

JOBS/CLASSIFIED ADVERTISING

SECRETARY/WORD PROCESSOR

The Private Industry Council (TPIC) is recruiting for a Secretary/Word Processor for TPIC North East Employment and Training Center. This position is responsible for reception, document development and clerical support to staff. Preferred requirements: High School diploma or GED; Three years' experience in general office setting including two years' word processing experience; excellent grammar and spelling; familiarity with Word Perfect, Lotus and Macintosh systems; telephone and reception experience; demonstrated ability to meet multiple deadlines and to work with a variety of people. Salary range: \$15,466 to \$21,802 plus excellent benefit package. Closing date: 5:00 pm, Monday, March 15, 1990.

Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. An Affirmative Action/Equal Employment Opportunity Employer.

PERSONNEL ANALYST

City of Kennewick
\$2,342 - \$3,031/Month
Seeking a highly motivated individual to take a proactive role in performing and assisting in a variety of challenging professional personnel and administrative duties, including recruitment and selection, personnel policy and procedure development, labor relations, training, affirmative action, classification and compensation, benefits, safety and risk management. Requires combination of education, training and experience equivalent to a Bachelor's degree with a major in personnel administration, public administration or related field and two years of personnel experience. Apply to:
Administrative Services Director, City of Kennewick, 210 W. 6th Avenue, P.O. Box 6108, Kennewick, WA 99336. Apply by: 3/5/90. Equal Opportunity Employer. Women, minorities, handicapped encouraged to apply.

WORD PROCESSING INFORMATION PROCESSING ANALYST II

High volume department in a major health insurance company has an opening for an information Processing Analyst II. Qualified applicants must have the following experience:
Previous machine transcription and at least 6 months experience in the operations of word processing equipment (preferably IBM) in a centralized environment, demonstrated knowledge of correct spelling, grammar, and punctuation, ability to follow complex written and verbal instructions and procedures, excellent organizational and communication skills. Trained Display-Writer operator preferred. Ability to work under extreme pressure, typing 65 wpm, course work in word processing technology also desirable.
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. To assure your resume is processed immediately, place ad #060 the top of your resume or in your cover letter. Send resume to:
BLUE CROSS AND BLUE SHIELD OF OREGON
Human Resources Dept., 5th Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

Director of Housing Management

Polk County
Housing Authority
Dallas, OR
Position administers Section 8 Programs (existing, mod rehab & voucher), and low rent public housing. Responsibilities include: Develop policies, establish procedures and monitor activities for HUD compliance. Supervisory experience required; PHM certificate desired. Salary range: \$27,480 to \$35,064 annually plus benefits and retirement. Send resume, required application form and completed supplement by March 15, 1990 to: Personnel Director, Polk County Housing Authority, PO Box 467, Dallas, OR 97338. 623-8387.
Equal Opportunity Employer

DIRECTOR OF DEVELOPMENT

College of Pharmacy and Health & Human Performance
(Search Reopened)
The OSU Office of Development invites applications and nominations for the Director of Development for the Colleges of Pharmacy and Health & Human Performance.
This position requires a Bachelor's degree; a minimum of 3 years of professional fund-raising experience (preferably in higher education); demonstrated skills in marketing; and a proven ability to work with faculty, staff, alumni, parents, students and donors is essential.
Strong verbal and written communication skills; management and organizational skills; and a comprehensive understanding of various fund-raising techniques are essential.
For full consideration, complete files including a letter of application, resume 3 letters of recommendation, plus 3 additional contact references with phone numbers, should be sent by March 15, 1990 to:
Director of Development
Colleges of Pharmacy and Health & Human Performance
Snell Hall 517
Oregon State University
Corvallis, OR 97331 or FAX to (503)737-0498.
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.

MEDICAL RECORDS PART TIME ACCREDITED RECORDS TECHNICIAN

Blue Cross and Blue of Oregon is currently accepting applications for a Regular part-time Accredited Records Technician Coordinator.
The incumbent will be responsible for performing DRG verification audits to identify misassigned claims and ensure proper DRG payments. Incumbent will review claims/medical records for this verification either in-house or on-site at the hospital. The incumbent is responsible to make decisions regarding medical necessity, correct coding and appropriateness of services.
Qualified applicants will have current ART certification and two years recent hospital experience in ICD-9-CM coding of medical records and DRG assignments. Excellent oral and written communication skills, detail oriented and strong organizational skills a must. Commitment to cost containment efforts.
This position will require a minimum of 20 hrs/week and will pay full benefits. Flex time work hours are not included. Pre-employment drug screen required. To assure your resume is processed immediately, place ad #110 at the top of your resume or in your cover letter. Send to:
BLUE CROSS AND BLUE SHIELD OF OREGON
Human Resources Dept. 5th Flr.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

NURSING NURSING SERVICES COORDINATOR

Beginning salary \$1850-\$2200 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 am-2:30 pm 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 screen question responses to:
CODA INC., 210 N.E. 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity/Affirmative Action Employer

WORD PROCESSING INFORMATION PROCESSING ANALYST IV

High volume department in a major health insurance company has an opening for an Information Processing Analyst IV. Qualified applicants must have the following experience:
At least two years demonstrating accuracy and ability to work with very detail-oriented reports; minimum of two years experience on the IBM 8100, Office Systems or DisplayWriter. Requires demonstrated ability to comprehend and work with computers as they relate to word processing and records processing, as well as learning electronic spreadsheet applications. Must be machine oriented; must be able to work under extreme pressure. Excellent written and verbal communication skills. Six months experience as a copier key operator is desired. Typing 70 wpm.
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. To assure your resume is processed immediately, place ad #081 at the top of your resume or in your cover letter. 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

MENTAL HEALTH CASE MANAGER NEW DIRECTIONS

Beginning salary \$1393-\$1450 month plus excl benefits.
CODA INC. seeks a senior counselor in the Drug Treatment Services Program. Responsibilities include providing diagnosis, evaluation, and treatment to clients including complex cases requiring advance clinical expertise; conducting individual, group, youth and family counseling therapy; assisting in policy and procedure development.
To qualify: a Master's degree or substantial post graduate course work in a human services discipline are required. 2 years supervised human services experience strongly desired.
To apply complete and submit standard CODA application form including screening questions to address below. Position announcements and screening questions available at
CODA INC., 210 N.E. 20th, Portland, OR 97232. 239-8400
Equal Opportunity Employer/
Affirmative Action Employer

MENTAL HEALTH CASE MANAGER NEW DIRECTIONS

Beginning salary \$1109-\$1200 per month plus excl benefits.
CODA Inc. seeks qualified case manager at New Directions Transitional Adult Treatment Facility. Duties include diagnosis and treatment to a caseload of clients, individual and group counseling and therapy, therapeutic activities for clients, client records. Typical workweek is Mon-Fri swing & day shift. Associates degree in health services or a related field or certification as a chemical dependency counselor (CCDC) and one year of supervised human services experience are required. To apply submit standard CODA application form and screening question responses to:
CODA INC., 210 N.E. 20th, Portland, OR 97232. 239-8400
Equal Opportunity Employer/Affirmative Action Employer

BUS DRIVERS NOW HIRING

Need extra income?
WE PROVIDE FREE TRAINING
For School Bus Drivers
20 Guaranteed Openings
\$5.60/hr to start
Reg hrs & benefits.
Call 284-6466
OR APPLY AT:
3755 NE COLUMBIA BLVD

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Portland Observer!

Interested in Making a Difference?

A new unit is being established within the Oregon Economic Development Department that will implement a new contracted program with Adult and Family Services for the Job Opportunities and Basic Skill Training (JOBS) employment and training program for the State of Oregon.
The following positions will manage, coordinate, plan, and monitor local employment and training organizations to establish this new statewide program based on federal and state laws and regulations. The following positions are based in Salem, Ore

Jobs Administrator \$3050/mo to start!

This position manages the contracted AFS JOBS program; including development and implementation of policy and procedures, compliance with federal and state laws, as well as budget preparation and monitoring.

Requires three years of management experience in a public or private organization which included responsibility for development of program rules and policies, long and short range plans, program evaluation and budget preparation. Graduate level coursework in management may be substituted for up to one year of the required experience.

Jobs Planning & Technical Assistance \$2768/mo to start

The JOBS supervisor will supervise field staff coordinating with other local agencies to plan, contract, and implement the JOBS program. This position exerts statewide leadership in working with AFS, Employment Division, Office of Community College Services, local prime contractors and local employment and training providers.

Requires six years of progressively responsible experience in supervision or staff technical or professional level work related to an employment and training program. Further details of the minimum requirements are available. Education may be substituted for some of the required experience.

To apply for these positions it is necessary to obtain the recruiting announcement for each position, complete the essay examination in the announcement, and complete a state application form. To obtain these materials call or write:

Economic Development Dept
Attn: JOBS Unit
595 Cottage St. Unit
Salem, OR 97310
(503) 373-7686

This recruitment closes February 26, 1990. An Equal Opportunity - Affirmative Action Employer

ATTENTION:
Excellent income for home assembly work. INFO. call 504-646-1700 Dept. P848.

EARN MONEY TYPING AT HOME!

32,000/yr income potential. Details, (1) 602-838-8885 Ext. T-12859.

TEXAS REFINERY CORP.

Offers PLENTY OF MONEY plus cash bonuses, fringe benefits to responsible individual in Portland area. Regardless of experience, write W.K. Pate, Texas Refinery Corp., Box 711, Ft. Worth, TX 76101.

VISTA VOLUNTEER POSITION

Develop, write and implement a plan for recruiting family day care providers. Apply: AMA Family Day & Night Care 1425 N.E. Dekum 285-0493

ATTENTION!! HIRING!!
Government Jobs Your Area
Many immediate openings without waiting list or test. \$17,840 - \$69,485. Call 1-800-602-838-8885. Ext. R12859.

WELDING

HOW DO YOUR BENEFITS STACK UP AGAINST GUNDERSON'S?

- Fill out an application at the address below between 8AM and 2PM, Monday thru Friday.
- Up to 3 weeks paid vacation after the first year.
- Company paid medical, dental and life insurance.
- A history of company-paid bonuses.
- 401K retirement plan, with matching company contribution.
- Sick pay
- Reviews and raises based upon individual performance.

Current Openings: WELD TRAINING

The opportunity for individuals with little or no welding experience to learn wire-feed welding and a guaranteed job upon completion (preference given to those with prior training or experience).

WELDERS

Qualified in FCAW welding. Must be able to pass 3F and 4F test with all-position wire.

HELPERS

Openings for entry level positions in our machine shop, plate shop, production line, burning alley, and material handling.

Qualifications For All Positions Include:

GOOD WORK ETHIC, DESIRE TO LEARN A TRADE, GOOD MECHANICAL APTITUDE, & THE ABILITY TO PASS A DRUG/ALCOHOL SCREEN TEST.

Applications accepted only 8AM-2PM:

GUNDERSON, INC.

4350 NW FRONT AVE. PORTLAND, OR 97210

EQUAL OPPORTUNITY EMPLOYER

Jobs Administrator \$3050/mo to start

This position manages the contracted AFS JOBS program; including development and implementation of policy and procedures, compliance with federal and state laws, as well as budget preparation. Graduate level coursework in management may be substituted for up to one year of the required experience. Requires three years of management experience in a public or private organization which included responsibility for development of program rules and policies, long and short range plans, program evaluation and budget preparation. Graduate level coursework in management may be substituted for up to one year of the required experience.

Jobs Planning & Technical Assistance Supervisor \$2768/mo to start

The JOBS supervisor will supervise field staff coordinating with other local agencies to plan, contract, and implement the JOBS program. This position exerts statewide leadership in working with AFS, Employment Division, Office of Community College Services, local prime contractors and local employment and training providers.

Requires six years of progressively responsible experience in supervision or staff technical or professional level work related to an employment and training program. Further details of the minimum requirements are available. Education may be substituted for some of the required experience.

To apply for these positions it is necessary to obtain the recruitment announcement for each position, complete a state application form. To obtain these materials call or write:

Economic Development Dept.
Attn: JOBS Unit
595 Cottage St. NE
Salem, OR 97231
(503) 373-7686

This recruitment closes February 26, 1990. An Equal Opportunity-Affirmative Action Employer

A CHALLENGING OPPORTUNITY TO COORDINATE WELFARE REFORM IN OREGON WELFARE REFORM COORDINATOR

Yearly Salary (\$36,600-\$51,576)
Excellent Benefit Package
ADULT AND FAMILY SERVICES DIVISION

State of Oregon, Adult and Family Services Division, located in Salem, Oregon is currently recruiting for a person to serve as manager of the state's "Welfare Reform" program. This manager will be responsible for the coordination and implementation of "Jobs For Oregon's Future," a program which makes fundamental changes in the state's welfare system. The program stresses education and job training for welfare recipients, giving them the ability to get a job and become self-sufficient. We are looking for applicants with in-depth knowledge of the federal welfare reform law (the Family Support Act) and how it is being implemented nationwide, as well as general knowledge of state and federal welfare and employment and training programs.

QUALIFICATIONS

Your resume or application must be clearly demonstrate that you possess the following qualifications:
... Bachelor's degree in Public Administration or a related field or three years of pertinent experience;
... and additional five years of responsible administrative or management experience; a pertinent Master's degree will substitute for two years of this experience;
... demonstrated knowledge of state and federal welfare and unemployment, training and education programs and the Family Support Act.

HOW TO APPLY

Send your resume and a letter of interest (no more than two pages) to: John J. Heilman, Manager, Personnel Services Section, Adult and Family Services Division, 516 Public Service Building, Salem, OR 97310.

Your letter of interest should state how your experience and education relates to this position. Resumes must be postmarked by March 6, 1990 to be accepted. An Equal Opportunity Employer

MULTNOMAH COUNTY

OUTREACH WORKER HIV/AIDS Prevention Education (Half-Time):

\$10.42 per hour; community information and education work directed toward persons at risk of exposure to HIV virus with emphasis on persons practicing sex in public environments, clientele of gay bathhouses and adult bookstores, and street youth; apply by March 2, 1990.

MINORITY PROGRAM COORDINATOR

Aging Services Division:
\$12.59 per hour; plans, develops, advocates for and coordinates multicultural programs and services for minority elderly clients; duties include developing resource resource files; identifying issues, needs and service gaps; and serving as a representative of the Aging Services Division; apply by March 2, 1990.

CORRECTIONS TECHNICIAN

\$9.11 per hour plus shift differential; reviews and evaluates information, prepares and submits reports on client activities and refers clients to community resources; requires two years of related college coursework or one year of experience; apply by March 2, 1990.

HOW TO APPLY

Multnomah County Employee Service, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204. An Equal Opportunity Employer

