

CLASSIFIEDS

- Advertising
- Employment
- Bids/Sub-Bids

MENTAL HEALTH ADOLESCENT/FAMILY THERAPIST

MSW (or master's degree in related field) required; 2 years experience working with SED youth preferred.

COUNSELOR/ PROGRAM AIDE

Adolescent day treatment program. Bachelor's or Associate degree in social services and 2 years experience required. Send resume by 9/14/90 to:

Tio Nick's
7025 N. Lombard
Portland, Or 97203
ATTN: Director

PROGRAM COORDINATOR

For adolescent day treatment facility serving SED youth with special education needs. MSW (or master's degree in related field) with 2 years supervisory experience. Send resume by 9/14/90 to:

Nick's
7025 N. Lombard
Portland, Or 97203

RADIO

Entry level position in news & talk radio production. Resumes only to: Personnel, P.O. Box 14957, Portland, OR 97214. Equal Opportunity Employer

PROCESS ENGINEER

Reynolds Metals Company, Longview, Washington, has challenging opening for entry level process engineer. BS in Chemical or materials Engineering required. Applied computer technology background desired. Equal Opportunity Employer, minorities and females are strongly encouraged to apply. Send resume and college transcript to Personnel Department, P.O. Box 999, Longview, WA 98632.

PERSONNEL ANALYST 2

\$2,368 at entry, \$2,368-\$3,172 range Performs professional personnel duties in the areas of recruitment and selection, position classification, compensation, performance evaluation, and general policy interpretation. Provides professional personnel services to assigned county department in accordance with merit system principles. Requires equivalent to a Bachelor's Degree and 2 years of professional personnel administration, preferably as a generalist in a public sector environment. For required application and supplemental questionnaire, contact Lane County Human Resources, 125 East 8th Avenue, Eugene, OR 97401, (503) 687-4171. Filing deadline is 09-15-90. EOE.

MULTNOMAH COUNTY

Affirmative Action Specialist \$26,768-\$34,807 annually; assists in implementation and monitoring of the County's Affirmative Action Program, particularly in implementing programs for the disabled; apply by September 14, 1990.

Information Systems Manager \$41,593-\$54,142 annually; responsible for planning, organizing, and directing the development and maintenance of computer applications for Multnomah County; apply by September 21, 1990. WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204. Multnomah County is an Equal Opportunity Employer offering an excellent benefit package.

MINERAL/AGGREGATE RESOURCE PLANNER

\$2464-\$3286

This position, located in Salem, is responsible for the review and evaluation of local comprehensive plans and land use regulations regarding mineral and aggregate resources under Goal 5 of Oregon's Statewide Planning Program. You must have two years experience in land use planning, mineral and aggregate planning, or a closely related field, and responsibility for program/project monitoring, coordination and evaluation. To obtain an application, please contact Oregon Dept. of Transportation at (503) 378-6281. Applications must be returned by 5:00 p.m., September 18, 1990. We are an AA/EEO Employer.

EDUCATIONAL ASSISTANT- MULTIHANDICAPPED

To assist in activities as planned and scheduled by the classroom teacher. Appl Deadline: by 5 P.M. 09/07/90 Call 257-1510 Job Hotline, for Multnomah Education Service District application form or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, An Equal Opportunity Employer

TEACHER SPEECH & LANGUAGE .6 FTE

To assess, to provide direct instruction and to provide services to language impaired students. Qualifications: Valid Basic or Standard Oregon Teaching Certificate with Speech Impaired Endorsement. Transportation available. Appl Deadline: by 5 P.M. 09/07/90 Come to the Multnomah Education Service District Recruitment Office 11611 NE Ainsworth Circle, Portland, Oregon for the MESD application form. An Equal Opportunity Employer

SECRETARY/CLERK EDUCATIONAL RESOURCE SERVICES

To support the Instructional Technology program of the Educational Resource Services by: (1) performing general secretary/clerk duties (2) providing assistance for a variety of other media services.

Appl Deadline: by 5 P.M. 09/14/90 Call at 257-1510 Job Hotline, for Multnomah Education Service District application form or come to Multnomah Education Service District, 11611 NE Ainsworth Circle, Portland Or. An Equal Opportunity Employer

ECONOMIC OPPORTUNITY COMMITTEE OR CLARK COUNTY, INC. HEAD START OF CLARK COUNTY

Nutrition Services Aide-Ability to read, write, perform basic arithmetic, lift/move pkgs. up to 50 lbs. Assist with preparation and service of breakfasts, snacks and lunches. Salary range: \$4.37-\$5.31/hr. Part-time or on call. Nutrition Services Assistant-High school diploma or equivalent. One yr. experience in food service operation. Ability to lift/move pkgs. up to 50 lbs. Assist with coordination of meal preparation and quality assurance monitoring. Salary range \$5.58-\$6.78/hr; 24 hrs/wk; 38 wks/yr. All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m.-4:00 p.m., Mon-Fri, EOC Office, 10619 N.E. Coxley Drive, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC Office by 4 p.m., September 7, 1990. EEOC/AA

ELEVATOR ATTENDANT

Portland Center for the Performing Arts Salary: \$5.15/hour. Part time We're looking for someone to greet and direct patrons to seat locations via elevator at the Portland Center for the Performing Arts facilities (Civic Auditorium, Arlene Schnitzer Concert Hall, New Theatre Building).

High school diploma or GED. Must be 18 years or older. Minimum one year experience in dealing directly with the general public in a high volume situation. Must be well-groomed, reliable, prompt. Must be available to work evenings, weekends and holidays; days also. Must be able to tolerate standing for long periods of time. Must be able to remain in a small, crowded, enclosed space for long periods of time. You must be willing to be CPR certified.

Applications available only to residents of the First Opportunity Target Area: Banfield Freeway on the South, NE 42nd on the East, N Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North. Call our Job Line at 230-6711. APPLY IN PERSON: August 31-September 13, 8:00 am through 5:00 pm, Memorial Coliseum General Office, 1401 N. Wheeler.

An Equal Opportunity/Affirmative Action Employer

FOOD SERVICE

Portland Community College Cashier/Food Service Worker-#9 & #29 (part-time-4 positions)-Sylvania and Rock Creek Campuses. Cashier/Food Service Worker-#26 (part-time temporary)-Rock Creek Campus High school diploma or equivalent and one year of recent cashiering and/or food service experience required. Must have or be able to obtain Food Handler's card. Open until filled. For application materials contact Staff Employment, 049 SW Porter, Rm. A-1, (503) 273-2823. An affirmative Action Equal Opportunity Institution.

SECRETARIAL

Portland Community College Secretary/Gov't Contract Acquisition Program-#28 (Temporary full time through 9-30-91) Cascade Business Center Corp.-4314 N. Vancouver Avenue High School diploma or equivalent with advanced training or education in micro-computers and office occupations required: Associate's degree preferred. A minimum of 2 years recent secretarial or office assistant work experience required. Experience with MS-DOS programming language and WordPerfect software as well as familiarity with database mgmt. and Lotus 1-2-3 is required. Valid driver's license required. Job closes Sept. 11, 1990. Contact Staff Employment, 049 SW Porter, Room A-1, 273-2823 for an application packet. An Equal Opportunity Affirmative Action Institution

COUNSELING

Portland Community College Life Skills Specialist-#9 (P) NE Skills Center

A Bachelor's degree in psychology, sociology, social work, counseling or related field is required. Additional coursework in psychology with emphasis in counseling is preferred. Degree must be from an accredited institution. Three years experience in cross cultural counseling required. Experience working with African Americans, other ethnic minorities and women required; experience working with inner-city youth in a counseling setting preferred. Job closes Sept. 20, 1990. Contact Staff Employment, 049 SW Porter, Room A-1, Portland, OR 97201, (503) 273-2823 for an application packet. An Equal Opportunity Affirmative Action Institution

COUNSELOR \$18,000K

Serve as lead case worker/counselor for staff in the arena of counseling. Manage a caseload of high risk youth and juvenile offenders in N/NE Portland, referred by the Juvenile Court, schools and other sources. A Master's degree in social work plus two years full time experience working in human services and in providing counseling to youth and families. Submit application, resume and three written references no later than September 17, 1990. Applications available at Urban League of Portland, 10 N. Russell, Portland, Oregon 97227. Equal Opportunity Employer.

HELP WANTED

Earn money in the "900" call in service. Income potential unlimited right in your area. Start immediately. For info call 1-619-549-3717 Ext. 1978 24hrs. No exp. necessary.

ATTENTION: POSTAL JOBS!

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

OPERATIONS MANAGER \$3714-\$5225

The Operations Engineer is responsible for construction and maintenance activities throughout the State. You must be registered as a Professional Engineer in the State of Oregon, and have five years of management experience with 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. To obtain an application, contact Dept. of Transportation Personnel at (503) 378-6281. Applications must be returned by 5:00 p.m., September 18, 1990. WE are an AA/EEO Employer.

SECRETARY

Oregon Convention Center

Starting salary: \$8,234.5/hour. Full time. We're looking for a secretary with good clerical/secretarial and reception skills to support the Operations Dept at the new Oregon Convention Center. Includes payroll and invoice preparation. You should have 3-5 years general office experience with progressive secretarial responsibilities. 70 wpm, word processing/computer. H.S. diploma or GED. You must be flexible, able to cope with interruptions, able to work with limited/multiple supervision. You must be willing to be CPR certified. Applications available only to residents of the First Opportunity Target Area: N and NE neighborhoods between the Banfield Freeway on the South, NE 42nd on the East, Columbia Bv. on the North and N Chautauqua including Columbia Villa on the West. APPLY IN PERSON: August 29-September 11, 8:00 am-5:00 pm, Memorial Coliseum General Office, 1401 N. Wheeler. Call our JobLine, 230-6711 for other job information. An Equal Opportunity/Affirmative Action Employer

PROPERTY UNIT SUPERVISOR \$1872-\$2513

This position, located in Salem, is responsible to establish procedures, coordinate disposal, insure compliance, and conduct biennial inventories for all property for the Department of Transportation. You must have three years of office management, or office technical experience, which included responsibility for hiring, training, assigning, and reviewing work; doing performance appraisals; and handling disciplinary actions. One year of the experience must have included supervision over multiple support functions. To obtain an application, contact ODOT Personnel at (503) 378-6281. Applications must be returned by 5:00 p.m., September 18, 1990. We are an AA/EEO Employer.

EXTRA INCOME "90"

Earn \$200-\$500 weekly mailing greeting cards & novelty gift items. For more information send a stamped addressed envelope to: Greeting Cards, Inc. P.O. Box 2297, Miami, FL 33261

TYPIST - \$500 WEEKLY AT HOME!

Information: Send self-addressed, stamped envelope. Honey, P.O. Box 6509, Charlottesville, VA. 22906.

SECRETARY

Do you have at least 2 years secretarial experience, accurately type 55+wpm, enjoy a fast-paced, diverse work environment, while making travel arrangements, coordinating mass mailings, providing service to continual important incoming calls and assisting a large staff? Blue Cross Blue Shield of Oregon has a challenging opportunity in the Provider Service department that will compliment your organizational, dictaphone and word processing 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 #404

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



EMPLOYMENT CITY OF PORTLAND

Police Officer-to \$3,217/mo
Assistant Management Auditor-\$2,659/mo
Director of Environmental Services-\$68,328/year.
For more info/closing dates call (503) 248-4573 (24hr job information). No resumes please.

BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, Or 97204



apps also available at:

URBAN LEAGUE
10 N Russell

BUILDING INSPECTOR II CITY OF WEST LINN

Salary range: \$1759 to \$2286/mo, DOQ. Reviews plans for and inspects residences in the process of construction, alteration, or repair for compliance with applicable code requirements; application of safe construction practices and other regulations or ordinances relating to the safety, health and welfare of the public. Requires State certification at "A" level in structural, "C" level plans checker and "C" level mechanical inspection certification. Must have valid driver's license at time of appointment. Requires high school graduation or equivalent GED certification plus minimum five years of applicable diversified experience or education in building construction or inspection or two years of college level education in building inspection technology or related field plus a minimum of one year experience in inspection, and two years diversified building construction plus mechanical experience required. Hiring authority may determine other equivalencies. Must have effective communication skills. Interested applicants must submit a West Linn employment application to be received at West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068, on or before September 24, 1990 at 4:00 PM, (503) 657-0331. EEO/INS.

PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

- Administrative Coordinator to provide clerical, administrative support to Marine Marketing and Sales staff. Position closes 9/7/90.
 - Draftsperson to manually prepare presentation graphics, engineering and planning drawings. Position closes 9/7/90.
 - Civil engineering Aide to prepare engineering and planning drawings utilizing manual drafting and Computer-Aided Drafting (CAD) techniques. Position closes 9/14/90.
 - Programmer Analyst (2 openings) to perform functions related to internal system design and computer program development, implementation, maintenance and analysis for systems in production. Positions close 9/14/90.
 - Software Analyst to maintain and install software systems; evaluate and analyze vendor software products. Position closes 9/14/90.
 - Aviation Marketing Associate to develop, coordinate, and implement marketing research programs and plans. Position closes 9/14/90.
- For additional information, call the Port of Portland's Job Hot Line (503) 231-54378.

The Port is an Equal Opportunity Employer



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

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. Starting salary \$1347/mo.

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
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, OR 97201
Blue Cross
Blue Shield
of Oregon
Equal Opportunity Employer
TDD #225-6780



MEDICAL SERVICES COORDINATOR

Health Maintenance of Oregon, a member of Blue Cross and Blue Shield of Oregon's group of companies, is seeking qualified applicants for the position of Medical Services Coordinator. The incumbent will review and make determinations of benefit eligibility/medical necessity regarding durable medical equipment requests, non-panel referrals, surgical preauthorization and unusual treatment requests. Qualified candidates must have a current Oregon RN license, knowledge of surgical procedures, a varied nursing background and excellent communication skills. Experience in claims review and medical policy analysis is preferred. 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 #391

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

