

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

NURSING

Oregon State Board Of Nursing Nurse Investigator/ Nursing Practice Advisor

Oregon State Classification #5910
\$2414.00 to \$3211.00 per Month
The OSBN is recruiting for a Nurse Investigator. The purpose of this position is to respond to complaints pertaining to Nursing practice and give advice about Nursing practice standards. Minimum qualifications are a Bachelor's Degree in Nursing, five years recent nursing experience and have or be able to obtain a current unencumbered license to practice nursing in Oregon.
Call Betty at 503-731-4745 and request a Recruiting Announcement and State of Oregon PD-100 application.
Your application must be Received by 4:30pm on October 5, 1992.

INSURANCE

Director, Risk Management

Corp. Headquarters, Salem
We are looking for an individual to manage and oversee the planning, development, implementation, and administration of our corporate risk management function.
The successful candidate will have a bachelors degree in health and safety or a related field, with 3-5 years supervisory/management experience risk management or loss control/prevention or equivalent education, training and/or work experience that provides the knowledge, skills and abilities required. Workers' compensation or other insurance experience is strongly preferred. An advanced degree in risk management and/or professional risk management designation (CPCU,ALCM,ARM,CSP) preferred.
A detailed job description is available by calling 503-373-8040. If, after a review of the job description you find you are qualified and interested in this opportunity, please submit a resume to our Personnel Division. This recruitment will remain open until a sufficient number of applications have been received.

SAIF Corporation
Personnel Division
Post Office Box 988
Salem, OR 97308-0988
FAX#(503) 373-8628
Equal Opportunity Employer

Administrative Assistant

The Portland Trail Blazers/Oregon Arena Corporation are looking for an Administrative Assistant to support its director of corporate communications. Qualified candidates will have a minimum of 5 years secretarial experience; be able to maintain confidentiality; have good telephone and interpersonal communication skills; have word processing and spread sheet experience (Microsoft Word and Excel preferred); have typing speed of 60 wpm and have recently held an administrative assistant position with a high degree of responsibility. Submit your resume by Sept. 25 to Portland Trail Blazers, 700 N.E. Multnomah, Suite 600, Portland, OR 97232, Attention Personnel Dept. No phone calls please.
Equal Opportunity employer

Mental Health

Residential Treatment Counselor (RTC) I & II and on-call positions now available to provide treatment opportunities for emotionally disadvantaged boys ages 9-13. Ideal candidate is an empathic and professional individual who is committed to providing quality care to this challenging population. Knowledge of a foreign language a plus.
Requirements: BA/BS in Human Services Field (plus one year experience in Social Services for RTC II). Valid Oregon driver's license.
Apply at Kerr Youth and Family Center, 722 NE 162nd, Portland OR 97230 or send for an application. No resumes accepted. No phone calls please.
Equal Opportunity Employer

Nurse Consultant

Salem Office

If you are looking for a new nursing challenge that offers autonomy, professionalism, and opportunity for growth in a dynamic corporate setting, we've got just the job!
Our Nurse Consultants utilize their nursing knowledge, skills and abilities in a variety of ways, which include acting as a liaison to the medical community, facilitating home health services, participating in the claims management process and providing ongoing medical education to colleagues.

Successful candidates will possess a current Oregon RN license with at least three years clinical experience. A valid Oregon driver's license is required. Preference will be given to candidates who possess excellent communication skills, have current clinical experience and knowledge of preferred provider organizations or managed care. In addition, preference will be given to candidates with a BSN.

A detailed job description is available by calling the Saif Personnel Office at 503-373-8040. Applications with a cover letter should be forwarded to the Personnel office. This recruitment may close at any time, when a sufficient number of applications have been received.

SAIF Corporation

Personnel Office
P.O. Box 988
Salem, OR 97308-0988
FAX (503) 373-8628
Equal Opportunity Employer

Opportunity Knocks!

SAFECO Insurance Company, a leader in the industry has three openings in the Lake Oswego branch office. If you are a bright, highly motivated individual, then you are looking in the right place!

Personal Lines Underwriter

Traine
• Analyzing applications for homeowner and auto insurance.
• Tactfully and diplomatically communicating accept or reject decisions to independent agency force.
• Working on special projects, workshops, and seminars for agents. Analyzing rates, forms etc. and agency evaluations.

Claims Adjuster Trainee

• Settling damages done to or by SAFECO policyholders.
• Large amount of telephone contact with body shops, glass shops, rental car companies etc.
• This position would deal primarily with automotive and property damages.

Qualifications for both trainee positions include:

• 4 year college degree
• 1 year of professional level work experience
• Excellent oral and written communication skills
• Future (not immediate) relocation out of Oregon

Claims clerk

Entry Level

We also have a need for someone with a stable work history to assist our claims department with various job duties such as; opening and distributing mail, answering telephones, setting up claims files, and miscellaneous terminal work.

The requirements for this position include two years of previous customer service experience and some familiarity with computer keyboards.

In addition to a very competitive starting salary, we provide a profit sharing cash bonus plan and retirement plan, employee savings plan, major medical and much more. If you have a commitment to excellence and a desire to grow with a leader in the insurance industry, then forward your resume to:

SAFECO Insurance Company
4101 SW Kruse Way
Lake Oswego, Or 97035
Attention: Personnel
Equal Opportunity Employer

Television

Self-motivated applicant must have excellent typing and phone skills; ability to work well with clients and staff. Wordperfect/computer experience required. Broadcast order entry experience preferred. No phone calls. Please send resume to Dianne Miner. EEO.

Education

Specialist II

Child, Family & Community Program

Duties: Conduct independent library research, develop descriptions of exemplary programs & practices, conduct interviews with educators & human services professionals, prepare syntheses of information & draft reports. Qualifications: BA with a background in education or social sciences & professional interest in early childhood & family programs, ability to conceptualize issues & communicate them both orally & in writing, analytical skills, experience using a computer for word processing desirable. Salary \$13.22 per hour, this is a temporary position. Letters of application & resumes must be received in the Personnel Office by 3:00 p.m., 9/29/92. In letter of application, indicate the position for which you are applying. Send letter of application & resume to:

Personnel Office
Northwest Regional
Educational Laboratory
101 SW Main, Suite 500
Portland, OR 97204
Equal Opportunity Employer

Community Health Nurse, Senior

\$2480 to \$3141 per month
Excellent benefits plus 6% Pers retirement contribution.
(COLA pending.)

Are you an energetic individual with experience in community health nursing? Are you looking for an opportunity to develop your supervisory skills as a lead worker? Clackamas County's Public Health Division is looking for a qualified, professional nurse to act as a lead worker to staff and to assist supervisory personnel in the coordination and planning of a health program or clinic.

County Employment Application Required. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date September 23, 1992, 5:00 p.m. An Equal Opportunity Employer.

Forest Unit Supervisor 1

The Oregon Department of Forestry currently has an opening in Klamath Falls for a Forest Unit Supervisor 1. This announcement is to fill the current vacancy and develop a list for future vacancies throughout the state. Submit an application now if you wish to be considered for this job classification. The Forest Unit Supervisor 1 works under the direction of a Unit Forester, supervising a forest fire protection unit, and administering fire protection programs within the unit, such as fire prevention, fire preparedness and fire suppression. Qualifications are: a Bachelor's degree in Forestry or an Associate degree in Forest Management, Forest Engineering, or Wildland Fire Management; and two years of experience in forest road location and design, cruising timber, harvesting timber, reforestation, young growth management or wildland fire suppression. (If the Associate's degree is not in Wildland Fire Management, one of the two years of experience must be in wildland fire suppression); or three years of experience in the above areas with one of the three years being in wildland fire suppression.

Announcement closes October 8, 1992. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

Merchandise /Vendor

The Portland Trail Blazers are hiring merchandise vendors for the upcoming season. commission pay. Must have retail experience. Professional manner and attitude. Please submit your resume of experience to: Retail Manager c/o Portland Trail Blazers, 700 N.E. Multnomah, Suite 600, Portland, OR 97232. No phone calls please. Equal Opportunity Employer

Assoc. Solid Waste Planner

Class No. 344-00992-SW Solid Waste Dept.

1 Full-time Position

Salary: \$32,072 - \$45,143/Yr.
The Metropolitan Service District is recruiting for an Associate Solid Waste Planner to perform the following essential job duties: developing and assisting in the writing of RFPs/Bids; conducting research on elements affecting solid waste projects; analyzing data to determine potential effects of solid and hazardous waste on the environment; assisting in the selection of contractors and vendors; collecting and organizing technical information for computer analysis and report generation; remaining current on public policy, planning strategies and legislation related to solid waste issues; coordinating information with technical staff, contractors, other government agencies and the public. This position closes on September 25, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Friday, September 25, 1992. Applications and supplemental requirements can be picked up at:

The Metropolitan Service District
MetroERC and Oregon Convention
Center Administration Offices

The Urban League

The N.E. Workforce Center
Metropolitan Service Dist.
2000 S. W. First Ave.
Portland, OR

Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR

Resumes will not be accepted.
AA/EEO Employer

METRO

Office Assistant

Class No. 012-0992-SW Solid Waste Department Temporary (1 Half-time Position)

Salary: \$7.03 - \$9.90

The Metropolitan Service District is recruiting for one temporary half-time Office Assistant position. The person in this position will perform the following essential job duties: Performs department reception functions such as screening calls, and visitors, and taking messages; opens and routes incoming mail for the Solid Waste Department; performs general clerical duties including typing, filing, copying, and providing general information to the public; prepares outgoing mail. This position closes on September 24, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Thursday, September 24, 1992. Applications and supplemental requirements can be picked up at:

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MetroERC and Oregon Convention
Center Administration Offices

The Urban League

The N.E. Workforce Center
Metropolitan Service Dist.
2000 S. W. First Ave.
Portland, OR

Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR

Resumes will not be accepted.
AA/EEO Employer

METRO

Project Researcher/ Writer/Facilitator

Project: Developing a model for a Developmentally Appropriate Mentoring Program to meet the social, emotional and academic needs of students to assure completion of high school. Appl. Deadline: 5pm 9/25/92
MESD applications available M-F, 8-5 or send self-addressed stamped legal envelope, indicating position of interest to Multnomah ESD, Attn. Recruitment Office, 11611 NE Ainsworth Circle, Portland, Or 97220-9017.
An Equal Opportunity Employer & Drug Free Work Place

Office Clerk/ Bookkeeper

Class NO. 035-0992-ZO Metro Washington Park Zoo

1 Part-time Position

Salary: \$9.28 - \$10.55/hr
The Metro Washington Park Zoo is recruiting for an Office Clerk/Bookkeeper to perform the following essential job duties:

operate cash office machines to count incoming cash; prepares daily bank deposit; prepares input documents using cash register tapes; performs computer data entry of financial information; prepares and issues cashier change funds; counts, maintains and reconciles vault and petty cash funds; performs cash pickups and delivers change throughout the Zoo; operates teller window for all Zoo employee cash transactions. Performs general office duties. This position closes on September 25, 1992.

Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m. Friday, September 25, 1992. Applications and supplemental requirements can be picked up at:

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Center Administration Offices

The Urban League

The N.E. Workforce Center
Metropolitan Service Dist.
2000 S. W. First Ave.
Portland, OR

Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR

Resumes will not be accepted.
AA/EEO Employer

METRO

Burgerville U.S.A. St. John's Entry Level

Assistant Managers

We have immediate openings for Entry Level Assistants. Salary ranges from \$14,400-\$18,600. Family coverage for medical & dental insurance available.

If you are currently in a crew or shift leader position, have excellent work habits, like being responsible for others, & are looking for a management opportunity, then call Terri Hurley (206) 694-1521.



BURGERVILLE

Community Program Developer

Washington State Department of Community Development has Two openings. One in the Spokane area and One in the Yakima area for a Community Program Developer 2 to provide loan packaging and technical assistance services for commercial and real estate development loans. Applications will be screened for a Minimum of two years experience packaging or reviewing loans for private or public sector programs Or NDC Certification And a BA degree and two years Or an AA degree and 4 years experience in Community Program Development. Salary Range: \$28,776-\$36,840. Applications must be postmarked by September 30, 1992. Send applications to: Pegi Lee, PO Box 48300, Olympia, WA 98504-8300. For application and information contact Donna Johnston at (206) 586-1924. DCD is an Equal Opportunity Employer and encourages all minorities to apply.

Rape Victim Advocates

Rape Victim advocates Needed as on-call volunteers with The Multnomah County District Attorney's Victim Assistance Program. Evening Training (six sessions) begins 10/6/92. Must be 18 yrs. Old and have transportation. Call 248-3222 for more information and to register.

Executive Director

Seek experienced professional to manage the North/Inner Northeast YMCA. Requires demonstrated skills in program development, marketing, community needs assessment, fiscal management, volunteer development and ability to relate to multi-cultural population.

Programs include youth sports and child care. Strong association and great benefits. Salary range \$23,346-\$29,175, depending upon experience. Resumes are accepted until September 30, 1992. Mail all resumes to Dave King, North/Inner Northeast YMCA, c/o 2831 SW Barbur Blvd., Portland, OR 97201.

Computer

Information Resource Analyst

This position is responsible to conduct and assist in preparing reports, surveys and other analytical studies. computer experience is necessary for providing technical support for student and financial information computer systems, as well as PC network support. Qualifications incl: an appropriate 4 yr bachelor's degree with experience in technical computer support, survey research and forecasting, and higher education work exp. Applicants should submit letter of application, resume and the names, addresses and telephone numbers of 3 references by 9/25/92 to: Search for information Resource Analyst, Office of Budgets and Planning, Oregon State University, Corvallis, OR 97331-2125. Phone (503) 737-4121. OSU is an Affirmative Action/Equal Oppty Employer and has a policy of being responsive to the needs of dual-career couples.

Education

Specialist II

Child, Family & Community Program

Duties: Conduct independent library research, develop descriptions of exemplary programs & practices, conduct interviews with educators & human services professionals, prepare syntheses of information & draft reports. Qualifications: BA with a background in education or social sciences & professional interest in early childhood & family programs, ability to conceptualize issues & communicate them both orally & in writing, analytical skills, experience using a computer for word processing desirable. Salary \$13.22 per hour, this is a temporary position. Letters of application & resumes must be received in the Personnel Office by 3:00 p.m., 9/29/92. In letter of application, indicate the position for which you are applying. Send letter of application & resume to:

Personnel Office
Northwest Regional
Educational Laboratory
101 SW Main, Suite 500
Portland, OR 97204
Equal Opportunity Employer

On-Line Editor/ Videographer

West coast National Basketball Association team needs a "do it all" editor/videographer to help launch a new basketball oriented kid's show. Candidate should have a minimum of three years on-line experience (preferably on Sony 9000, Grass 200 and Ampex ADO) and be a super video shooter. Familiarity with the game of basketball and the ability to perform as a team player with a minimum of direct supervision will be important considerations. Position offers a good salary/benefit package and a stimulating work environment. Send resume of experience to: Executive Producer, 700 N. E. Multnomah, Suite 600, Portland, OR 97232. No phone calls please.
Equal Opportunity Employer

Driver

Responsible individual needed, 16-20 hours weekly for headstart program. Class B/CDL required. Need OR school bus drivers license. Will train. Good DMV record \$7.46/hour. Medical & dental benefits included. Apply in person, Mon-Fri 9AM-4PM, 909 NE 52nd Ave.