287-9617 Portland, OR 97212

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.

Bill Kelley's Upholstery

28 years experience
Quality work, Fair prices
Furniture, auto, & boats

2403 NE Alberta,
Portland, OR
281-1786

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

This Coupon Good For
\$15 OFF
DELIVERY & INSTALLATION FEE

30 Delivery & Installation
rental washer Co. Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

PRE-CERTIFICATION COORDINATOR

The Medical Affairs Dept. is currently seeking a RN professional to fill a Pre-Certification Coordinator position.
The Pre-Certification Coordinator will conduct reviews for pre-certification program including pre-certifying 2nd opinions, discharge planning, and benefit extension review.
Successful candidate 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.

PSYCHIATRIC REVIEW COORDINATOR

This position conducts psychiatric reviews including pre-certification, pre-authorization and inpatient claim review; maintains utilization guidelines; establishes close working relations with provider & internal personnel and assists with psychiatric & chemical abuse program review & policy modifications.
This position will require:
Currently OR licensed RN
3-5 years recent hospital or ambulatory psychiatric-substance abuse experience.
Experience with hospital claims review and/or audit, demonstrated ability to work in a fast-paced environment under high pressure conditions.
A strong commitment to cost containment
Excellent interpersonal skills
Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, competitive salary and flex time work hours. Please apply or send resume to:

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

SECRETARY

Security Pacific Bank Oregon has excellent opportunities available for individuals with a commitment to the highest level of client service. Qualified applicants will have a minimum of two years previous secretarial experience, a typing speed of 65-70 wpm, experience with word processing (Samna preferred) and Lotus 1-2-3, excellent written and verbal communication skills, detail oriented, the ability to prioritize, and professional telephone etiquette.
As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer a competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please apply in person at:

SECURITY PACIFIC BANK OREGON
Personnel Department
PO Box 3066
1001 SW 5th Avenue
2nd Floor
Portland, OR 97208
(503) 796-3878
APPLICANT HOURS
Mon-Fri- 9-1 p.m.
Equal Opportunity Employer

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

COMMUNICATIONS DISPATCHER PORTLAND INTERNATIONAL AIRPORT

The Port of Portland has a challenging opportunity to provide dispatch assistance for Port Police, Fire, Operations and Maintenance Departments, Coordination of airport communications with outside agencies as needed, and service the Ports, businesses and public for 24-hour communication needs. Anticipated duties to include, but not limited to:
* Dispatches and receives information over Port, police, fire and emergency radio frequencies. Maintains contact with field units, notes status. Dispatches police units as appropriate and coordinates incident communications to resolution.
* Handles incoming phone calls from public, airport businesses and emergency lines, responds in professional, expeditious and courteous manner.
* Operates and enters information into police computer system, fire alarm and security computer systems.
* Monitors flex-response alarm system, gate controls and security surveillance cameras and takes approp. action.
* Relays information to and carries out instructions given by the Police Shift Watch Commander, Fire Dept. and OPS Supervisor on duty.
* Performs as professional communications dispatcher and communications coord. for the airport. Handles in-house and city/county demands.
Works with limited supervision in a demanding atmosphere.
Preferred qualifications include:
* Related work experience. Capable of learning to operate equipment and machines associated with the Communications Center (i.e. console position, teletype, tape machine).
* Must work shift as assigned.
* Subject to possible stand-by in case of emergency.
* Willing to attend in-service training schools and classes.
* Able to work overtime with short notice.
Demonstrated ability to work in stressful environment successfully.
In addition to a comprehensive benefit package, the Port offers; tuition aid program, employer-paid medical, dental, vision insurance and employer paid PERS. The Port offers a starting salary of \$15,903, after 6 mos. \$19,042, and a full salary range of \$15,903 - \$25,813.
If interested and qualified apply at the Port Employment Office, 14th floor, 700 N.E. Multnomah or call 503-231-5000, ext.700, for complete application materials. All applications must be received by 5:00 p.m., Tuesday, 1989.
The Port is an Equal Opportunity Employer

Senior Community Service Employment Program

Did You Retire Too Soon?
If you are 55, live in Multnomah/Clackamas County and of low income-Let us put you in the work force.
Call A.A.R.P. 231-8078

SR. UTILITY & ENERGY ECONOMIC ANALYST (\$33,156-\$42,156)

The Oregon Public Utility Commission is recruiting for a senior economic analyst to develop and defend independent analysis on the cost of supplying electricity in the future and how these forecasted cost estimates should be reflected in actual electricity rates to various customer groups. This analyst will also evaluate utility and regional power marketing activities and recommend appropriate experience in engineering, economic research and analysis, or utility auditing or accounting, AND a Bachelor's degree in engineering, economics, accounting, or three more years of responsible pertinent experience. A Master's degree in engineering, economics, accounting, or a relevant scientific discipline can substitute for up to one year of the required experience. For application materials, call (503) 373-7949, or write Public Utility Commission, Personnel Services, 400 Labor & Industries Building, Salem, Oregon 97310-0335. An equal opportunity employer.

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 doctors 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 July 5, 1989.
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MICRO COMPUTER PROGRAMMER/ANALYST PORTLAND PUBLIC SCHOOLS

Three full time positions, one permanent, 2 single year. Requirements include 3 years full time MS-DOS or Macintosh/Apple experience and relational data base background. SQL experience, especially INFORMIX, preferred. Deadline for submitting applications June 21. Apply Portland Public Schools, 501 N. Dixon, Pld, OR 97227.
Equal Opportunity/Affirmative Action Employer

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CLERICAL RECEPTIONIST

Residential Real Estate Group, a division of Security Pacific Bank, has an immediate opening for our Portland loan center.
The successful candidate will act as the "front of house" for the loan center and will play an integral role in coordinating the floor time schedules for agents. Regular duties include computer science or data processing. Strong oral and written communication skills and statistical skills are required. Medical background desirable.
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PROVIDER SERVICES REPRESENTATIVE

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Provider Services Representative position.
The Provider Service Representative will be responsible for physician and health care facilities in Southwest Portland area. Also responsible for newsletter preparation. Qualified applicants must meet the following requirements.
College degree or equivalent high level work experience in some area of health care.
Minimum of 2 years experience in health care industry.
Knowledge of the provider organizational structure, medical terminology and CPT coding.
Experience in making large group presentations.
Independent research ability, analytical and problem solving skills.
High level of proficiency in oral and written communication skill.
Desktop publishing experience desired.
Valid Oregon Driver's license
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Portland, OR 97201
Equal Opportunity Employer

DATA PROCESSING PROGRAMMING ANALYST

Immediate opening for a Research and Programming Analyst in our Preferred Provider Plan Department to develop, test and implement systems programs.
The successful candidate will have a minimum of 2 years programming experience utilizing SAS and Lotus, or an associate's degree in computer science or data processing. Strong oral and written communication skills and statistical skills are required. Medical background desirable.
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Account Representative

The Private Industry Council is recruiting for an Account Representative. This position works directly with employers to develop job resources for people facing economic and cultural barriers to employment, develops training agreements and coordinates placement of trainees.
Preferred requirements: Bachelors degree with major coursework in business, marketing or closely related field; two years business and/or public relations experience; excellent communication skills; valid driver's license and reliable transportation; experience in working with disadvantage populations. Qualifying experience may be substituted for education.
Salary range: \$16,603 to \$24,956 plus excellent benefit package.
Closing date 5 PM Wednesday, June 28, 1989. Applications available at The Private Industry Council, 520 SW 6th Ave, Suite 400, Portland OR 97204.
An Affirmative Action/Equal Opportunity Employer.

DATA PROCESSING INFORMATION CENTER PROGRAMMER ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting applications for an Information Center Programmer Analyst.
The Information Center Programmer Analyst performs the following:
TRAINING: includes development and presentation of beginning and intermediate classes in information Services concepts through intermediate level programming in information Center supported languages.
CONSULTING: includes timely and appropriate project management analysis, design, code, test and implementation assistance to end users for their reporting and data management application systems.
PROJECTS: incl internal projects & info client application development projects as assigned.
Qualified candidates must have a college degree in Computer Science, Math, Statistics or Business and/or demonstrated commendable performance as a Programmer, 1-2 years experience in FOCUS as well as at least one of the supporting programming languages including SAS, CLIST, dialogue manager and PC based tools. Experience in systems analysis, design and project management is required. Excellent oral and written communication skills, user contact experience at staff and management levels & exper in training and users are highly desirable.

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Equal Opportunity Employer

DAY CARE

Teacher: 3Yr Old Class
Must have experience and Training in ECE
Jeannette Fegan
287-5656

CUSTOMER SERVICE FULL & PART TIME

Blue Cross and Blue Shield of Oregon is currently accepting applications for full time and part time Customer Service Representatives in their Customer Service Department.
This position is responsible for in depth knowledge of all aspects of Blue Cross & Blue Shield of Oregon business. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form.
Qualified applicants will be able to work autonomously in fast paced environment, and must have demonstrated excellent attendance in previous employment.
Other requirements include:
* 1 year work experience in insurance industry
* 6 months experience in customer relations
* Medical/dental terminology
* Organizational skills
* CRT experience & ability to type 40wpm
* Procedural codes helpful
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WASHINGTON COUNTY JOBS

"UTILITY WORKER (Grounds)

Unified Sewerage Agency, \$8.16-\$9.91/hr. Performs a variety of unskilled & semiskilled manual labor tasks connected with the maintenance, construction & landscaping of sewage treatment facilities. Req. exp. in construction, manual labor, facilities maintenance, landscaping or related areas. Agency application forms req., resumes NOT accepted.
Call (503) 648-8607 for information. County application forms req. Apply by June 30, 1989 to Washington County Personnel. An E.O.E

JOB ANNOUNCEMENT

POSITION: Secretary/Receptionist
SALARY: \$15,000 to \$16,500
STARTING DATE: Open
Applications are now being now being accepted for the position of Secretary/Receptionist for the Oregon Food Bank. Interested applicants should mail their resumes and cover letter to:
Oregon Food Bank
38308 N. Williams Avenue
Portland, OR 97227
Attn: Rachel

JOB DESCRIPTION ADMINISTRATIVE SECRETARY

Assistant to the director (subject to change) 3808 N. Williams Avenue, Portland, OR Assist staff with secretarial tasks. Create and maintain work flow and information systems for the office, including proper handling of confidential information. Serves as a member of the central office clerical team. Provides secretarial support to:
* Development Officer and Development Staff
* Volunteer Coordinator
* Operations Manager

JOBS & CLASSIFIED