

# CLASSIFIEDS

- Advertising
- Employment
- Bids/Sub-Bids

**COUNSELING**

**Counselor-III Alpha House**

**\$1232-\$1350 per mo. + benefits.**  
CODA Inc seeks Counselor III for Alpha House Adult Residential Treatment Program to provide diagnosis and treatment to clients, conduct individual, group and family counseling, coordinate therapeutic activities, maintain client records, monitor milieu. Shift varies, but typically works Sun thru Thurs. To qualify: Bachelors degree in health services, psych or related field, and at least 2 yrs human services exp are required. Residential treatment exp & strong communication skills preferred. Applicant must be certified/certifiable in CPR.

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

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity/affirmative action employer.

**Outdoor/Environmental Supervisor  
City of Eugene**

**Salary Range: \$2,063 - \$2,596/mo.**  
Responsible for the planning, development, and promotion of overall Outdoor Program. Activities include cross country skiing, climbing, sailing, rafting, canoeing, kayaking, ropes course and more. Provides administrative support for the Outdoor Program and its staff plus provides division-wide support services. Requires 3-5 yrs. experience as an activity programmer, supervisor and administrator of an outdoor program. **CLOSING DATE:** February 8, 1991. Obtain application and supplemental questionnaire at City of Eugene, HRSS, 777 Pearl Street, Eugene, OR. 97401. AA/EOE

**COUNSELING**

**C-V FACILITY MILIEU Supervisor Alpha House**

Starting Salary \$1750-\$1800 month plus benefits. CODA Inc seeks senior counselor/facility & milieu supervisor for Alpha House adult residential treatment facility to: Administer daily operations, coordinate client services, consult with PO's, supervise 3-5 counselors, coordinate staff schedules, identify maintenance needs. Position usually works Sun-Thurs 9-5. To qualify bachelor's degree in human services discipline with post graduate course work towards a master's and 5 years chemical dependency treatment experience (3 years supervisory experience) OR a master's degree in human services discipline and 2 years chemical dependency treatment experience are required. To apply submit standard CODA application form including screening question responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity/affirmative action employer.

**Secretary**

Major fundraising organization seeks highly motivated individual as Campaign Division secretary. Responsibilities include answering phones, typing and maintenance of files and records. Requires accurate typing at 55-70 wpm and above average abilities in spelling, grammar and punctuation. Competency with DisplayWrite 4 and Lotus 1-2-3, plus skill with 10 key a must. Ability to work comfortably in a high activity environment for a large number and variety of people. Must have good telephone personality. Salary range \$13,500-\$15,000 plus excellent benefits. Send resume by 1/8 to: Carolyn Lewis, United Way/Columbia-Willamette, 718 W. Burnside, Portland, Oregon 97209, 228-9131. EQUAL OPPORTUNITY EMPLOYER.

**Medical**

**Part Time Data Coordinator**

Starting salary \$650-\$750 mo + benefits. CODA Inc. seeks part time data coordinator to work in clinical support services data processing section. Duties include collecting and tracking data for statistical reports, preparing, entering and managing data, tracking clinical information including QA & UR statistics, generating reports, assisting in collection and research, planning, developing and implementing information systems operations. Preparing CPMS reports. Workweek is flexible. To qualify: high school diploma and 2 years data processing experience are required. Excellent keyboard skills and demonstrated skill in data systems also required. Attention to detail, ability to set priorities and work independently are strongly desired. To apply complete an submit standard CODA application form including screening question responses to the address below.

Application materials and instructions are available at CODA Inc., 210 NE 20th, Portland, OR 97232. Equal opportunity/affirmative action employer.

**Engineers And Engineer Techs**

**Civil Engineer II - Project Manager:**  
Admin City LID/ULID projects & mgmt of design const projects; develop long/short range plans, day to day ops, grant app prep, program budget and supervision of staff. BS in CE + 2 yrs resp exp in PW engr design arena (EIT combined w/2 yrs college level ed in engr + 2 yrs wk exp in field may be sub for degree). \$33, 456-\$48,828 DOQ Closing date: 2/1/91.

**Engineering Tech IV - Survey:** Admin, manage & supr city's survey section. 4 yrs exp performing tech engr or surveying w/design, construction, & boundary survey emphasis. WA State Professional Land Survey License or equiv required. Closing Date: 1/25/91 \$31,836-\$40,752 DOQ

City of Lacey, P.O. Box B, Lacey, WA 98503 (206) 491-3213 for application & additional info. EOE

**Youth Service Evaluation Specialist**

Evaluation design, data collection, data analysis and monitoring for 3 federally funded youth service programs. Project coordination and management responsibilities. Must have at least 3 years experience in human services and be able to use statistical techniques and computer data base management systems. \$20,000-22,500/year plus 14% flexible fringe. Start 2/1/91. Send resume to Tri-County Youth Services Consortium, 2000 SW First, Suite 100, Portland 97201. Closes 1/28/91.

**Principal Executive/Manager C**

(Field Office Manager)  
Current opening,

State of Oregon Employment Division located in Grants Pass. \$2,513 - \$3,538/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program.

To qualify you must have five years of progressively responsible experience in supervision or staff technical or professional level work related.

Experience must have included at least one year of supervision and management of a program, section or unit which included such area as: development of program rules and policies, long and short range goals and plans, program evaluation or budget preparation. A Bachelor's degree or coursework in a field related to management (such as Business or Public Administration), OR a field related to human resource program, may be substituted for up to three years of the required experience.

For recruiting announcement and required State application call 378-3253. Applications must be returned to Employment Division, Personnel and Training Unit, 875 Union St. N.E., Salem, OR 97311 by 5:00 p.m., February 1, 1991. AN EOE/AA EMPLOYER

**DATA PROCESSING**

**Programmer/Analyst**

New development/enhancement activities in a team environment supporting both a large IBM system and a 9370 IBM system. Qualified candidates will have a minimum of 2 years experience in business applications dedicated to COBOL development. Technical competence in TSO/ISPF, OS/JCL and VSAM utilities is required. Knowledge of DOS/VSE ICCF and DOS/VSE JCL is a definite plus.

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

Blue Cross  
Blue Shield  
of Oregon  
Human Resources Dept. 5th Floor  
100 S.W. Market  
Portland, OR 97201  
Blue Cross  
Blue Shield



**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. Training classes will begin Feb. 4, 1991.

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 #499 at the top of your resume or you may apply in person between 9 AM-4PM Mon-Fri.

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



**DATA PROCESSING PROFESSIONALS**

There Are a Million Reasons  
Why We Speak Your Language

Blue Cross and Blue Shield of Oregon is currently accepting applications for Programmer Analysts. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM environment.

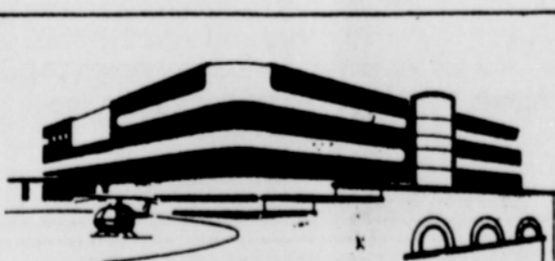
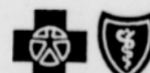
Successful candidates will have strong communication, interpersonal and user skills. Positions require 2-5 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICS skills a definite plus.

Candidates must also have experience in the following:

- \*COBOL
- \*VSAM
- \*OS/JCL
- \*TSO/ISPF

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



**JOB OPPORTUNITY**

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

EMANUEL HOSPITAL & HEALTH CENTER  
A Lutheran, United Church of Christ & Episcopal

A Legacy Member  
Equal Opportunity Employer, M/F/H.

**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

**Employment Opportunities**

**Multnomah County**

**Project Coordinator** - Preschool Curriculum Grant (Granted position funded for 20 weeks) \$11.70 per hour; develops, plans, and creates curriculum kits for preschool children and professional development/information collections for preschool care givers for use in Libraries; requires Master's degree in Library Science and related knowledge, skills, and abilities; apply by January 25, 1991.

**Early Childhood Specialist** (Grant position funded through June 30, 1991) \$9.76 per hour; develops early childhood development program for Library department, requires BS in early childhood development/education and related knowledge, skills, and abilities; apply by January 25, 1991.

**Data Analyst** - Sales Ratio \$13.16 per hour; assists with the production of yearly sales ratio study report used to trend the value of real property that has not been physically reappraised; requires the equivalent of a BS in statistics, computer science, or a related field and two years of related experience; and Oregon State Certified Appraiser certificate and driver's license are also required, apply by January 25, 1991.

**Clinic Health Assistant** \$8.31 per hour; performs paraprofessional health assistance duties in a clinic setting; one year of health care experience and specialized training in health care or a related field are desirable; apply by January 25, 1991.

**Medicaid Project Coordinator** \$32,176 - \$41,844 annually; standard hiring range up to \$37,020, depending on qualifications; coordinates relations between the State Medicaid program and each of the divisions within Multnomah County's Department of Human Services; provides technical assistance; participates in program planning, development of policy; requires the equivalent of a BS with major course work in community health, public health administration, or a related field and three years of progressively responsible, related experience; apply by January 18, 1991.

**Director, Emergency Medical Services** \$35,475 - \$46,124 annually; standard hiring range up to \$40,779, depending on qualifications; directs the administration and enforcement of ordinance and rule provisions regulating ambulance service and other aspects of pre-hospital care, and the planning and implementation of future EMS system development; requires the equivalent of a BS in business, public administration, or an emergency service related field and five years of progressively responsible, related experience; apply by February 1, 1991.

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.

**Letter of Credit Analyst**

Our shoes are for people who want the best and are serious about what they do. That's also the type of person we want at AVIA, talented, innovative individuals who thrive in a challenging environment.

This position will be responsible for collecting necessary documentation to effect invoice payment, tracking letters of credit and other payment from overseas distributors and communicating with domestic operations regarding factory letter of credit requirements. It is necessary for this person to operate from established procedures with little supervision. Minimum 2 years documentation experience with international import and standby letters of credit required. Good communications skills and an associates degree or relevant bank certificate are required.

Our innovative benefits package includes a Flexible Paid Time Off Plan, an on-site Child Care Center with subsidized rates, fitness area, and a non-smoking environment. This is in addition to Group insurance coverage, a 401(K), and Profit Sharing and stock Purchase plans. The salary range for this position is \$21,000 - \$28,000.

Please forward your resume with salary requirements to: AVIA, P.O. Box 23309, Portland, OR, 97223, Attn: Director - Human Resources. Feel free to call our Job Hotline 620-5027 for other opportunities. AVIA is an equal opportunity/affirmative action employer.



**Secretary**

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**Innovation Through Diversity**

The innovative spirit at SAFECO is built on the idea that involvement in several arenas not only expands our options—it expands yours. This philosophy is as true in our product and service offerings as it is in our approach to rewarding every employee. As one of America's largest diversified financial corporations, we offer excellent salaries and an innovative benefits package.

Our commitment to innovation and diversity is also reflected in the unique blend of cultures and customs in our people. By taking an active role in equal opportunity efforts, we can more readily meet the needs of an increasingly complex marketplace. To that end, we particularly invite minority, senior, and disabled applicants to explore employment opportunities in areas such as claims, underwriting, and clerical support.

In return for your efforts, you can expect a very competitive starting salary, an excellent benefits package, and salary increases based on performance. Please forward your resume to SAFECO Insurance Companies, Attn: Personnel, 4101 S.W. Kruse Way, Lake Oswego, OR 97035.



**Laboratory Analyst**

Reynolds Metals Company, Longview, Washington, has opening for a Laboratory Analyst. BS in Chemistry is required. Possibility of rotating shift work. 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.

**Autos For Sale**

Government Seized vehicles from \$100. Corvettes, Chevs, Porsches, and other confiscated properties. For Buyers Guide (800) 772-9212 ext 4552. Also open evenings & weekends.