

JOBS/CLASSIFIED ADVERTISING

Counseling

Rehabilitation Counselor C-IV

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

Coda Inc. seeks Rehabilitation Counselor for the Star methedone 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 the 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

Assesment Counselor III

Beginning salary \$1232-\$1300 per month.

CODA INC. seeks qualified assesment counselor. Duties include: Perform all mental health and psycho-social assesment, crisis intervention, information and referral, consultation, networking, and group facilitation functions.

To qualify: Bachelors degree in counseling or related discipline and 3 years supervised human services experience required. Masters degree preferred.

To apply: Complete & 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

EOE-AAE.

Counseling

Assesment Counselor C-IV

Beginning Salary \$1393-\$1450 plus excellent benefits.

CODA INC. seeks Sr.Counselor in the Assesments Program

Responsibilities include:

Assessment of substance addicted clients, clinical supervision of staff, agency liason, development and monitoring of unit procedures, expertise in chemically dependent womens issues and dual diagnosis client populations. To qualify a masters degree or substantial post graduate course work in human services discipline and 2 years human service experience are required.

Preferred candidate will have had training and experience in chemically dependent women and dual diagnosis issues.

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CODA INC.
210 NE 20th
Portland, OR 96232

239-8400

EOE-AAE.

SOCIAL SERVICES AGENCY COUNSELOR

Part-time, for birthparent services, including preadoption planning, grief counseling, pre & post placement services. Masters degree in Social work or related field experience. Familiarity with psycho-social dynamics of adoption triad & current trends in adoption, including openness. Salary (part-time) \$9,000-\$12,000 DOE. Apply at 2301 NW W. Glisan, Portland, OR, or call 222-9661 ext. 277 for application. Equal Opportunity Employer.

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Say You Saw It In The
Portland Observer!

ATTENTION:

EARN MONEY TYPING AT HOME!
\$2,000/YR Income potential. Details: (1) 602-838-8885 Ext. T-12859

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.

ATTENTION: POSTAL JOBS!

Start \$11.41/hour! For application info call (1) 602-838-8885, Ext. M-12859, 6am - 10pm, 7 days.

RADIO

Permanent part-time entry level position assisting telephone operator for radio station. 9am-noon, Monday-Friday. Call Jan at 231-0750. Equal Opportunity Employer

HELP WANTED

Addressers wanted immediately! No experience necessary. Excellent pay! Work at home. Call toll free: 1-800-395-3283

HELP WANTED

A \$13.90 PER HR JOB

US Mail Jobs Your Area. No Experience Necessary. Call 6 am to 6pm. 7 Days. 219-836-3434

MASTERCARD-PREAPPROVED

NO ONE REFUSED. CLEAR BAD CREDIT. CALL 1-619-565-6597 EXT. CX1978 24 HRS FOR APPLICATION.

ARTISTS NEEDED

In Portland and surrounding areas, completing drawing orders for local clients. High earnings working in own studio, employed or freelance. Pros and amateurs call for free use of info. video, 1-304-428-4031.

Advertisement

Research Assistant to work on forest hydrology/soils research in the Oregon Coast Range. Must have B.S. in Civil or Logging Engineering or an M.S. in Forest Hydrology or Soil Science. Forestry experience in the PNW preferred. Engineering soils or hydrologic research experience in the PNW desired. Must be computer literate, be able to work with commercial software, and be proficient in a programming language. Salary \$18,500-20,500 annually. One year position with renewal subject to funding availability. Send a letter of application, resume, all transcripts, and the names and phone numbers of three references to: Arne Skaugset, COPE-Hatfield Marine Science Center; 2030 S. Marine Science Dr.; Newport, OR 97365. Oregon State University is an Affirmative Action Equal Employment 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.

MENTAL HEALTH

Women's Psychiatric Inpatient Unit Director

Accepting applications for full time administrative positions at Dammasch State Hospital in Wilsonville, Oregon only 20 minutes from downtown Portland. Primary responsibilities include managing the treatment unit, coordinating interdisciplinary treatment activities, implementing QA program, monitoring JCAHO and HCFA standards. Salary range up to \$3,898 a month and comprehensive benefits. Apply by June 27, 1990. For an application contact: Dammasch State Hospital, Personnel department, PO Box 38, Wilsonville, Oregon, 97070. Equal opportunity employer.

The Portland Hilton Job Hotline

220-2560

Equal Opportunity Employer

CONNECT WITH A CAREER IN CABLE



TRAFFIC ASSISTANT

Join our fast growing ad sales division. Process incoming orders, maintain data base, manage tape continuity. Must be able to work in a fast paced environment. Computer and data entry experience with previous radio and television station traffic knowledge helpful. Work with clients and account executives. High school diploma, GED or equivalent requires. Some college or technical training preferred. This is a full-time position. We offer a complete benefits package and the opportunity to work in a state-of-the-art environment.

Please apply no later than June 15, to:

PARAGON CABLE

3075 NE Sandy Blvd
Portland, OR 97232
Equal Opportunity Employer

Enroll Now

Black Education Center

The Black Educational Center is now accepting applications for the 1990-91 school year. The Black Educational Center provides an opportunity for you to provide your child with the skills, self-esteem, and positive cultural experiences necessary to successfully compete in the academic area.

The Black Education Center offers an African centered educational experience to children 5-9, in math, reading, and science. The arts, physical education and much more are also a part of the Center's curriculum.

Class size is small to offer each student more individual attention. Black Educational Center students have consistently performed well above average in subsequent academic settings. The Center strives to provide a solid foundation for those who would reach for the stars.

For tuition and other information call 984-9552, The Black Educational Center building a better future through education.

Receptionist

Administrative Coordinator Receptionist

The Port of Portland has an immediate opening for an Administrative Coordinator Receptionist.

The successful candidate will:

- 1 Provide assistance information to callers, visitors and customers; greet and announce public staff.
- 2 Provide telephone coverage for administrative offices (approx. 40 people) Determine telephone repairs and maintain log actions taken to keep the system operating efficiently.
- 3 Schedule meetings for staff as requested.
- 4 Schedule conference for port and airline as well.
- 5 Assign port pool vehicles to personnel requesting cars.
- 6 Provide light clerical support staff and other departments.
- 7 Operate office equipment.
- 8 Inventory, organize and order supplies weekly.
- 9 Handle incoming and outgoing mail.
- 10 Maintain records and logs.
- 11 Train back-up personnel.

Preferred qualifications include:

- * Prior office experience entailing strong public contact and telephone etiquette.
- * Good communication skills; person to person, telephone and written.
- * Dependable attendance and punctuality are mandatory are conditions of employment.
- * Ability to work well under pressure of varying work loads.
- * Ability to perform light typing and other clerical duties.

In addition to a starting salary of \$14,562 to \$16,264 per year, commensurate with experience, the Port offers a comprehensive benefits package.

If interested and qualified apply in person at Port of Portland Employment Office, 700 NE Multnomah 14th Floor.

Applicants residing outside the Tri County Portland Metropolitan area, Clark County, and Physically disabled applicants may request application materials by calling (503)231-5000 Ext.700 All applications must be recieved by Friday June 15th 1990 at 5:00. The Port is an EOE.



Port of Portland

700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

Parking Control Representative

The Port of Portland has an immediate opening for two part-time control representatives.

The successful candidate will:

- 1 Direct vehicle traffic and prepare gridlock on terminal roadways and in the short term parking structure.
- 2 Convince customers, through personal contact and interaction, not to violate roadway parking policies.
- 3 Handle complaints on parking citations and other airport services in a cooperative and non confrontational manner.
- 4 To assist and provide information to customers on airport use, services and in the metropolitan area.
- 5 Issue parking citations as necessary.
- 6 Testify in Distric Court as needed.

Preferred qualifications include:

- * One year or more experience involving a high level public contact and familiarity with the city of Portland.
- *Previous work experience demonstrating cooperative, tactful and service-oriented contact with the public.
- *Demonstrated ability to work in a stressful environment.
- *Ability to work in weather extremes and to be on feet for long periods of time
- *Ability to pass physical and hearing test.

This is a bargaining unit position with a salary of \$8.50 per hour in addition to a comprehensive bebefits package.

If interested and qualified, apply at the Port of Portland Employment Office, 700 NE Multnomah 14th Floor. Applicants residing outside the Tri County Portland Metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503)231-5000, ext.700. All applications must be recieved Friday June 15, at 5:00 pm. The Port is an EOE.



Port of Portland

700 N.E. Multnomah
P.O. Box 3529
Portland, OR 97208

Insurance

Sr. Medical Underwriter

Blue Cross and Blue Shield of Oregon is accepting applications for Sr. Medical Underwriter. The Sr. 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

To assure your resume is processed immediately, place ad # 277 at the top of your resume or in your cover letter.

Send resume to:

Blue Cross Blue Shield of Oregon
Human Resources Dept.
100 SW Market Portland Oregon 97201
TTD# 225-6780 EOE



Insurance

Medical Claims Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analyst. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims.

Experience nessecary to perform this task will include:

- * 1 year recent clerical work experience in a doctors office or hospital setting.
- * Demonstrated knowledge of medical terminology and anatomy.
- This may be obtained through classroom setting or office experience.
- * ICD-9/CPT-4 Coding
- * A minium of 6 to 12 months experience using CRT in a production oriented environment.
- * Fast accurate use of 10-key calculator.

Previous claims processing or insurance 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 #276 at the top of your resume or in your cover letter.

Send resume to:

Blue Cross Blue Shield of Oregon
Human Resources Dept.
100 SW Market Portland Oregon 97201
TTD# 225-6780 EOE



Human Resources

Benefits Coordinator

Blue Cross and Blue Sheild of Oregon is currently seeking an experienced Benefits Coordinator.

This position is responsible for coordinating benefits for 2000+ employees specific responsibilities are:

Annual and monthly benefit enrollments for medical/dental/vision/prescription plans. This includes large and small group benefit oreintations, individual benefit counseling, and preparation of written materials.

* Administration of BCBSO's leave of absence program, short term and long term disability programs, COBRA, and flexible spending program.

Qualified candidates will have a Bachelors degree preferably in Human Resources or a relevant feild, or a minium of 3 years experience in the benefits field. Equivalent experience such as detailed knowledge of state/federal regulations pertaining to the benefit plans, group presentation skills, written communication skills and experience administering health plans will also be considered.

Blue Cross and Blue Sheild of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening is required. To assure your resume is processed, Place ad #180 at the top of your resume or in your cover letter.

Send resume to:

Blue Cross Blue Shield of Oregon
Human Resources Dept.
100 SW Market Portland Oregon 97201
TTD# 225-6780 EOE



Insurance

Customer Service

Blue Cross and Blue Shield of Oregon is currently accepting applications for full time Customer Service Representatives in the Customer Service Dept.

This position is responsible for indepth knowledge of all aspects of Blue Cross & Blue Shield of Oregon business.

Qualified candidates will possess the ability to communicate effectively and professionally both orally and written form.

Qualified applicants will be able to work autonomously in fast-paced environment, and must have demonstrated excellent attendance in previous employment.

Other requirments include:

- * 1 year work experience in insurance industry.
- * 1 year experience in customer relations.
- * Medical and Dental terminology.
- * Organizational Skills.
- * CRT experience and ability to type 30 wpm & 10 key calc.
- * Procedural codes helpful.
- * Good math skills.

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 # 211 at the top of your resume or in your cover letter.

Send resume to:

Blue Cross Blue Shield of Oregon
Human Resources Dept.
100 SW Market Portland Oregon 97201
TTD# 225-6780 EOE



Place your advertisement in the

Portland Observer
Office# (503) 288-0033
Fax# (503) 288-0015