

JOBS/CLASSIFIED ADVERTISING

NURSING

RN

Pre-Certification Coordinator
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 opinion, 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 qualify assurance background desirable. Good communication skills a must.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #174 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 SW Market
Portland, OR 97201
Equal Opportunity Employer

PHYSICAL THERAPIST

1 Day Week for 1990-91 School Year
To assess fine motor/functional skills; to develop prescriptive programs and to provide instruction and/or therapy as indicated.

Appl. Deadline: 05/25/90 by 2 p.m. Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Multnomah Education Service District Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR.
An Equal Opportunity Employer

REGISTERED NURSE SCHOOL HEALTH SERVICES TEMPORARY AS NEEDED

Corrected Ad of April 1, 1990
Providing health care to students enrolled in public schools, pre-kindergarten-12th grade in Multnomah County. Hours, Days and Sites negotiable. Assigned to cover for staff absence.

Appl. Deadline: Open Recruitment Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR.
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST

190 DAYS FOR 1990-91 SCHOOL YEAR
1 DAY A WEEK FOR 1990-91 SCHOOL YEAR

To assess fine motor/functional skills; to develop prescriptive programs and to provide instruction and/or therapy as indicated.

Appl Deadline: 05/25/90 by 2 p.m. Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Multnomah Education Service District Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR.
An Equal Opportunity Employer

DEPUTY DIRECTOR/ DIRECTOR OF OPERATIONS

The Oregon State Fair and Exposition Center is seeking qualified applicants for the position of Deputy Director/Director of Operations. Must have four years of management experience including background in managing multifaceted programs and demonstrated skills in communications. Duties include overseeing Facilities Maintenance, Construction, Horse Racing, Food Concessions, Janitorial, and Security Programs. This is a full-time State of Oregon Executive Position. Job Announcement is available by contacting Oregon State Fair and Exposition Center, PH: 378-3247, 2330-17th Street NE, Salem, OR 97310-0140. Recruitment closes on April 25, 1990.

Attention Excellent Income For Home Assembly Work For information call: 504-646-1700, Dept. P848

COUNSELING

Entry Counselor - STAR

CODA Inc. seeks entry level Counselor II in the STAR methadone maintenance program. Responsibilities include caseload of 25 clients, provision of individual and group therapy, maintenance of clinical records, assistance with other program functions. Counselor may occasionally be required to work early evenings or on Sat. morning. To qualify, applicant must possess associates degree in health services; psychology or related field. CCDC certification may be substituted for associates degree. At least 1 year supervised human services experience is also required. Experience in methadone treatment preferred.

To apply complete and submit standard CODA application form including screening question responses to address below:

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

Equal Opportunity/Affirmative Action Employer

COUNSELING

C-IV

Drug Treatment Services

2 Positions Open

Starting salary \$1393-\$1450 plus excellent benefits.

CODA Inc. seeks qualified counselors in the Drug Treatment Services program to provide structured intensive outpatient treatment of complex cases including pregnant women. responsibilities include diagnosis, evaluation and treatment including individual, group and family counseling. Complex cases requiring advance clinical expertise. Consultation, coordination and liaison with community health officials, assistance in clinical supervision of the program. Preferred applicant will have graduate training in human services and 2 years supervised human services experience. To apply submit standard CODA application form with screening question responses to address below. Application materials available at CODA INC., 210 NE 20th, Portland, OR 96232, 239-8400.

Equal Opportunity Employer Affirmative Action Employer

COUNSELING

Rehabilitation Counselor C-IV

Beginning salary \$1393-\$1450 per month plus excellent benefits.

CODA Inc. seeks Rehabilitation Counselor for the STAR methadone outpatient program. Responsibilities include counseling to caseload of 25 clients, liaison between program and community vocational resources, delivery of vocational and career services to STAR and CODA residential clients.

To qualify a masters degree in counseling or related discipline and 2 years supervised clinical or rehabilitation experience are required. Experience with drug dependent populations preferred. Excellent communication, treatment planning, interpersonal and group therapy skills are required.

To apply complete and submit standard CODA application form including screening question responses to address below.

Application materials available at CODA, INC. 210 NE 20th, Portland, OR 96232, 239-8400.

Equal Opportunity Employer Affirmative Action Employer

COUNSELING

Case Mgr, New Directions

Beginning salary \$1109-\$1200 mo. 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 work week is Mon-Fri, swing and day shift. Associates degree in health services related field or CCDC certification and one year of supervised human services experience are required.

To apply submit CODA application and screening question responses to address below:

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity/Affirmative Action Employer

ACCOUNTING

General Ledger Accountant I

Qualified candidates must have a minimum of 1 year accounting experience or an equivalent combination of education and/or experience, including a minimum of 15 credit hours of college level accounting. Good oral and written communication skills, ability to use a 10-key by touch, CRT and PC experience including Lotus 1-2-3 are required. The General Ledger Accountant I is responsible for maintaining, updating and providing control over accounting records for Blue Cross Blue Shield of Oregon and its subsidiaries to provide timely, accurate financial information to the corporation and various outside entities.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and a competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements, and place ad #192 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 SW Market
Portland, OR 97201
Equal Opportunity Employer

PUBLIC SERVICE REPRESENTATIVE 4

\$1,694-2,255

The Oregon Public Utility Commission is recruiting for a person to work directly with the public, providing analysis and interpretation of rules and regulations, and collecting taxes and fees. Responsibilities include determining and issuing PUC, highway variance, and DMV motor carrier permits, and responding to questions regarding all phases of motor carrier regulation, including weight-mile tax, economic regulation, and motor carrier safety. To qualify, you must have three years of service as a public service representative (providing information about services and programs; explaining rules, programs, and procedures; dealing with the public in person or on the phone; and/or providing assistance, explaining requirements, and gaining compliance). Positions statewide.

For application materials, call 503/373-7949, or write Public Utility Commission, Personnel Services, 450 Labor & Industries Bldg, Salem, OR 97310-0335.

Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/GENERALIST, CURRICULUM

Assistant the Riverdale School District superintendent/principal in administrative programs and to act as advisor and consultant to local district administrators regarding general curriculum service in assigned local districts for Multnomah Education Service District. Appl. Deadline: 05/04/90 by 4:30 p.m.

Call 636-4511 for District application form or additional information.
An Equal Opportunity Employer

9-1-1 Call Taker/Dispatcher

Salary Range: \$1429 - \$2013/mo.) (Eligible for incentive pay after 3 years)

The City of Eugene is accepting applications for entry level or lateral position in public safety communications center. Requires quick, efficient, and accurate receiving and processing of information for police, fire, and medical calls. Prior communications experience is preferred. Public contact or telephone experience required. Must be able to speak clearly and distinctly, to effectively communicate with the public in emergency situations, and to type 30 wpm. 24-hour operation, shift work required. CLOSING DATE: April 27, 1990. Obtain application packet at Human Resource/Risk Services, City of Eugene, 777 Pearl Street, Room 101, Eugene, Oregon. (503-687-5061) **AA/EOE**

SIGNATURE LOANS AVAILABLE REGARDLESS OF CREDIT PROCESSED IN 48 HOURS! CALL (309) 828-6948

CITY OF PORTLAND Accounting Assistant-to \$1,889/mo.

Administrative Assistant II-Building Codes Training Coordinator-to \$3,267/mo.

Automotive Mechanic-\$2,529/mo
Communications Engineer III-to \$3,836/mo.

Police Officer-to \$3,217/mo.

For more info/closing dates call (503)248-4573 (24 hr. job information) No Resumes Please

BUREAU OF PERSONNEL
1220 SW 5th Ave., First Fl.
Portland, OR 97204
Apps also available at: **URBAN LEAGUE**
10 N. Russell

Minorities, females and disabled encouraged to apply.

FACILITIES ENGINEER

OSU Physical Plant, Engineering. Position is responsible for managing energy conservation opportunities and activities. Includes all energy forms such as steam, electricity, natural gas, water, solar, etc.

To qualify, must have equivalency of a Bachelor's Degree with at least 30 hours in one of the fundamental areas of engineering, and 4 years engineering experience. Preference will be given to those registered as a professional engineer.

Applications will be accepted through April 23, 1990.

Apply through Human Resources, OSU, Administrative Services, B122, Corvallis, OR, 97331-2132, or phone 503-737-3103.

OSU is an Affirmative Action/ EEOE and complies with Section 504 of the Rehabilitation Act of 1973.

FINANCE

Program Development Assistant (Development)

Salary Range (1-7) \$25,536-\$33,072

Provides program assistance and technical support to Development Department. Responsible for preparation and monitoring of department budget, provide program support in financial planning, financial analysis, bond sales, 5-year financing plan, and special projects. Task will include preparation of financial and budget projections, collecting and analyzing financial and other data, prepare reports, and other documents.

Must possess knowledge of organization, functions, and activities of local government. Knowledge of budgeting concepts and principles. Knowledge of statistics. Skill in use of MS-DOS based computer programs, particularly Lotus 1-2-3. Skill in establishing and maintaining effective working relationships with other employees, public and private officials and the general public. Please call 796-6819 to request an application packet. Application deadline May 4, 1990.

PORTLAND DEVELOPMENT COMMISSION
1120 SW Fifth, Suite 1100
Portland, OR 97204

An Equal Opportunity Employer Women and minorities are encouraged to apply.

Financial Specialist 1 - Aging Services Division

\$12.59 per hour

Responsibilities include preparing and processing accounting documents for Public Guardian clients; tracking and reconciling client accounts, program budget and petty cash; and preparing financial documentation, reports and procedures; requires one year of related experience; a BS and experience with accounting-related PC software is preferred; apply by April 27, 1990.

Where to Apply:
Multnomah County Employee Services, Room 1430, 1120 SW Fifth Ave., Portland, OR 97204.
"An Equal Opportunity Employer"

Support Our Advertisers! Say You Saw It In The Portland Observer!

ADMINISTRATIVE ASSISTANT/GENERALIST, CURRICULUM

Assistant the Riverdale School District superintendent/principal in administrative programs and to act as advisor and consultant to local district administrators regarding general curriculum service in assigned local districts for Multnomah Education Service District. Appl. Deadline: 05/04/90 by 4:30 p.m.

Call 636-4511 for District application form or additional information.
An Equal Opportunity Employer

PHYSICAL THERAPIST

1 Day Week for 1990-91 School Year
To assess fine motor/functional skills; to develop prescriptive programs and to provide instruction and/or therapy as indicated.

Appl. Deadline: 05/25/90 by 2 p.m. Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Multnomah Education Service District Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR.
An Equal Opportunity Employer

ENGINEER

Adams County Department of Public Works will be accepting applications and resumes for the position of County Engineer through April 30, 1990. The position requires licensed Washington State P.E. certification. Salary range \$32,000-\$37,000, depending on experience. Complete job description and applications are available at 210 W. Broadway, Ritzville WA 99169, ph. (509) 659 0090. Adams County is an Equal Opportunity Employer.

Principal Executive/Manager C (X7004*) Newport Branch Manager with Adult and Family Services Division (AFS)

Salary (42513-\$3538-Monthly) Excellent Benefit Package
State of Oregon, AFS needs an energetic and innovative person with the ability to manage people and programs for a position as the Newport Branch manager in Newport, Oregon.

QUALIFICATIONS:

... five years of progressively responsible experience in supervision or staff technical or professional level work related to a program of the employing agency. Experience must have included at least one year of supervision and management of a program, section or unit which included such areas as: development of program rules and policies, long and short range goals and plans, program evaluation or budget preparation.

A Bachelor's Degree in a field related to management (such as Business or Public Administration), OR a field related to a program of the employing agency, may be substituted for up to three years of the required experience. Obtain a State of Oregon Application (PD100) and Announcement #OC900403 from Personnel Center, 775 Court Street, Salem, Oregon 97310.

APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE POST-MARKED BY MAY 7, 1990 TO BE ACCEPTED.

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT. AN EQUAL OPPORTUNITY EMPLOYER.

PART-TIME

ON CALL CLERICAL

Here's the ideal job for the homemaker with clerical skills who wants to make some extra money on occasions throughout the year. We're looking for someone to cover for vacation and sick leave for our office personnel. If you have good typing skills (45 wpm), excellent telephone communications skills and an outgoing personality, call Pam at The Halton Company, 288-6411 ext. 309.

EQUAL OPPORTUNITY EMPLOYER

ADOPT!

Happily married, financially secure couple wants to share our love, home and stuffed animal collection with an infant. Please answer our prayers. Related expenses. Confidential. Call Martha & Mark collect after 4:00 p.m., (215) 248-1595.

PRINTING SALES

Fast growing full service printer seeks a self-motivated organized person with graphic arts sales experience. We combine the best in quick print and commercial offset printing, both sheet-fed and small web. Excellent compensation and benefit program.

Equal Opportunity Employer.

Please send resume to:
P.O. Box 231299
Tigard, OR 97223

Lane Community College BROADCAST/VISUAL DESIGN & PRODUCTION INSTRUCTOR

Mass communications
Application Deadline: May 16, 1990
Application and job description are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97405. 1-503-726-2211. LCC application must be postmarked no later than deadline date.

An Affirmative Action/Equal Opportunity Institution

NORTHWEST PIPE & CASING CO.

This long established steel pipe manufacturer has immediate openings for skilled:

ELECTRICIANS--Must have Oregon State Supervisors License

HEAVY DUTY MAINTENANCE MECHANIC/MILLWRIGHT

Applications available at:
12005 N. Burgard

Shop office is located in plant area adjacent to the entrance of Terminal 4. Drug screening will occur. A labor dispute is in progress.

Equal Opportunity Employer

DISPATCHER

The City of Forest Grove is accepting applications for both full and part-time positions. Salary: \$8.40-\$10.51 per hour (Training Rate: \$7.22 per hour). Duties include centralized receiving, routing and dispatching of emergency communications as well as clerical duties involving both manual and computerized record keeping systems. Minimum Qualifications: High School diploma or GED plus six months' previous work experience, typing ability, and experience dealing with the public. Obtain materials from: City of Forest Grove, Personnel Office, 1924 Council Street, PO Box 326, Forest Grove, Oregon 97116.

Application must be received by 5:00 p.m. on May 4, 1990.
Equal Opportunity Employer

SECRETARY

Northwest Natural Gas Company
We are searching for individuals with strong secretarial skills to work in a variety of departments. Ideal candidates will have a history of working successfully in a multiple-task environment while maintaining a professional and customer-oriented image to other Company personnel and the general public.

A minimum of 3 years secretarial background will be preferred, plus strong statistical and time management skills. IBM PC experience using WordPerfect 5.0 and Symphony/Lotus 1-2-3 will be essential. Manual Dictation skills will be utilized.

Starting salary is \$1527 and includes a full benefit package. Only those selected to be interviewed will be contacted.

Please send your resume/data sheet identifying your skills and applicable background by April 20, 1990:

Northwest Natural Gas Company
P.O. Box 3410

Portland, Oregon 97208-3410
FAX (503) 721-2506
Job Information Line- 503/220-2434

ADMINISTRATIVE. Estacada City Recorder. Salary: \$1615-\$1963/month + excellent benefits. Under City Manager's direction will supervise computerized central acctg, payroll, utility billing, budget, bond issues, election officer. Municipal & computer experience desired. Request application & job description: City Manager, Estacada City Hall, P.O. Box 958, Estacada, OR 97023. (503) 630-3273. Closes April 27, 1990. Equal Opportunity Employer