

# Career & BUSINESS

## Data Processing



BlueCross BlueShield  
of Oregon

HMO Oregon

### Methods and Procedures Analyst

Blue cross & Blue Shield of Oregon is currently recruiting for a Methods and Procedures Analyst. This position participates in the development, implementation and maintenance of the Membership Billing System, enhancements to that system and any other related systems to enhance the corporate ability to maintain membership, provide premium billing/reconciliation and financial/statistical information.

Qualified candidates must have a knowledge of membership related systems and procedures, premium reconciliation and billing procedures and experience with or knowledge of computer systems applications. Candidates must also have training in data processing, work methods or procedure writing and have the ability to use the terminal, PC and TSO.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flextime work hours and competitive salary. To assure your resume is processed immediately, place the position number 042 or job number at the top of your resume or in your cover letter. Send resume to:

**Blue Cross and Blue Shield of Oregon**  
Human Resources Dept.  
3rd Floor, 100 SW Market Street  
Portland, OR 97207  
TDD #225-6780  
Equal Opportunity Employer

### Asst. Administrator Business Services

\$3718-\$5232  
The Senior and Disabled Services Division is currently recruiting for a Principal Executive/Manager F, Business Services Section in Salem.

The Assistant Administrator serves as a member of the Administrator's executive management staff.

The person in this position plans, organizes, directs and controls through subordinate managers, the Division's business related policies and operating procedures in accordance with state and federal regulations. Serves as the Division chief technical expert on budget and fiscal policies relative to state general funds, Title XIX (Medicaid) and Oregon Project Independence (OPI) federal funds. Appears before Legislative Committees on Division's \$718 million biennial budget.

For complete application process, call (503) 945-5843, TDD (503) 378-4728. Close date 03/31/94.

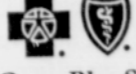
### Manager

Experienced construction manager. Halftime for low-income housing group. Send resume by March 9 to PO Box 11602 Ptd 97211.

### Maintenance Technician

Reed College Physical Plant has immediate opening for a Maintenance Technician. Required skills to include ability to read basic blueprints, preventative maintenance on mechanical equipment, basic carpentry, plumbing, effective maintenance and repairs to roofs and gutters. Requires three years maintenance experience in a specialized craft or trade. A preemployment physical and a valid driver's license are required. Salary to start at \$21,188 per year. Send resume and cover letter to Reed College Human Resources 3203 SE Woodstock Blvd., Portland, OR 97202 by March 25, 1994. Minorities and women encouraged to apply. Equal Opportunity Employer.

## Insurance



BlueCross BlueShield  
of Oregon

HMO Oregon

Blue Cross & Blue Shield of Oregon/HMO Oregon offers a wide variety of career opportunities. We are currently recruiting for the following positions:

### Contract & Compliance Coordinator

(Position #060)

This position requires knowledge of contract terminology, claims administration, underwriting, eligibility and state and federal laws affecting life and disability insurance. Good grammar and writing skills necessary. Requires college degree in a related field or equivalent insurance-related work experience.

### Business Recovery Coordinator

(Position #041)

This position requires 5 years experience in systems analysis, design and development, and project leadership experience. Qualified candidates must have experience making presentations and conducting training classes. Must have thorough knowledge of personal computer hardware and software. A college degree or equivalent work experience is required.

### Benefits Specialist

(Position #046)

This position requires a minimum of 3 years recent in-depth benefits administration experience handling worker's compensation reporting, case management, 401k & pension retirement plans. Qualified candidates should have a knowledge of ERISA, IRS, FASB regulations pertaining to retirement plans, retirement plan documents, worker's compensation regulations; OSHA, EPA, SARA, HAZCOM. Other requirements include group presentation experience pertaining to employee benefit plans, a college degree in Human Resources Administration and/or equivalent work experience and 50 wpm typing.

For more information about current openings call our: Job Information Line: 1-800-231-1617.

## Housing

### Social Services

Occupancy Specialist (Two positions) to include one Bilingual) - \$1915-\$2329/mo. (Appointments are typically made at the beginning of the salary range). Washington County is seeking an experienced Occupancy specialist to join our team of professionals. This position will maintain a caseload of families by interviewing clients, performing housing inspections and eligibility determinations; plan and coordinate a variety of resident initiative programs for Housing Services. The successful candidate will possess two years of experience with a Housing Authority or college-level training in a related field. Bilingual-Spanish/English candidates must be fluent in Spanish and English, and are encouraged to apply. Washington County offers an excellent benefit package. County application and supplemental application forms are required. Apply by April 1, 1994, to Washington County Personnel, 155 N. First Ave., Suite 210, Hillsboro, OR 97124, or call (503) 648-8606/693-4898 (TDD). Women, minorities and people with disabilities are encouraged to apply. An E.O.E.

## Secretary

\$1706 - \$2278

### Excellent Benefits

Bd. of Medical Examiners, a state medical licensing bd., seeks confidential exec. asst. to CEO. Successful candidate will have top phone, PR, organizational, word processing, and communication skills. Call 229-5873 x 225 for application packet. Job closes March 28, 1994.

## Sr. Compensation Analyst

\$2,733 - \$3,718 Monthly  
(\$32,796 - \$44,616 Annually)

The State of Oregon, Department of Administrative Services, Human Resources Management Division, is offering a challenging and exciting opportunity for a Senior Compensation Analyst. As a member of the central statewide policy recommending compensation and classification team, you will develop and analyze total compensation data; design, conduct and participate in comprehensive market surveys; serve on the central evaluation team to perform Hay job evaluations; testify as an expert witness regarding total compensation comparisons for collective bargaining; and consult with state agencies in compensation and performance management/pay for performance design, training and administration. You will participate in making compensation recommendations for the Governor's biennial budget and work with the Department's Fiscal Policy and Analysis Division to distribute approved salary and benefit fund appropriations/limitations to State agencies.

This position requires knowledge of compensation systems and computerized data analysis. Generally, this will be equivalent to 2-4 years compensation and/or relate human resources experience, preferably in a unionized environment.

To apply: Please call (503) 378-4396, Internal Support Division, Department of Administrative Services, to request the application packet.

Application materials must be received by:

5 p.m., March 30, 1994

STATE OF OREGON

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## Counseling

### Counselor III

New Directions Family  
Treatment Center

Two Positions Available

\$1,294-\$1,350 Per Mo Plus Bnfts

Duties: CODA, Inc., has two vacancies for mid-level substance-abuse counselors at our New Directions Family Treatment Center located on Southeast 86th and Woodstock. Both positions; diagnose, evaluate, and treat clients, some of whom may be pregnant and/or have small children; conduct individual, group, and family counseling and therapy; consult and coordinate with CSD, Probation and Parole Offices, and other outside agencies; monitor the milieu; participate in marketing and promotion activities. Shifts: Position C3F40 works Mon - Thur from 9am until 7pm; Position C3N40 works a combination of daytime and evening hours from Monday through Friday of each week. To Qualify: A bachelor's degree in a human services discipline and at least two years' supervised human-services experience (ideally with pregnant women and/or with children) or equivalent are required. Knowledge of chemical dependency and experience with chemically-dependent clients are very strongly preferred. Applicants must be certified/certifiable in CPR and capable of performing CPR for fifteen minutes continuously. Individuals currently under a federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. To Apply, submit standard CODA application form, including screening question responses, to the address below. Application Materials Are Available At and Must Be Returned to CODA, INC./, 210 NE 20th Ave., Portland, Or 97232; Tele: (503) 236-2290 Ext 254. CODA is an Equal Opportunity/Affirmative Action Employer

## Childcare

Part-Time (25-30 Hours/Wk)

### Child Development Specialist

\$6.72 - \$7.35 Per Hour Plus Bnfts

Duties: CODA, Inc., seeks Child Care Workers to work 25-30 hours per week at our Family Treatment Center on SE 86th and Woodstock Position cares for infants and children of both residential and outpatient substance-abuse treatment clients. Responsibilities include: social, educational, and recreational activities for infants and children; consult with client on basic care and parenting; room maintenance; co-facilitate groups for parent and their children; document observations on children's behavior on daily log reports; facilitate projects for volunteers. Shift works Sunday 6:16-8:15 pm; Monday and Tuesday 3:00-8:00 pm; Wednesday 10:30 am - 8:00 pm; and Thursday 1:00 - 8:00 pm. To Qualify: A Bachelor's Degree with emphasis on child development is required; Two years' experience in professional child care/child development or equivalent are referred. Applicant must be trained/trainable in 1st Aid and CPR. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. To Apply, submit standard CODA application form, including screening question responses to the address below. Application Materials Are Available At And Must Be Returned To: CODA, Inc., 210 NE 20th Ave, Portland, Or 97232; Tele (503) 236-2290 Ext 254. CODA is an Equal Opportunity/Affirmative Action Employer

## Transportation Engineer 2

Oregon Department of Transportation seeks applicants for Senior Designer positions in Salem. Will function as senior member of a design team and design the roadway portion of contract plans and specifications for major projects. Requires 5 years of civil engineering experience (relevant BS degree may substitute for 3 years of required experience). Position offers competitive benefits and annual salary of \$30,720 - \$42,564. Contact ODOT Recruitment at (503) 378-6281 (TDD 373-7727) for required packet. Completed applications and test responses must be received by 5:00 p.m. March 30, 1994. ODOT is an AA/EEO employer committed to work force diversity.

## TEACHER

BA in Early Childhood Education or Elementary Education with an Early Childhood Education endorsement or a CDA certificate. 1 yr. pd. experience with 3-5 yr olds in a preschool setting. Experience working with children at risk and with supervising adults. Beginning salary \$10.04/hr; 37-40 hrs./wk., 40-45 wks./yr. Position requires dependable automobile, driver's license and insurance. Must submit cover letter, resume, 3 letters of recommendation and EOC application. Obtain application pkg. 9-4 pm, Mon. - Fri., Economic Opportunity Committee office, 10621 NE Coxley Dr., Ste. 207 Vancouver, WA 98662, (206) 896-9912. Application deadline is Tuesday, March 22, 1994 at 4 p.m.

## Restaurant Management Northwest Inc.

Assistant Team Leader

(Manager)

Opportunities

We are looking for Assistant Team Leaders with a minimum of one year experience in restaurant management experience & comparable management experience.

### We provide:

Competitive Salaries  
401 (K)  
Paid Vacation  
Medical/Dental/Vision  
Short Term And Long Term Disability  
Training Programs  
And More

Apply in person or send your resume to:

Attention: Director Of Human Resources  
Restaurant Management Northwest Inc.  
1410 SW Jefferson  
Portland, Oregon 97201

Equal Employment Opportunity Employer



## Port Of Portland Career Opportunities

Loss Control Manager

Risk Management/Finance and Administration

Closing Date: March 18, 1994

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 8 p.m. on the closing date.

Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.

Port of Portland

## Accounts Payable Clerk

Pope & Talbot, Inc., a Portland based Pulp, Paper & Wood Products Company, is seeking a full-time accounts payable clerk. The position will require 1 to 2 years recent experience on computerized system. The qualified candidate must be accurate with attention to detail and be able to meet deadlines.

Pope & Talbot offers a competitive employee benefit program and salary commensurate with experience.

Qualified applicants should call the Corporate Human Resources Department to request an application packet. Completed packets must be returned prior to the closing date of March 25, 1994.

Corporate Human Resources

Pope & Talbot, Inc.  
(503)228-9161, Ext 490



POPE & TALBOT, INC.

Equal Opportunity Employer

## EDUCATION

George Fox College is accepting applications for a tenure track half-time teaching position in Fashion Merchandising/Apparel Construction for the 1994-95 academic year. George Fox College is a Christian liberal arts college affiliated with the evangelical Friends (Quaker) Church and committed to a Christian philosophy of higher education. Send a letter of application, resume, and statement of your view of Christian higher education to the Office of Academic Affairs, George Fox College, 41 N Meridian Street, Newberg, OR 97132-2697. Fax (503) 537-3834. Review of applications will begin immediately and continue until the position are filled.

## Information Systems

Operations and User Support

Manager

Oregon Department of  
Corrections

We are looking for an energetic, highly qualified individual to oversee the daily operations of the Department's statewide computer system and network which serves approximately 2500 users. The incumbent will direct a team that is responsible for the performance of statewide systems configurations, the daily operations of the computer system and telecommunications network, as well as statewide user support and help desk. Six years experience in supervisory, staff technical, or professional level work related to information systems required. Preference will be given to experience gained in a mini computer AS/400 environment. Salary range #3,206 - \$4,301 per month. Liberal insurance, retirement, vacation and sick leave benefits. For a detailed job announcement and a required State of Oregon Employment Application, contact The Department of Corrections Personnel Office, 2575 Center St., NE, Salem, OR 97310, (503) 945-9018 or any local Oregon Employment Division Office. Recruitment Closes April 4, 1994. EEO/ADA Employer.

## Counseling

### House Parenting Team

Seeking 2-person team w/exp personally and/or professionally who want to make a difference parenting teens. Live-in situation for well-established program providing short-term residential care. Share unusual rotating schedule: 7 day on, 14 days off. Unnecessary to relocate. Duties involve: supervision, counseling, networking, meal preparation, housekeeping. College preferred. Salary \$1680 per mo/per team. Benefits pending. Resume by 4/1/94 to: 214 East 7th Place, The Dalles, OR 97058.

**Advertise In The Portland Observer**

Phone: 503-288-0033