

Career & CLASSIFIEDS

INSURANCE



Blue Cross & Blue Shield 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:

Benefits Specialist (Position #046)

The Benefits Specialist will communicate, enroll and process retirement benefits for 401k and defined benefit pension plans. This position requires a minimum of 3 yrs recent hands on experience administering Oregon/Washington worker's compensation as well as experience with 401k & defined benefit plans.

Qualified candidates should have a working knowledge of OSHA, EPA, HAZCOM and SAFETY COMMITTEE regulations 801 fillings, claims investigations and hearings experience. A working knowledge of ERISA and IRS regulations pertaining to retirement plans is preferred. A college degree in Human Resources Administration and/or equivalent work experience, group presentation skills, strong abilities in problem solving, Omipro/Word-Perfect 5.1 and 50wpm typing is also required.

Reimbursement Management Analyst III (Position #054)

This position develops, coordinates, and executes project asks which are necessary to support the corporation's ongoing professional and institutional provider reimbursement programs and contract negotiations for both the indemnity and manage care lines of business.

Qualifications include a college degree in healthcare or business administration and professional experience in the

health care field with familiarity with current and latest reimbursement approaches and reimbursement methodologies. This position also requires good creative and analytical problem solving abilities, strong written and verbal communication skills, strong statistical knowledge, experience using the SAS programming language and a working knowledge of computer programming techniques, JCL, 4GL, and various PC applications. A good background knowledge of institutional, professional provider and/or insurance industry cost management would also be highly desirable.

Secretary To Manager (Position #078)

This position provides administrative assistance, clerical and secretarial support for the Membership Liaison Department.

Qualified candidates should have previous secretarial experience, a typing skills of 70wpm, experience taking meeting minutes which requires shorthand/briefhand, strong oral and written communication skills and a knowledge of PC applications such as Wordperfect, Microsoft Project, Lotus 1-2-3. This position also requires the ability to take directions from multiple people.

For more information about current openings call our:

Job Information Line:

1-800-2312-1617

Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept.

3rd Floor, 100 SW Market Street Portland, OR 97207

TDD #225-66780

Equal Opportunity Employer

Publication/ Information Marketing Analyst

For Information Systems of the Legislative Administration Committee. Position provides Desktop publishing/graphic design services and designs and implements the Information Systems public marketing programs. You must have four years of desktop publishing experience. A Bachelor's degree in Journalism, English, or related field may substitute for two years experience. Salary range \$2,065 - \$2,773 per month. A Legislative Administration Committee application is required. Application materials must be received by 5pm, April 15, 1994. Contact Employee Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310 (503) 986-1373. TDD: (503) 986-1374. FAX: (503) 378-3289. EOE

Information Systems Trainer

For Information Systems of the Legislative Administration Committee. Position designs and develops training curriculum; plans, coordinates and presents training courses for microcomputer and mainframe applications. You must have two years of training experience. Salary range \$2,065 - \$2,773 per month. A Legislative Administration Committee application is required. Application materials must be received by 5pm, April 15, 1994. Contact Employee Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310 (503) 986-1373. TDD (503) 986-1374. FAX (503) 378-3289. EOE

Engineering Specialist 3

\$1839-\$2520 Monthly

Oregon Department of Transportation seeks Senior Inspector/Survey Party Chief for two positions in Eugene. Will ensure daily contract compliance on construction projects and is responsible for assigned field location and construction surveying. Requires AS in Engineering Technology AND four years of experience directly related to engineering. An additional 1-1/2 years of experience may substitute for degree. Contact ODOT Recruitment at (503) 378-6281 (TDD 373-7727) for applications due by April 18, 1994. ODOT is an equal opportunity/affirmative action employer committed to work force diversity.

Data Communications Technician B

For Information Systems of the Legislative Administration Committee. Position provides support of the data communications network hardware and software. You must have three years of experience in user support, a Bachelor's degree, or a combination of an Associate's degree or certificate of completion with one year experience. Experience with Novell network is preferred. Salary range \$2,065 - \$2,773 per month. A Legislative Administration Committee application is required. Application materials must be received by 5pm, April 15, 1994. Contact Employee Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310 (503) 986-1373. TDD: (503) 986-1374. FAX: (503) 378-3289. EOE

Administrative Assistant

W&H Pacific, a multi-discipline engineering and planning firm, is currently seeking an administrative assistant with min. 2 years professional office experience. Position requires a team oriented individual, proficient at Word Perfect 5.1, good mathematical skills and some experience with spreadsheets. Individual will be responsible for providing assistance to project managers including word processing, filing, telephones, and other administrative tasks. Successful candidate must have good verbal communications skills and the ability to work independently.

We offer excellent benefits including a 401K program, health and life insurance. To apply please send or deliver cover letter and resume to:

W&H Pacific
8405 SW Nimbus
Beaverton, Oregon 97005
Attn: Katherine Brown

We are an affirmative action/ equal opportunity employer

Development

Professional & highly organized individual needed for coordination of Annual Fund for Oregon Ballet Theatre. Need experience in managing AF appeals, telefunding and direct mail. Knowledge and respect of database management needed. Send resume with a volunteer reference to: 1120 SW 10th - 97205. No phone calls, please.

Oregon Ballet Theatre

1120 SW Tenth Avenue
Portland, OR 97205
(503) 241-8316

Executive Secretary Advertisement

We are seeking a Self-Starting individual with strong organizational skills. The individual will be responsible for a variety of clerical and administrative duties. Must have high school diploma or equivalent and four years related experience. Associate degree in associated field preferred. General knowledge of personnel, extensive knowledge with computers preferred. Letter of interest and resume must be received no later than Friday April 8, 1994. Springdale Job Corps Center 31224 E. Crown Point Highway Troutdale, Oregon 97060 Attn: Human Resources Equal Opportunity Employer M/F/D/V

Medical Assistant/ Limited X-Ray

Classes Forming Now:
Phlebotomy
X-ray
EKG
Front Office
Medical Lab Procedures
Pharmacology
Medical Lab Skills

- National Certification available
- Financial Aid for those who qualify
- Job Placement Assistance
- Day & Evening Classes

Health Careers for The Future

Concorde Career Institute

1827 NE 44th Ave.
Portland, Or 97213
(503) 281-4181

Mental Health

Children's Program (Day Treatment) servicing Pre-school clients with severe emotional disturbances.

1 FT Child/Family therapist to provide: individual family therapy, case management, development/implementation of treatment plans.

1 FT Proctor Home Therapist to provide: Proctor home recruitment, training and support, assessment/treatment planning and case management.

Closing Date: open until filled
Resume To: Personnel Officer
Garlington Center
4950 N. E. Martin Luther King Jr. Blvd.

Portland, Oregon 97211

E-O-E
Minorities and the Disabled are Encouraged to Apply

HOSPITAL

Assistant Director Of Home Health & Hospice

Douglas Community Hospital a 118 bed acute care facility, located in Roseburg Oregon is currently accepting resumes for: Asst. Director of Home Health & Hospice.

The successful candidate will have 3-5 years experience in Home Health/Hospice. AA degree in Nursing, or equivalent, BSN preferred, current State of Oregon, strong clinical background in Med. Surg., demonstrated understanding and application of management, leadership, organization and physician relations skills. Strong Human Resources/communication skills, knowledge of Manage Care contract. Send inquiries to or call

Human Resources
Douglas Community Hospital
738 W. Harvard Blvd.
Roseburg, OR 97470
(503) 440-2816

Equal Opportunity / Affirmative Action / M-F / American Disabilities Act Employer

Help Wanted

Assistant Director for Media Relations, University of Oregon Office of Communications and Marketing. Develop marketing initiatives that promote the university's undergraduate education, research, cultural offerings, and service to Oregonians; anticipate and respond to media requests; design and implement public media relations efforts in support of the university. For full consideration, submit resume with names and phone numbers of three references by **April 15, 1994 to:**

Search Committee
Communications & Marketing
1281 University of Oregon
Eugene, OR 97403-1281

The UO is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

Multnomah County

Budget Specialist; \$14.52 per hour; apply by April 15.
Grant Accountant; \$14.52 per hour; apply by April 15.
Call 248-5035 for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Laboratory Technician

Multnomah County has on call positions available; must have MLT or equivalent licensure and proficiency in phlebotomy; sent resume to Gary Sawyer, 426 SW Stark St., 9th Floor, Portland, OR 97204. Equal Opportunity Employer.

GIS Coordinator

City of Milwaukie, OR. SALARY \$2376 to \$3033/mo (D.E.Q.), full-time, plus excellent benefit package. We are seeking to fill a technical position responsible for formulating the GIS applications to satisfy requests for products or services. Translates application specifications into programs, user menus, and macro level commands (ambles). Responsible for system administration for both software and hardware, including maintenance and installation. Trains GIS user departments and resolves operational problems. Reports directly to the City Engineer. **REQUIRES:** Bachelor's degree in geography, computer science, engineering or closely related field. Minimum of 4 years experience employing technical skills, including coordination and development of land based mapping applications for ARC/INFO software with at least 2 years involved in programming in ARC/INFO software. The City has an IBM RS 6000 with work stations utilizing the most current version of ARC/INFO. Must demonstrate self initiative, creativity in problem solving and good communication skills. Deadline: Letter of interest, City job application, and certification/supplemental forms must be received in Human Resources by 4 PM, Tuesday, April 19, 1994. **NO RESUMES WILL BE ACCEPTED.** Apply to the City of Milwaukie, Human Resources, 10722 SE Main St., Milwaukie, OR 97222. Phone #659-5171. TDD #659-5171, Fax # (503) 652-4433. Equal Opportunity Employer.

City of Portland

Public Works Inspector I-to \$3,437 a month after 2 years
Public Works Inspector II-to \$3,841 a month after 1 year
Laboratory Manager-to \$62,629 a year at top of range
Forestry Program Supervisor-to \$4,037 a month at top of range
Electrician-to \$3,368 a month at top of range
For more info/closing dates call (503) 823-4573 (24 hr job information) No resumes please.

BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, OR 97204
Apps also available at:
URBAN LEAGUE
10 N Russell

Minorities, females and disabled encouraged to apply.

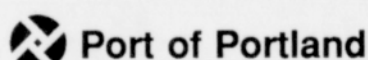
Port Of Portland Career Opportunities

Inspector II, Electrical Construction Engineering

Closing Date: April 8, 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 5 p.m. on the closing date.

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



"HUD DOES NOT OWN NOR IS HUD SELLING THIS REAL ESTATE"

PURCHASE OPPORTUNITY

The Pines Apartments
140 S.E. 188th Street
Portland, Oregon 97233

The above property is offered by the owner pursuant to the Low Income Housing Preservation and Resident Homeownership Act of 1990. For six months, this offer is only open to resident councils and community-based nonprofits with at least 50% resident support who agree to maintain low-income affordability restrictions on the property. For the next six months it is also open to all nonprofit organizations and State and local government agencies. Offers from other qualified purchasers will not be considered until the end of a twelve month period.

The following information is provided for informational purposes only:

Name and address of owner:	Unit Composition:	
	Type	Number
James Winkler 210 S.W. Morrison Street Portland, Oregon 97233	1-BR 2-BR 3-BR	4 50 12

Earnest Money Deposit: \$13,082
Transfer Preservation Value: \$1,308,231

All potential purchasers must contact the owner(s) directly, however, interested nonprofit purchasers must submit an expression of interest to:

Rob Prasch, Housing Management Division
U.S. Department of HUD
520 Southwest Sixth Avenue
Portland, Oregon 97204-1596
(503) 326-2788

Potential purchasers may send their names to receive copies of prescribed notices to the above HUD office.

Expressions of interest will include: (1) a statement that the purchaser is a Resident Council, a nonprofit organization or a State or local government agency; (2) a copy of the organization's articles of incorporation, charter or bylaws; (3) a list of officers or directors; (4) evidence of Section 501 (c) status or application thereof; (5) any owner affiliation; or (6) establishment of a subsidiary purchaser, if any.

A successful offeror must submit a Plan of Action to purchase the property and must agree to maintain low-income use restrictions at the project for its remaining useful life.

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