

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Principal Executive Manager D

Disability Determinations Services Operations Manager
The State of Oregon Vocational Rehabilitation Division in Salem, Oregon is recruiting for an Operations Manager for the Disability Determinations Services program. The operations Manager is responsible for managing the process of providing disability determinations for Oregon citizens applying for Social Security Disability benefits. Wide range of employee benefits. Must meet Oregon minimum qualifications. contact local Employment Div office for announcement X7006 OC910923. Apps must be received by 1/2/92. VRD is an EEO Employer. Minorities, females and persons of disability are encouraged to apply.

Medical

Transcriptionist

Seeks a medical transcriptionist to type medical, personal assessments and progress notes. Knowledge of medical terminology desirable. Must be hard working, flexible, and willing to take on added responsibilities on short notice. Must be familiar with word perfect 4.2, type 60 wpm, work independently, maintain medical appointments, pharmacy and laboratory records. Must have 1 year transcriptionist experience.

Send Resume To:

Rodney R. Harry
Garlington Center

N/NE Community Mental Health
4950 N. E. Martin Luther King Jr.
Blvd. Portland, Oregon 97211

City Of Gresham

Police Reserve Officer

The Gresham Police Department is now accepting applications for the non-paid, volunteer position of Police Reserve Officer.

Minimum requirements include completion of high school or GED equivalency, be a U.S. citizen and have no felony criminal record, possess a valid driver's license with a good driving record, be in excellent physical health and be at least 21 years of age prior to enrollment in the Reserve Academy. Prior to appointment, applicants must complete 6 months of the Reserve Academy.

Applications are available and must be submitted to the Gresham Police Department, 1333 NW Eastman Parkway, Gresham, OR 97030 by 5:00 p.m., January 10, 1992. (503) 669-2383. A pre-employment physical examination and drug screen are required.

City Of Gresham Is An

Equal Opportunity/
Affirmative Action Employer.

Public Relations Representative

Georgia-Pacific Corporation, a Fortune 50 company and a leader in the forest products industry, has an immediate opening in our Portland office for a Public Relations Representative.

Responsibilities include writing, editing and producing employee newsletter, writing and distributing news to external media and providing public and employee information services. Requires a Bachelor's degree in journalism, English or related course of study.

We offer a competitive salary and top-rated benefits package. If you qualify and are seeking a career within an industry leader, please send resume and salary history by 12/23.

Georgia-Pacific Corporation
Attn: Ann Ashton
900 S. W. Fifth Avenue
Portland, OR 97204
Equal Opportunity Employer

Vocational Rehabilitation Counselor

(Entry Level \$1737-\$2303/mo.)
State of Oregon, Vocational Rehab. Div. (VRD). Klamath Falls Ore. Office. Wide range of employee benefits. Must meet Ore. min. qualif. Contract your local Employment Div. Office for Announcement. #OC910038B, and State Civil Service app. EOE, A/A.

Market Research - Mystery Shopper

Local Occasional Part-time work, salary varies with job. Please send your name, complete address, and a daytime phone number to:

Erick and Lavidge, Inc.
PO Box 4402
Atlanta, GA 30302-9892
Attn: Field Dept.

Community Education and Development Specialist

Temporary position through 06/30/92.

Part-time, 18.75 hours per week. Duties will include responsibility for the development of training, promotional and educational materials about the cluster programs, Options, Adoption, and Young Parents Program. Presenting and evaluating educational presentations, participating in the development of funding proposals to support cluster programs. Bachelors degree or equivalent education and experience required. Strong writing skills and successful funding proposal development necessary. Comfort with public speaking. A commitment to all options pregnancy counseling essential. Salary \$9,545. to \$11,931. DOE. Obtain applications and job description at 18 S.W. Boundary Court, Portland, Oregon 97201. Application deadline 12/30/91, at 5:00 pm. Equal Opportunity Employer.

Transportation Coordinator

Transportation Coordinator for a major operating division of a Fortune 500 company in Portland. Knowledge of Canadian Transport and U.S. Motor Carrier laws required. Lotus 1-2-3 required. Minimum one to three years of experience. Salary commensurate with experience. Equal Opportunity Employer. Send resume and cover letter to: P.T., PO Box 5463, Portland, OR 97228-5463. Closing date January 3, 1992.

Pregnancy Counseling Outreach Worker

Temporary position through 06/30/92.

Part-time, 18.75 hours per week. Duties include providing short term outreach and in-office counseling to young women, their partners, and families seeking options information, provide state-wide intake, referral and crisis intervention services, maintain positive liaison with referral sources, make educational presentations, and participate in special projects. Must demonstrate ability to provide accurate, unbiased, neutral information and support concerning parenting, abortion, and adoption. Ability to develop responsive client/worker relationships. Ability to maintain accurate and effective case notes and reports. Demonstrated competency working with multicultural families is necessary. Salary \$7,259 - \$10,880 annually DOE. Call 503-222-9661 x 122 for application and job description. Application deadline 01/02/92. Equal Opportunity Employer.

Economist

Northwest Natural Gas Company seeks qualified candidates for a position that will develop and maintain large scale linear programming model and data bases to analyze optimal gas supply utilization patterns.

Required skills include optimization theory, operations research methods, financial analysis, energy economics, programming languages, simulation models, statistical packages and spreadsheet software. Advanced degree preferred. Salary range: \$33,540 - \$41,880 with an excellent benefit package.

Please respond with resume and qualifications to:
Northwest Natural Gas Company
PO Box 3410
Portland, OR 97209-3410
FAX (503) 721-2506
An Equal Opportunity Employer

Environmental Law Specialist

\$2554 - \$3404 Monthly

The Oregon Department of Environmental Quality is currently seeking an enthusiastic, skilled individual to evaluate case facts and evidence and develop all relevant documents based on sound legal grounds to initiate and follow-up on formal enforcement actions.

To qualify you must have two years experience in an environmental or natural resources area analyzing, researching, drafting legal documents and interviewing clients; AND an Associates degree as a legal assistant or completion of a paralegal program; or a law degree with an environmental or natural resources specialization; or four years experience in an environmental program drafting or preparing formal enforcement actions (civil penalties and orders). Please call our job recording, (503) 229-5785 to request an announcement and application. In order to be considered for the current vacancies, you must have all application materials submitted by close of business Friday 27 December 1991.

Equal Opportunity Employer

Executive Director

Corvallis Convention & Visitor Bureau

Manages programs and activities to attract conventions and visitors to Corvallis, OR. Responsibilities include short/long range planning, developing marketing programs, managing budgets and staff, community and governmental relations. Strong management, marketing, and related work experience required. Call CCVB Search Coordinator, 503-758-4009 for application information. Completed applications due by Jan 10, 1992. Equal Opportunity Employer

Branch Manager

\$2614 - \$3680

The State of Oregon Vocational Rehabilitation Division is recruiting to fill a position in Medford, OR. The Branch Mgr directs a staff of Counselors and Secretaries in providing vocational services to persons of disability. Contact local Employment Div office for announcement X7004 OC910511A and application. Apply now for immediate opening. List will remain open until 6/10/92 to fill other openings as they occur throughout the state. VRD is an EEO employer. Minorities, females and persons of disability are encourage to apply.

Executive Director

Portland House of Umoja, Inc. (38,000.00)

The mission of the Portland House of Umoja, Inc. is to develop and operate programs for gang affected and other high risk youth within the supportive environment of an extended family structure.

Qualifications:
-MA or MS in management, sociology, related field, minimum 3 years experience as Executive Director/CEO of social service, community development or equivalent organization. Candidates without degree requirement may substitute BA/BS with 5 years experience in high level administrative position.

-Excellent verbal, written skills
-Valid Oregon Drivers License
Send Resume/Cover letter, 2 References and Writing Sample to:
Portland House of Umoja, Inc.
PO Box 11053
Portland, Oregon 97211
by January 13, 1991
Police Security Check will be utilized.
No phone calls please.
Equal Opportunity Employer

McCaw Cellular Communications, Inc. Cellular One

#154 - Account Representative Salem

Our Account Representative will identify and sell to businesses in a geographic territory and insure satisfaction to accounts in the Salem area.

Candidates must have a minimum 2 years outside sales experience. A college degree is desirable, in addition to articulate verbal and written language skills.

Send your resume referencing the above number/title to:

Cellular One

People Development Dept.
409 SW 9th

Portland, OR 97205

Cellular One Jobline 789-JOBS
All replies in confidence
An Equal Opportunity Employer

EXECUTIVE ASSISTANT

BUSINESS DEVELOPMENT

The director of business development is currently seeking an **Executive Assistant** to assist with development of business opportunities and operations of the **Oregon Arena Project**. Responsibilities will include research and analysis, preparation of reports and projections, management and decision making. Applicants must have a college degree or equivalent business experience. Public facility event sales or operations experience a plus. Please submit resume of qualifications c/o Oregon Arena Project P.O. Box 3137, Portland, OR 97208.

City Of Portland

Senior Engineer/Geotechnical - to \$4,346/mo

Electronic Technician Assistant - to \$13.36/hr

For more info/closing dates call (503) 823-4573 (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.



"IT'S MORE THAN A LIVING... IT'S LIVING YOUR IDEALS!"

IS WOMEN'S HEALTHCARE IMPORTANT TO YOU?

IS REPRODUCTIVE CHOICE IMPORTANT TO YOU?

At Planned Parenthood we promote the health and well-being of the individual, the family, and the community.

Your clinical expertise, your language skills, and your cultural sensitivity are all needed in order for us to effectively serve our diverse communities.

CLINIC MANAGER

We are interested in experienced manager who will be responsible for the operation, supervision and coordination of medical clinic. Individual will participate as a member of management team and demonstrate an ability to promote a team-oriented approach to patient focused care. Medical professionals are encouraged to apply.

CLINIC SUPPORT STAFF

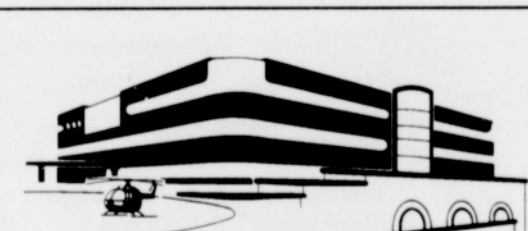
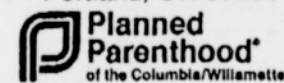
We are looking for dedicated individuals to provide medical clinic support in family planning setting. Responsibilities include medical assisting, patient education and patient information systems. Qualified applicant's need a high school diploma/GED and orientation toward patient focused care.

MID-LEVEL PRACTITIONER

Put your skills to work for a cause you believe in! Looking for mid-level provider (nurse practitioner, physician assistant, certified nurse midwife) for busy ambulatory gyn and family planning clinic. Flexible hours. Qualified applicants will need current licensure in Oregon as a Nurse Practitioner, Certified Nurse Midwife or Physician Assistant and an orientation toward patient focused care.

We offer a competitive salary with full benefit package. All applicants may forward their resume to:

Lauren Hartmann RNC
Planned Parenthood
of the
Columbia/Willamette
3231 SE 50th
Portland, OR 97206



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-Affiliated Center of Care & Excellence

Health System
Equal Opportunity Employer, M/F/H

Volunteers Needed

Interested in Community Development in Northeast Portland? The Northeast Genesis Project needs your help!

We need volunteers interested in:

1. Community Service
2. Fundraising
3. Community News Letter
5. Board Participation

Please call Rose Marie Davis @ 281-8976 any time.

Banking

UNDERWRITERS

At Bank of America our most important asset is our people. It's their motivation and skills that build our future and get the job done. Bank of America is committed to becoming the top lending institution in the state.

Join our Residential Mortgage Department where you will thoroughly review and evaluate credit risk on conventional, construction, FHA and VA loans. Provide assistance to loan originators, processors, and closers. Handle other residential lending duties as assigned.

Requires 2 years' previous underwriting experience of conventional, construction, FHA direct endorsement and VA automatic. Ability to analyze financial statements, credit and assess risk. Provide excellent customer service and ensure effective communication. Salary is negotiable.

Please send or fax resume to M. Ellis or apply in person by Friday, December 20, 1991, 10 am - 3 pm at our Human Resources Department, 121 SW Morrison, 7th floor, Portland, Fax (503) 275-1185.



Bank of America
We are an equal opportunity employer. Females, minorities, disabled persons and veterans encouraged to apply.

JOB HOTLINE
275-1390

Medical Claims Analysts

Blue Cross and Blue Shield of Oregon has immediate openings for Grade 1 or Grade 2 Group Medical Claims Analysts for our subsidiary company. Total plan alternatives, a third party administrator.

Qualified candidates will have group health claims experience to include knowledge of medical terminology and anatomy, knowledge of ICD-9 and CPT-4 coding, and the ability to operate a calculator and CRT. The position also requires excellent communication skills and the ability to work overtime to meet deadlines.

The successful candidate will be responsible for the following:

- Accurate administration of claims processing procedures
- Processing all types of claims as assigned including COB and 3rd party
- Responding to written and telephone inquiries from Group benefit offices, subscribers providers & other departments.

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

Blue Cross
Blue Shield
of Oregon
Human Resources Dept. 3rd Floor
100 SW Market
Portland, OR 97201
Equal Opportunity Employer