

JOBS & CLASSIFIED ADVERTISING

DATA PROCESSING

METHODS & PROCEDURES ANALYST

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for a Methods & Procedures Analyst with their membership support team.

Major responsibilities include:

- * Understanding of basic segments of insurance business.
- * Problem solving and analytical skills.
- * 3 years in designing system test plans, testing computer programs, user documentation writing or user training.
- * Excellent demonstrated oral & * written communication skills.
- * Qualified individual must be flexible, self-motivated, work well under pressure and have excellent attendance.
- * Knowledge of CRT terminal and mainframe TSO editor very helpful.

Blue Cross and Blue Shield of Oregon offers an excellent benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. 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

INSURANCE

RESEARCH ANALYST

Blue Cross and Blue Shield of Oregon is accepting applications for a Research Analyst. Responsibilities in preparation of management reports, any statistical analysis, will be assigned projects which involve underwriting and actuarial departments. Knowledge/experience on programming mainframe & micro-computers is necessary. Prior use of SAS, Easytrieve, COBOL or BASIC a plus.

College degree in Mathematics, Statistics or Quantitative Analysis required. Equivalent experience in health care field or research may be acceptable.

Ability to communicate effectively both orally & in writing is crucial. Strong time management skills & ability to work under pressure also necessary.

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MEDICAL MANAGEMENT CLIENT CARE MONITORING UNIT SUPERVISOR

Salary: \$2,276-\$3,205/Monthly
The Senior & Disabled Services Division is recruiting for a Principal Executive Manager B in Albany. CCMU is a state wide program which ensures on-site inspections for federally mandated Medicare & Medicaid certification of nursing facilities in Oregon and for federally mandated inspection of care and utilization review of the Medicaid recipients in these facilities. This position is part of the CCMU dynamic management team. This position organizes & supervises the Albany CCMU office. Occasional overnight travel & overtime required. To qualify, you must have 2 years experience involving steadily increasing management or supervisory responsibility of medical professional staff in home health, public health, community health or long term care setting; or 2 years staff technical level experience performing inspection of care, utilization reviews & state licensing inspections of long term care facilities plus a bachelors degree or 3 additional years of responsible experience. Preference may be given to applicants with a valid RN license.

For application process, call 1-378-8554. Closes Jan. 23rd.

An Affirmative Action/
Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR II STAR

Beginning Salary: \$1,109-1,165
Per month plus benefits
CODA Inc. seeks entry level Counselor in the STAR program. Providing methadone maintenance and counseling for opiate dependent clients. Duties include management of caseload of 25 clients, provision of individual and group therapy, maintenance of clinical records. Typical work week is 8-5 Monday-Friday with occasional weekend or evening duties. Applicant must possess associates degree in health services, psychology, social work or related field OR certification as a chemical dependency counselor. At least 1 year of supervised human services experience is required. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR (7232). Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

RESIDENTIAL ON-CALL BACKUP WORKERS

CODA Inc. seeks qualified applicants for on-call back up workers to provide sole facility and client supervision at Alphas House and New Directions Residential Treatment Centers. Variable shifts. Experience with residential or alcohol/drug clients preferred. \$5.48 Hour.

Application materials and screening questions are available at CODA INC., 210 NE 20th, Portland, OR 97232. Phone 239-8400.

Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR C II

Starting Salary: \$1,109-\$1,165
Per month plus excellent benefits
CODA Inc. seeks qualified applicants for entry level counselor position at Alpha House Residential Facility. Responsibilities include management of caseload, co-facilitation of groups, maintenance of policies and procedures. Shift is 4 p.m.-Midnight, Tues.-Sat. to qualify associate degree in health services or related field or CCDC certification and 1 year of supervised human service experience. To apply submit completed CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.

An Affirmative Action/
Equal Opportunity Employer

VOLUNTEER COORDINATOR

20 Hours per week;
\$477/per month.

CLOSING DATE: January 5th.
Send resume and cover letter to:
Bradley-Angle House, Inc.
P.O. Box 14694
Portland, OR 97214
Equal Opportunity Employer

ALCOHOL, DRUG AND OFFENDER PROGRAM MANAGER

Annual Salary Range:
\$33,800-\$45,302

Salary at Entry: \$33,800

Manages and directs the various alcohol, drug and offenders program service activities of the Lane County Department of Health & Human Services, including mental health services and treatment for offenders referred by Courts of the State Department of Parole and Probation; monitors subcontract agencies; coordinates substance abuse and offenders program services with other divisions, departments and subcontract agencies within the County and with the State Alcohol, Drug & Corrections departments. Requires a Master's Degree in social work, clinical psychology, psychology, counseling or related and 4 years of increasingly responsible experience in mental health treatment including the evaluation, placement and monitoring of drug or alcohol dependent clients, and at least one year of program management and supervision experience. For required application contact Lane County Human Resources Dept., 125 E. 8th Ave., Eugene, OR 97401, (503) 687-4171. Filing Deadline: 1/26/90.
Equal Opportunity Employer

MENTAL HEALTH

CII WEEKEND COORDINATOR

NEW DIRECTIONS
Starting Salary: \$1,109-\$1,160 Per Month Plus Excellent Benefits
CODA Inc. seeks Counselor II Weekend Coordinator for New Directions Residential Facility. Position is responsible for supervision of facility and up to 15 resident clients. Duties include responding to crisis situations, co-facilitation one group, conducting interviews with clients, house maintenance, participating in program activities. Shift runs from midnight Friday until 9 a.m. Monday. Employee must remain on premises except for one 6 hour break. Applicant must possess good judgement and good interaction skills. Experience in residential settings/drug treatment is preferred. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR AIDE

ALPHA HOUSE
Beginning Salary: \$951-\$998
Per month plus benefits
CODA Inc. seeks applicants for position performing a variety of counselor aide functions at ALPHA House Residential facility. Duties include: provision of overnight facility and client supervision from midnight until 8 a.m., on Friday, Saturday & Sunday of each week. Employee must remain awake throughout overnight shift. coordination of logistics and support activities, attendance at weekly staff meetings. Applicants must possess good judgement, interpersonal skills and oral and written communication skills. Applicant must be bondable, possess a valid Oregon Driver's license and have a good driving record. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

RESIDENTIAL FLEX SCHEDULE WORKERS

Part-time and full time available. \$475-\$989 per mo. plus excellent benefits.
CODA Inc. seeks residential workers to provide sole facility and client supervision at CODA Residential Treatment Facilities, Alpha House, and New Directions. Adult Hours vary and may include shifts from midnight-8 a.m.; 8 a.m.-4 p.m.; or 4 p.m.-midnight. Employee may be required to remain awake throughout entire shift. Applicant must possess good judgement, good interpersonal skills, and the ability to function as a team member in a treatment setting. To apply complete and submit a standard CODA application form with screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
An Affirmative Action/
Equal Opportunity Employer

MARKETING DIRECTOR

DIRECTOR, MARKETING, for Northeast Community Development Corporation in Portland, Oregon. Minimum 3 years experience in real estate, sales, marketing. Experience in community organizing highly desirable.
Salary negotiable. Send resume and cover letter to:
NECDC
1726 N.E. Alberta
Portland, OR 97211
Equal Opportunity Employer

OPERATIONS/FINANCIAL DIRECTOR

DIRECTOR, OPERATIONS/FINANCE, for Northeast Community Development Corporation in Portland, Oregon. Minimum 4 years management experience, working knowledge of federal housing and economic development programs. Documented experience in computer and accounting skills.
Salary negotiable. Send resume and cover letter to:
NECDC
1726 N.E. Alberta
Portland, OR 97211
Equal Opportunity Employer

UNDERGROUND CONSTRUCTION TECH

Portland Area
Open Date: 12/15/89
Closing Date: 1/2/90

RESPONSIBILITIES:

- * Repair, replace, maintain, install or modify cable, conduit, risers, pedestals, drops and electronics for underground cable.
- * Perform underground locates.
- * Assist in the layout, construction, splicing and activation of new build and extension. * Assist technicians in plant maintenance as may be required.
- * Maintain proper care of test equipment, tools, supplies and vehicle. Observe safe work and driving practices in accordance with company safety manual, policies and training.
- * Practice good customer relations.
- * Willing to work overtime as needed.

QUALIFICATIONS:

- Minimum:
 - * High school or recognized equivalent.
 - * Valid driver's license and good driving record. Ability to drive vehicle with a trailer.
 - * Good attitude toward serving public and working with others.
- Preferred:
- * Specialized technical training or the equivalent in work experience and self-study.
 - * One to three years cable experience.
 - * Experienced in the operation and maintenance of plowing and trenching equipment.
- Position not limited to duties described herein. Send inquiries to:
Dean Beseda,
TCI Cablevision of Oregon, Inc.,
3500 S.W. Bond St.,
Portland, OR 97201.
Equal Opportunity Employer

INSURANCE

SENIOR MEDICAL UNDERWRITER

Blue Cross and Blue Shield of Oregon is accepting applications for a Senior Medical Underwriter. The Senior Medical Underwriter will perform the following duties:

- * Determine underwriting risk on new non-group enrollment.
- * Review health statements to determine enrollment eligibility.
- * Analyze medical data to eliminate risk. 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. Pre-employment drug screening required. 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

NURSING SERVICES COORDINATOR

Beginning Salary: \$1,850-\$2,220
Per month plus benefits
CODA Inc. seeks full time nursing services coordinator to be responsible for management of methadone dispensary serving 300 clients and for the development and coordination of clinical nursing services. Incumbent must select, train and monitor staff of nurses and medication aides. Provide direct clinical services to dual diagnosis clients, pregnant clients, and others as needed. Insure compliance with all regulations regarding dispensing of methadone. Work week is flexible and may include 8 hour shifts between 6 a.m.-2:30 p.m. on any combination of days. Current unincumbered Oregon licenses as registered nurse and at least 3 years nursing experience are required, supervisory experience is highly desired.
To apply complete & submit standard CODA application form and screening question responses to CODA INC, 306 NE 20th, Portland, OR 97232. Phone 239-8400.
An Affirmative Action/
Equal Opportunity Employer

SALES HELP WANTED (NO INVESTMENT)

URGENTLY NEED DEPENDABLE PERSON to work without supervision for Texas oil co. in Portland/Vancouver area. We train. Write W.D. Dickerson, Pres., SWEPCO, Box 961005, Ft. Worth, TX 76161
Equal Opportunity Employer

EMPLOYMENT OPPORTUNITIES Multnomah County

DIRECTOR
Office of Justice Planning
Salary: \$39,797-\$45,832/Annually
Direct the activities of the Office of Justice Planning including: develop policy plans, prepare fiscal analyses, develop data analyses, coordinate criminal justice planning with various agencies, monitor and coordinate implementation of an integrated criminal justice information system, evaluate and monitor legislation and supervise staff; requires a BS in a field and three years of increasingly responsible experience in the criminal justice system and two years of criminal justice policy making and data analysis experience; apply by February 2, 1990.
WHERE TO APPLY: Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.
Equal Opportunity Employer

FIVE (5) INSTALLERS

Portland Area
Open Date: December 29, 1989
Closing Date: January 12, 1990
New installs, reconnects, disconnects, change of service, trouble shooting, paperwork, good with the public, pole climbing and ladder work. (Above description not all inclusive. Position may require additional duties).
QUALIFICATIONS:
Minimum:

Good attitude, valid Oregon driver's license and good driving record. Trained in pole climbing an able to handle a 29' span ladder. Basic electronics; ability to work well with the public.
Preferred: Neat appearance, dependable and a self-starter. Good attitude toward serving the public. Willing to learn the industry.
Send inquiries to:
Greg Anderson,
TCI Cablevision of Oregon, Inc.,
3500 S.W. Bond St.,
Portland, OR 97201
Equal Opportunity Employer

INSURANCE

MANAGER Medical Services

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Manager, Medical Services. This position will be responsible to, and divide time between Health Maintenance of Oregon in Portland and Capitol Health Care in Salem.
Major responsibilities include:
* Managing, training, hiring and evaluating HMOO & CHC staff.
* Insure consistent and smooth operation of HMOO/CHC Utilization Review and Quality Assurance programs.
* Assist and support staff in difficult situations.
Qualified candidates must have:
* Oregon RN license.
* 2+ years experience in Utilization Review & Quality Assurance.
* 2+ years supervisory experience.
* Demonstrated problem solving skills.
* Excellent oral and written communication skills.
* Professional interpersonal skills a must.

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

NOTICE!

Witnesses to incident at Lloyd Center Shopping Mall on Friday, Dec. 15th, 1989, approximately 8:35 p.m. between African-American female accompanied by five children, and white security guard employed by J.C. Penney's. Please contact (503) 286-3254.

EXECUTIVE ASSISTANT 2 FIELD LIAISON

Salary: \$1,948-\$2,589/Monthly
Excellent Benefit Packages
ADULT AND FAMILY
SERVICES DIVISION
ANNOUNCEMENT NUMBER
OC890808

Adult and Family Services Division is recruiting for a qualified person who will be responsible for assisting agency and Department of Human Resources staff in using Medical Management Information System (MMIS) in conjunction with agency rules, policies and procedures to see that client medical needs are met and medical providers are paid in accordance with state and federal rules and regulations. We are especially looking for applicants with good training skills.

QUALIFICATIONS: You must have . . . two years of progressively responsible administrative experience or two years of experience in a staff technical or professional function related to a human resource program. Your background must clearly demonstrate how you have gained knowledge and understanding as a user/customer of a large main frame computer system.

In addition, to the above requirements you must also have a Bachelor's degree or three more years of responsible experience.

TO APPLY: Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310. Indicate the announcement number, OC890808, the class number, C00270, and title of the position applied for on the PD100 in the box provided. Follow the instructions on the announcement. Please apply immediately as the announcement closes January 12, 1990.
Equal Opportunity Employer

VOCATIONAL INSTRUCTOR

Experienced Business Instructor to teach a variety of business and clerical subjects. Emphasis on Wordprocessing Instruction/Spreadsheeting: First Choice Program, Lotus 1-2-3, Database II, III.

B.S. in vocational education with State Certification or equivalent, or a combination of technical training and experience on a year for year basis with a demonstrated instructional ability in the pertinent vocation.

Apply in person at PIVOT, 531 S.E. 14th, Room 11, Portland. Closing date, January 5, 1990.
GE Government Services is
an Equal Opportunity Employer

FIREFIGHTER

The City of Milwaukie is seeking responsible person(s) to perform public safety work in the protection of life and property through fire prevention, fire suppression activities and emergency medical assistance. Requires: Education and training equivalent to graduation from high school, 18 years of age, excellent physical health, valid driver's license and certified EMT 1, by end of probation (1 year).

SALARY: \$2,209-\$2,685/Monthly plus excellent benefit package. Supplemental questionnaire and application must be received by 5 p.m., Thursday, January 18, 1990. Apply to City of Milwaukie Personnel Office, '10722 S.E. Main Street, Milwaukie, OR 97222. Phone: 659-5171, FAX #652-4433.
Equal Opportunity Employer

MENTAL HEALTH

CHILD/FAMILY THERAPIST

M.S.W. (or master's degree in related field) and counseling experience with children and families required. Salary \$18,000 to \$19,950 D.O.E. Send resume by 1/12/90 to:
C.C.M.H.
6329 N.E. Union Ave.
Portland, OR 97211
Attn.: Personnel
Equal Opportunity Employer

PERSONNELS

ATTENTION!!! HIRING!!!

Government Jobs
Your Area

Many immediate openings without waiting list or test.
\$17,840-\$69,485. Call 1-602-838-8885.
Ext. R12859.