

CLASSIFIEDS

Insurance

Vocational Coordinator

Corporate Headquarters, Salem, OR

Oregon's leading worker's compensation insurance carrier is looking for top notch professionals. If you are talented, energetic and take pride in accomplishment, then consider this challenging opportunity at SAIF Corporation.

This Vocational Coordinator will utilize early intervention strategies to facilitate the injured workers return to suitable employment through appropriate use of early return to work and other vocational resources. The Coordinator will work with claims adjusters in identification of suitable return to work referrals and coordinate efforts with internal and external vocational placement services.

Candidates must have their workers compensation eligibility certification and be knowledgeable in the application of Oregon Workers Compensation Administrative Rules. Exceptional time management, organizational, analytical, customer service and communication skills are required.

Detailed information is available by calling (503) 373-8047. Qualified individuals are encouraged to submit a resume or application with a cover letter which explains in detail how education and experience provide the identified minimum qualifications. Please be specific. Materials must be received by the Personnel Division no later than 5pm, Friday, January 22, 1993.

SAIF Corporation
Personnel Division
P.O. Box 988
Salem, OR 97308-0988
FAX: (503) 373-8628
SAIF Corporation is an Equal Opportunity Employer

Insurance

Claims Adjuster

Corporate Headquarters, Salem, OR

We are looking for an experienced Claims Adjuster to work in our Salem office. Applicants must have the ability to provide timely, professional claims management services which support corporate goals and objectives. This adjuster will work closely with SAIF professionals in managing high exposure cases.

The successful candidate must have working knowledge of medical terminology. Oregon worker's compensation rules, laws and claims procedures; excellent customer service and interpersonal skills; ability to function in a team environment; strong oral and written communication, analytical, problem solving, time management and decision making abilities. Knowledge of personal computers including word processing programs and familiarity with WordPerfect is preferred. Certification as a worker's compensation, adjuster and a valid Oregon's drivers license is required.

Minimum qualifications include an Associate of Arts degree or equivalent education and work experience that provide the required knowledge, skills and abilities. A Bachelor's degree is preferred.

Qualified individuals are encouraged to submit a resume or application with a cover letter which explains in detail how education and experience provide the identified minimum qualifications. Please be specific. Materials must be received by the Personnel Division no later than 5:00 PM, Friday, January 22, 1993.

SAIF Corporation
Personnel Division
P.O. Box 988
Salem, OR 97308-0988
FAX: (503) 373-8628
SAIF Corporation is an Equal Opportunity Employer

\$\$\$\$\$\$

J.B. ASSOCIATES

Personal, Second Mortgages and Debt Consolidations. Available up to 50K.
1-800-531-0842

Program Asst 2

Class No: 042-0193 - PA Public Affairs (RIC Div.)

1 Full - time Position \$10.40 - \$14.63/Hr.

(Starting rate \$10.40 with step increases to follow.)

Metro is recruiting for 1 full - time person to perform the following essential job duties: answer phone calls from a wide range of people and make referrals to solid waste and recycling services using a geographic information based computer system; maintain computerized mailing lists and inventories of information sent to the public; update computer database of solid waste and recycling facilities and services; generate statistical reports of the RICs activities; update database of library materials and check-out materials to the public; train new staff members or volunteers to answer phones and the computer system. This position closes on February 1, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, February 1, 1993. Applications and supplemental requirements can be picked up at:

Metro
Metro/ERC and Oregon Convention Center Administration Offices
The Urban League
The N.E. Workforce Center
Metro
2000 S.E. First Ave.
Portland, OR
Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR
Resumes will not be accepted.
AA/EEO Employer

METRO

human resources



Technical Recruiter

ADP Dealer Services is a key division of Automatic Data Processing, one of the largest independent companies in the United States. We are the leading provider of software applications to automotive and truck dealers throughout North America. Our continued growth has created this opportunity for an energetic individual who thrives in a fast-paced, dynamic environment.

You will recruit and screen applicants for a wide range of technical and non-technical positions. The ability to work through recruiting issues with remote locations in Portland and California is essential. Travel of 10% is required. We require 3-5+ years experience in technical/engineering recruiting and the ability to work well with all levels of management. Familiarity with AAP reporting and record keeping is essential.

As an ADP Associate, you'll be offered a competitive salary and comprehensive benefits. For consideration, send your resume with salary requirements, to: Automatic Data Processing, Ind., Dealer Services Division, Dept. #TR117, 2525 S.W. First Ave., Suite 450, Portland, OR 97201. An equal opportunity employer m/f/d. We encourage minority and female candidates to apply. For other employment opportunities, call our Job Hotline at: (503) 221-4055. **We Never Forget What's Important To You**

Speech/Language Pathologist

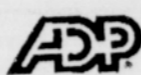
Candidates to work within educational setting, as part of our dynamic transdisciplinary team serving children with multiple disabilities; hearing and/or vision impairment, orthopedic impairment, autism. Candidate should have experience with severe disabilities. Contact Larry Betten, Portland, Public Schools, 249-2000, ext 541. Equal Opportunity Employer.

Receptionist

Part-Time Receptionist

Make a positive first impression when you join ADP's Dealer Services Division at our busy offices in Duniway Plaza. We are North America's leading supplier of computer and data communications services to automotive and truck dealers. Your varied responsibilities will include greeting visitors, answering a busy switchboard and other special projects. We require 1+ year's experience, strong communication skills, typing of 40+ wpm and the ability to work in a fast-paced environment. Exposure to an NEC telephone system is a plus.

As an ADP Associate, you'll be offered a competitive salary and part-time benefits. For consideration, send your resume with salary requirements, to: ADP Dealer Services, Dept REC.2525 SW First Ave. Suite 450, Portland, OR 97201. an equal opportunity employer. We encourage minority and female applicants to apply.



We Never Forget What's Important To You.

English As A Second Language

Oregon State University. Position: 60% to full-time, fixed term ESL Instructor(s) in English Language Institute. Duties: up to 15 class hrs/week; assist with testing, advising and curriculum development. Requirements: MA in TESL or closely related field, 3 years full-time post-secondary ESL teaching and native or near-native speaker proficiency in English. Preferred candidates will have strong teaching skills and/or experience in CALL Starts: between June 1, 1993 and December 31, 1993. Contract: 9-month fixed-term. Applicants must be willing to accept summer employment at the discretion of the department. Salary: commensurate with qualifications (Full-time 9-month from \$21,069 to \$24,444 plus benefits; summer salary from \$4,682 to \$5,432) Deadline: March 1, 1993. Contact/send to: send CV and 3 letters of reference to: Instructor Search Committee, ELI/OSU, Snell Hall 301, Corvallis, OR 97331-1632 Tel. (503)-737-6978, Fax (503) 737-0871. OSU is an AA/EEO employer and is responsive to dual-career needs.

Human Resources Specialist II

Manage utility-wide human resource system development projects in one of more program areas, coordinate and/or conduct research and analysis efforts, participate in system design, policy development, and other efforts designed to improve human resource systems and programs. Provide technical assistance to managers in implementing human resources systems and policy. Requires five years' progressively responsible experience related to human resources or employment practices. Experience with project management, change management preferred. Bachelor's Degree in human resources, communications, management or related field with exposure to employment practices or organizational development. Valid driver's license preferred but not required. \$1,771.20-\$2,288.80/bi-weekly.

For application contact: Eugene Water & Electric Board P.O. Box 10148 500 E. 4th Avenue Eugene, OR 97440 or (503) 484-2411, ext. 3012 Position closes Friday, February 5, 1993, 5:00 p.m. Equal Opportunity Employment

Building Official

Salary Range: \$3521 - \$4456 monthly, Closing Date 2/22/93. Regular full-time position under the direction of the Planning and Inspection Manager, plan, organize, coordinate and oversee field inspections of City and private construction projects; enforce and assure compliance with a variety of building codes and related City ordinances; supervise and evaluate the performance of assigned personnel. MINIMUM QUALIFICATIONS: Any combination equivalent to two years of college in engineering, construction or related field and five years of varied, increasingly responsible building inspection experience. Position requires thorough knowledge of building, mechanical and plumbing codes. Must possess effective communication, decision making and conflict resolution skills, incumbent must possess ICBO Certification as a Building Official within two years of employment. Submit Completed Employment Applications To City Of Richland, 505 Swift Blvd. PO Box 190, Richland, WA 99352. Equal Opportunity/Affirmative Action Employer.

Alcohol/Drug Abuse Program Technician II

Monitors/approves all alcohol/drug abuse programs in a geographic area in the state. Conducts onsite inspections to verify accuracy of reported data and appropriateness of admissions. Prepares site review reports. Provides assistance/consultation. Conducts & attends meetings. May require evening or weekend work. Frequent travel statewide, often with overnight stays 2 years, experience related to program or project monitoring & coordination, preferably in the area of alcohol/drug abuse. Experience must have included program evaluation responsibility. Announcement #OC920621, \$2652-\$3537 monthly. Contact Personnel & Labor Relations Division Exam Section, 155 Cottage St. NE, Salem, OR 97310-0505 or local Oregon Employment Office. Disabled persons call 503-378-2955 for assistance.

Supervising Transportation Engineer D (Project Manager)

\$3054 - \$4098 monthly) The Oregon Department of Transportation seeks team member for Project Manager position in Hermiston. This position directs activities of employees responsible for ensuring contract compliance, performing preliminary engineering projects and other related highway work. Requires six years experience in supervision, staff-technical and/or professional-level work related to transportation engineering. Related degree may be substituted for up to 3 years experience. Two years at project leader level or above, and Professional Land surveyor or Professional Engineer registration required. For more information and application packet, contact ODOT Recruitment & Support Services at (503) 378-6281 (TDD -373-7727). Application deadline is 5:00 p.m., January 29, 1993. ODOT is an equal opportunity/affirmative action employer committed to cultural diversity.

Mechanic

Frito-Lay

Knowledge and experience in:
• Cummins engines, drive tranes, and gear work
• Electrical, pneumatic, and hydraulic systems
• Lift trucks
• Welding and fabrication
Must be self-managing and available for shift work. Benefits after 30 days. 90-day probation period.
No Phone Calls, Please Apply at:
Washington State Job Service
603 W. Evergreen Blvd.
Vancouver, WA
Equal Opportunity Employer M/F/D/V

Job Announcement Planner

Associate Planner - Transportation

Required: Experience in transportation modelling. Desirable: GIS knowledge; familiarity with ISTE, capital facilities planning experience under WA State Growth management Act, public involvement experience. This position requires a Master's degree in planning or related field and three years of relevant experience (or equivalent). Call (206) 786-5480 or TDD (206) 754-2933 for application materials (Thurston Regional Planning Council, 2402 B Heritage Court SW, Olympia, WA 98502). Salary Range: \$2,625 - \$3,631 (1992 Salary); 1993 COLA anticipated. Starting Salary DOQ. Application closing date: February 12, 1993. EOE.

Girls Wanted

From OR & WA, between 7-19, to compete in this year's 4th annual 1993 Portland Pageants. Over \$20,000.00 in prizes and scholarships. Call today 1-800-PAGEANT-EXT. 2827.

1-800-724-3268

\$2000 per Month
We Train!

International Firm has various positions available

- Flexible Hours
- Paid Weekly
- Travel Options

Must have positive attitude call 503/526/1958

Promotion Coordinator

Min 3 yrs exp in promotions, public relations and event production. Apogee Communications, 4614 SE Kelly, Portland, OR 97201. An Equal Opportunity Employer.

Promotion Assistant

NW Fox TV affiliate seeks detail-oriented Promotion Assistant to assist Advertising and Promotion Manager in all station advertising and promotions activities.

Organization and follow-up a must. College graduate, communications, television, broadcasting or related field. Letter and resume to: Dianne Miner, P.O. Box 49, Portland, OR 97207. No phone calls, please. EOE

Policy Director

NW Conservation Act Coalition. Candidates need bkgnd. in NW energy issues, economics, utility reg., mgmt. skills, knack for advocacy, analytical skills, writing ability. Sal: \$26-\$28K. DOE. Women, minorities encouraged. Resumes: KC Golden Ex. Dir., 6532 Phinney Ave. N., #15, Seattle, WA 98103-5257.

Speech Therapist

A contract position for Head Start program serving 2-4 year olds is needed to provide documented testing and direct services to at-risk children. Must be licensed in Oregon. Experience working with low income population preferred. Part time availability needed immediately. Schedule: Minimum 2 hours per day, 9am-1pm in combination of Tues/Thur or wed/Fri sessions. Fees negotiable. Call by Fri 1/22/93. Monica Barrett, 284-6267.

Promotion Coordinator

Min 3 yrs exp in promotions, public relations and event production. Apogee Communications, 4614 SE Kelly, Portland, OR 97201. An Equal Opportunity Employer.

Mental Health

On Call Relief Worker

To relieve regular staff at small residential facility for CMI clients. Could be a few hours of full shifts, day afternoons, nights, or weekend depending on the situation.

Duties include med. dispensing/monitoring. Meal preparation general housekeeping, records. Must have lots of energy, be reliable and responsible, like mentally disabled people.

RESUME:

Virginia Jellison
N/NE Community Mental Health
4950 N.E. Martin Luther King Jr. Blvd.
Portland, Oregon 97211
Phone: (503) 249-0066
Minorities and disabled are encouraged to apply

Multnomah County

Program Development Spec./Alcohol & Drug Program; \$13.69 per hour; apply by January 29. For 24 hour job information, call 248-5035 or visit Multnomah County employee Services, 1120 SW 5th Ave., Room 1430, Portland, during business hours. Equal Opportunity Employer

Hospital Jobs

Start \$7.30/hr., your area. No experience necessary; Must be 18.

For info, call 1-900-820-8633, ext. 6857. 6am-8pm. 7 days. \$12.95 phone fee.

Mental Health

Exp. Human service Professional to work with volunteer, court appointed advocates for abused children. Provide guidance, support, consultation & training in team setting. Requires solid background in child welfare or child & family services. Excellent communication & advocacy skills. Prefer MAMS & casework exp. Volunteer exp. a real plus.

Submit letter & resume w/salary history to CASA, 1401 NE 68th, Portland, OR 97213
We Value Diversity

Wanted:

100 people to lose weight holiday pounds, Now! No Exercise or diet. More Energy. Natural, guaranteed. 303-698-3003.

City Of Portland

Community Police Officer - to \$42,682/annually after 5 years

For more info/closing dates

call (503) 823-4573

(24 hr job information) No resumes please.

Bureau Of Personnel

1220 SW 5th Ave, First Floor

Portland, OR 97204

Apps also available at:

Urban League

10 N Russell

Minorities, females and disabled encouraged to apply.

Sub-Bids Requested

Oregon State University Forestry Research Lab-Locker Room Remodel Morris P. Kiely General Contractor, Inc., requests sub bids from all qualified MBE/DBE/WBE. ESB subcontractors and suppliers for the OSU Forestry Research Lab-Locker Room Remodel which bids are due by January 26, 1993, at 2:30 pm.

We are an equal opportunity employer and request sub bids and material quotes from minority, women-owned, disadvantaged and emerging small business enterprises.