

JOBS/CLASSIFIED ADVERTISING

Holladay Park Medical Center



1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

PERSONNEL

Receptionist

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications and resumes for a Receptionist for their Human Resources Department.

Qualified applicants must have strong clerical/receptionist experience including public contact and administrative skills, typing 60 wpm, excellent phone, oral and written communication skills. Candidates must be service orientated, have the ability to work in a fast paced office environment, and able to handle a wide variety of tasks.

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 #194 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
TDD #225-6780
Equal Opportunity Employer



ACCOUNTING

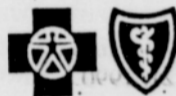
Assistant Auditor

Blue Cross and Blue Shield of Oregon is currently accepting applications for an assistant auditor position in the Medicare Reimbursement and Audit Dept. Qualified applicants will perform desk review and filed audits on Medicare cost reports submitted by providers. Audits are performed at the provider site requiring 1-2 weeks per month travel with audit team.

Qualified candidates will have a college degree with major in accounting including auditor course credits. Previous work in acctg or health care is desired. 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 #222 at the top of your resume or in your cover letter. Send resume to:

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of Oregon

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100 S.W. Market
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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. 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 #185 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 Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer
TDD #225-6780



MEDICAL

Registered Records Administrator

Blue Cross and Blue Shield of Oregon, a major health insurance company with a work force of 1900+ employees, is currently accepting applications for an RRA/ART Coordinator in the Medical Affairs Dept.

Incumbent will review inpatient hospital claims to verify correct DRG assignment, negotiate & resolve DRG assignment issues with providers & provide guidance & directions on ICD-9-CM coding & DRG practices.

Qualified candidates will have a min 2 yrs recent hospital exper. in ICD-9-CM coding of medical records & DRG assignments & current ART certification. Successful candidate will be committed to cost containment efforts. Must be extremely detail oriented & have excellent oral & written communication skills. Excellent attendance required.

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 #223 at the top of your resume or in your cover letter. Send resume to:

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Financing Program Manager

The State of Oregon, Department of General Services, is accepting applications for a Financing Program Manager position located in Salem. This position administers a tax-exempt financing program through the Department of General Services using Certificates of Participation (COPS). Duties include coordinating and managing all state agency financing activities and conducting all state COP sales in conjunction with a state financing team and the State Treasurer.

Recent experience in managing a state/municipal finance program including the responsibility for the development of program rules and policies, long and short range plans and budget preparation is required. Salary--\$3050 - \$4298 monthly plus fringe benefits. For detailed announcement and application form, call 378-2663 by NOON May 25, 1990.

Affirmative Action/Equal Opportunity Employer

Instructor/Cooperative Work Experience Coordinator/Health Occupations/CWE Dept. Assistant Chief Flight Instructor Flight Technology Dept. Lane Community College

Applications and job descriptions are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97405. (503) 726-2211. Applications must be post-marked no later than June 8.

An Affirmative Action/Equal Opportunity Institution

TEACHER

Speech & Language Program Remainder 1989-90 School Year Needed Immediately Start-ASAP thru 6/13/90

Qualifications: Oregon Teaching Certificate with a Speech Impaired Endorsement. Salary: \$102.39/day. Appl. Deadline: Open Until Filled Call 257-1501 Jeaneen, at Multnomah Education Service District for further information.

An Equal Opportunity Employer

EDUCATION

Mt. Hood Community College has the following positions open: FACULTY:

Instructor of Funeral Service Education (closes 5/22)
Instructor of Manufacturing Technology (closes 5/24)
Instructor for the Food Science Technology Program (closes 6/8)

ADMINISTRATIVE:

Associate Dean/Business & Comp. Techn. (closes 5/23)
College Counselor (closes 5/31)
Associate Dean/Advising and Counseling (closes 6/11)

EDUCATION

Planned Giving Officer

Willamette University is an independent, coeducational university with 2,200 students enrolled in a college of liberal arts & graduate schools of law & management. Located in Salem, Oregon, Willamette is the oldest university in the West, & will celebrate its 150th anniversary in 1992.

The Office of University Relations seeks a skilled and experienced Planned Giving Officer. Primary responsibility will be to assist in the planned gift program of a major campaign. Duties include making donor calls and advising donors wishing to structure planned gifts or bequests. Candidates should relate well to a variety of people, be self-motivated, and have excellent writing and organizational skills. Bachelor's degree and successful professional fund raising or similar experience required. Experience with annuities, trusts, and/or financial planning is preferred.

Review of applications begins May 21. Interested candidates should send a letter of application and resume with references to:

Barbara S. Mahoney
Vice President for University Relations

WILLAMETTE UNIVERSITY
Salem, Oregon 97301

Coach

Hiring New Coach - WASHINGTON STATE UNIVERSITY seeks Head Women's Tennis Coach. 12 month full time appointment-salary commensurate with experience and qualifications. Position to begin August 16, 1990. Organize, manage and coach Division I Tennis program including recruiting quality student athletes, fund raising, promoting the sport, budgeting, scheduling, preparing for practices and competition, and administering all other facets of the women's tennis program. Bachelor's degree required. Four years of successful coaching/playing experience at the collegiate level preferred. Application deadline: June 18, 1990. Send application letter, resume and 3 letters of recommendation to: Harold Gibson, Associate Athletic Director; Washington State University, Bohler Gym 107; Pullman, WA 99164-1610. WSU is an Equal Opportunity/Affirmative Action Educator and Employer. Protected group members are encouraged to apply.

City of Portland

Planning Director - \$59,883/yr
Police Officer - to \$3,217/mo
Water Laboratory Technician - to \$28,912/yr
For more info/closing dates call (503) 248-4573 (24 hr. job information). No resume please.

Bureau of Personnel

1220 S.W. 5th Ave., First Fl.
Portland, OR 97204

Apps also available at:

Urban League

10 N. Russell

Minorities, females and disabled encouraged to apply.

Visa Volunteer - Resource Developer

Good benefits, excellent opportunity to help your community to advance. Interested please apply: Albina Ministerial Alliance, 1425 NE Dekum, Mrs. Robinson. Closing Date: 5/23/90

DATA PROCESSING

Programmer/Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Programmer/Analyst. The Programmer/Analyst will:

- Gather, analyze and document information for developing or modifying operational and informational systems to pinpoint areas where improvement can be made.
- Design programs, develop code and perform the necessary implementation activities involved in the installation of new and improved systems.

The successful candidate will have 1-3 years of IBM mainframe experience and a minimum of 2 years OS and COBOL experience, with training in systems analysis and special emphasis in project mgmt., user relations, data gathering technique and written and oral communication. A college degree is desired. College exper. may be substituted by demonstrated commendable performance as a programmer.

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TDD# 225-6780



SALES

CONNECT WITH A CAREER IN CABLE



Paragon Cable, Portland's largest Cable Television System, is seeking enthusiastic self-starters to join its sales/installation team. Successful candidates will have excellent customer relations. Sales skills or previous cable installation experience helpful. Reliable transportation. We are a highly successful operation and are looking for top-notch individuals. We offer a comprehensive benefits package and career opportunities. Training provided.

If you are highly motivated and have a strong desire for success and advancement, and have a good driving record, please apply in person to:

PARAGON CABLE

3075 N.E. Sandy Blvd.
Portland, OR 97232
Equal Opportunity Employer

RE-ADVERTISEMENT FOR BID

Sealed bids for the Agricultural Sciences II Building project will be received by the Oregon State Board of Higher Education until 7:00 p.m., local time, June 5, 1990.

Additional information may be obtained by contacting the OSU Physical Plant, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-4921; or by contacting the architect, Settecase Smith Doss Architecture, 725 Commercial SE, Salem, OR 97301, (503) 581-5151. A mandatory prebid walkthrough is scheduled for May 25, 1990 at 9:30 a.m. in the LaSells Stewart Center Agricultural Leaders Room.



**Metro Electrical
Training Center**
5600 N.E. 42nd Avenue
Portland, Oregon 97218
Call Don Faddis, Direct at
287-0756

Portland Area Limited Residential Electrician

JATC will accept applications weekdays from 9:30 a.m. to 4:00 p.m. starting June 4, 1990 and ending June 15, 1990. Minimum requirements are high school graduate with a 2.0 GPA or GED of 230 and a "C" grade for one year of algebra. (Official transcripts must be mailed to Metro by the school, and college transcripts are helpful). Score of "High" or VG score of 45 on aptitude test. Must be 18 years or older and resident of the committee's area.

Starting pay is \$5.96 with regular increases to journeyman rate of \$14.90 at end of two years training. Accepted apprentices must certify they are physically able to do electrical construction work and will be subject to substance abuse testing.

Metro is an Equal Opportunity Employer

PORTLAND OBSERVER
FAX #
503)288-0015

GOLD CREDIT CARD
Visa/Mastercard guaranteed
No security deposit
1-900-456-2500 \$49.50 fee