

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

McMurphy's
Buying Appliances
Working Or Not
288-3233

Dr. Jewell Crawford, M.D.
Optimum Family Health Clinic
4722 N.E. Glisan
Portland, Oregon
(503) 232-5879

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 Deliveries & Installation
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

PERSONNEL SECRETARY/RECEPTIONIST
Blue Cross and Blue Shield of Oregon, a major health insurance company is currently accepting applications and resumes for a Secretary/Receptionist for their Human Resources Department.
Qualified applicants must have strong secretarial/receptionist experience including both public contact and administrative/clerical skills, typing 60 wpm, excellent phone skills, oral and written communication skills. Candidates must have the ability to work in a fast paced office environment and handle a wide variety of tasks. Must have strong human relation skills.
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 Flr.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

PERSONNEL BENEFITS COORDINATOR
Blue Cross and Blue Shield of Oregon, a major health insurance company with a work force of 1700+ employees, is currently accepting applications for a Benefits Coordinator in the Human Resources Department.
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.
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MANAGEMENT STATE OF OREGON ADMINISTRATOR
Oregon Medical Insurance Pool & Insurance Pool Governing Board
Salary: \$2,513-\$3,205/Monthly
This executive service position will be responsible for the day to day management, operational & administrative functions of the boards responsible for providing Health Insurance coverage to otherwise uninsurable persons & for governing the program to provide Health Insurance plans to qualified small employers. To qualify, you must have 4 years of Management, staff technical, or professional experience AND a Bachelors Degree or 3 more years experience.
For application information, call or write Grace Ledford, Dept. of Insurance & Finance at (503) 378-3200, 21 Labor & Industries Bldg., Salem, OR 97310.
Equal Opportunity Employer

DATA PROCESSING PROGRAMMER/ANALYST Production Support
Program maintenance activities. Requires an individual with strong problem analysis skills. Individual must have a minimum of 2 years experience in business application systems environment and technical competence in COBOL, TSO/SPF, and OS/JCL-MVS experience is required. CICS common level, EASYTRIEVE PLUS and NATURAL experience is also desirable. Programmer/Analyst will:
* Perform troubleshooting
* Document solutions
* Coordinate with users
* Review new/changed projects impact on operations
* Accept for support new/changed systems
Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. When responding to this ad, please include the #89-181 in your cover letter or at the top of your resume.
Blue Cross and Blue Shield of Oregon
Human Resources, Dept. 5th Flr.
100 S.W. Market
Portland, OR 97201
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 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.
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Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr.
100 S.W. Market
Portland, Oregon 97201
Equal Opportunity Employer

ADMINISTRATOR
Oregon Medical Insurance Pool & Insurance Pool Governing Board
Salary: \$2,513 to \$3,205/Monthly
This Executive Service position will be responsible for the day to day management, operational, and administrative functions of the Boards responsible for providing health insurance coverage to otherwise uninsurable persons and for governing the program to provide health insurance plans to qualified small employers. To qualify, you must have four years of management, staff technical, or professional experience AND a Bachelor's degree or three more years experience. For application information, call or write Grace Ledford, Dept. of Insurance & Finance at (503) 378-3200, 21 Labor & Indust. Bldg., Salem, OR 97310
Equal Opportunity Employer

DATA PROCESSING COMPUTER OPERATOR
Immediate opening for a Computer Operator with at least 2 years experience working on an IBM 30XX system, processing with MVS/XA. Qualified candidate should also have experience with TSO or other time share systems and on-line database systems. Familiarity in the use of TMS, DCMS and Omegamon desired. Must be flexible in working a 3 or 5 day week.
Individual will control the on-line systems and batch job execution to support the operation of the BCBSO Data Center complex and assist in the support of magnetic tape and print media.
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 Flr.
100 S.W. Market
Portland, Oregon 97201
Equal Opportunity Employer

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

Head Start of Clark County - An Agency of the Economic Opportunity Committee of Clark County, Inc.

EDUCATION COORDINATOR
For Head Start of Clark County. Bachelor's or advanced degree in Early Childhood Education and/or Child Development, or in a related field, with equivalent training and experience, and two years successful teaching experience with primary responsibility for a classroom of children ages 3 to 6.
At least two years supervisory experience and training in supervisory skills, communications, group process, observation techniques, management and organization. Experience in writing proposals, grants, budgets. Excellent communication skills. Valid driver's license, operative automobile and insurance. Food handler's card. Some out-of-town travel and night meetings.
Obtain EOC application, Job Description, and Position Announcement between 9 a.m. and 4 p.m., weekdays at 10619 N.E. Coxley Drive, Vancouver, WA 98662-6100 - (206) 896-9912. Complete and return application as specified in Position Announcement by 4 p.m., December 8, 1989, to above address.
An Equal Opportunity Employer

TWO ASSISTANT PROFESSORS OF JOURNALISM
Department of Journalism
Oregon State University seeks two assistant professors for its Department of Journalism to teach courses in writing and reporting. One position requires professional science writing experience in newspapers or magazines and will involve teaching science writing, reporting and explanatory journalism. The other position requires experience as a reporter-writer with particular emphasis in investigative reporting, feature writing, and literary and explanatory journalism as well as a demonstrated interest in science journalism, and will involve teaching in-depth reporting and writing. Both positions require teaching experience at the University level or the potential for such teaching. The appointments are full-time, 9-month, tenure-track, at the Assistant Professor rank.
Qualifications: Professional experience relevant to teaching duties. A bachelor's degree in a related field is required. An advanced degree is preferred.

The department is accredited, has five full-time and several part-time faculty members, enrolls about 280 undergraduate majors, and focuses on science and specialized journalism. Applications: Accepted beginning Oct. 15, 1989, continuing until the position is filled. To ensure full consideration, applications should be received no later than Jan. 31, 1990. Send letter of application (describing how your experience, qualifications, and interests have prepared you for this position) along with a resume (including names, addresses, and telephone numbers of five references) to: Jon Franklin, Chairman, Department of Journalism, Oregon State University, Strand Agricultural Hall 232, Corvallis, OR 97331-2211. Please specify the position for which you are applying.
Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. OSU has a policy of being responsive to the needs of dual-career couples.

RADIO NEWS/PUBLIC AFFAIRS ASSISTANT
Compile and produce news and public affairs. Conduct interviews. Requires some experience in interviewing, writing and production. Send resume to: News Director, 4614 S.W. Kelly Ave., Portland, OR 97201.
Equal Opportunity Employer

TELEPHONE RESEARCH Part-Time
Evenings, 20 hours per week. Fun atmosphere. Send resume to Cascade Music Research, 4614 SW Kelly, Portland, OR 97201.
An Equal Opportunity Employer

SALES HELP WANTED
URGENTLY NEED DEPENDABLE PERSON to work without supervision for Texas oil co. in Portland-Vancouver area. We train. Write: R.A. Dicerson, President SWEPCO Box 961005 Ft. Worth, Texas 76161
Equal Opportunity Employer

MENTAL HEALTH C-III DRUG TREATMENT SERVICES
Starting Salary: \$1,232-\$1,300/Monthly plus excellent benefits.
CODA Inc. seeks applicants for a counselor position providing structured intensive outpatient treatment to mandated pregnant women. Responsibilities include diagnosis, evaluation and treatment to clients; individual, group, and family counseling. Consultation, coordination and liaison with community health nurses and case managers. Maintenance of client records, participation in marketing and promotion activities.
To qualify candidates will have a bachelor's degree in health services and at least 2 years supervised human services experience. Knowledge of chemical dependency and experience in the treatment of chemically dependent women is very strongly desired.
To apply: Complete and submit standard CODA application form including answers to screening questions. Detailed position announcement, application forms and screening questions available at CODA INC., 210 NE 20th, Portland, OR 97232 - 239-8400.

GEOTECHNICAL ENGINEER
\$2,060-\$2,765/Monthly
The Oregon Department of Transportation is accepting applications for the above position located in Salem. Duties and responsibilities include evaluation of site conditions and performing detailed technical analysis in order to develop highway designs. You must have equivalent to a Bachelor's degree in civil or transportation related engineering from an accredited college or university and one year of engineering work experience. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281 for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., December 11, 1989.
An Affirmative Action/Equal Opportunity Employer

TECHNICAL MAINTENANCE SUPERVISOR
Unified Sewerage Agency
Salary: \$13.81-\$16.96/Hourly
Plans, schedules and supervises the repair, maintenance and installation of electrical systems and electronic, hydraulic, mechanical and pneumatic instruments in an industrial wastewater treatment plant; reviews work for code compliance; evaluates cost-effectiveness of repairing or replacing system equipment; plans and supervises an electrical and instrumentation preventive maintenance program; provides minor designs AND recommends system modifications; makes work assignments. Req. training in electrical or instrumentation technology and increasingly responsible technical industrial technician, with expertise in both areas preferred; experience supervising personnel. Agency application form req. Apply by December 1, 1989 to Washington County Personnel, 150 N. First Ave., Room B-2, Hillsboro, Or 97124.

ATTENTION: GOVERNMENT SEIZED VEHICLES
From \$100.
Fords, Mercedes, Corvettes, Chevys. Surplus Buyers Guide.
1-602-838-8885, Ext. A12859.

AFFIRMATIVE ACTION
The University of Oregon Office of Affirmative Action is recruiting to fill the following positions:
ASSISTANT DIRECTOR: Must have bachelor's degree, 3 to 5 years progressively responsible exp. in affirmative action personnel management or affirmative action compliance, investigation/enforcement. Must have understanding of data analysis & computer applications to data maintenance. Exc. oral & written skills. Closing date for application 12/7/89.
HUMAN RIGHTS INVESTIGATOR
Must have bachelor's degree and 3 to 5 years exp. in personnel management; personnel investigation, law enforcement, investigative reporting or a related field. Closing date for application 12/7/89.
Interested candidates for both or either position should submit a cover letter, resume, 3 letters of reference & a relevant writing sample to Office of Affirmative Action, 472 Oregon Hall, University of Oregon, Eugene, OR 97403.
The U of O is an Affirmative/Equal Employment Opportunity institution & actively seeks racial & ethnic diversity.

EDUCATION
Portland State University, Division of Continuing Education and Summer Session invites applications for the position of:

REGISTRATION COORDINATOR
Basic responsibilities are coordination of all DCE/SS registration services and supervision of program support staff. Successful candidates will have a bachelor's degree or equivalent experience, experience working in an educational setting with experience working in continuing education preferred; experience with personal computers, particularly with database and accounting software and strong interpersonal skills. Position to be filled by January 1, 1990. Continued employment contingent upon renewal of funding and satisfactory performance. Portland State is an equal opportunity employer, minorities and women are encouraged to apply. Send letter of application by Dec. 15, 1989, accompanied by a curriculum vitae and names and telephone numbers of references to: Search committee, Registration Coordinator, P.O. Box 1491, Portland, OR 97207.
Equal Opportunity Employer

DIRECTOR
Day Treatment Program
Director of day treatment program for emotionally disturbed adolescents with special education needs. Supervisory experience with this population and a M.S.W. (or masters degree in social service related field) required. Salary: \$31,000 plus. Send resume by 12/5/89 to:
Center for Community Mental Health
6329 NE Martin Luther Jr. Blvd.
Portland, OR 97211
ATTN: Personnel
Equal Opportunity Employer

NOTICE TO ADVERTISERS
Effective December 1, 1989
Classified, Personal and Employment Advertisement will return to the original two column size rate. Sub-Bids, Bids, Proposals, and Public Notices will remain there three column rate.