

# 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. To qualify for the following positions, candidates must meet the following requirements listed:

**FEP Claims Analyst (Position #140)**

Qualified candidates should have one year recent clerical work experience in a doctor's office or hospital setting, demonstrated knowledge of medical terminology and anatomy, knowledge of ICD9 and CPT coding, strong CRT skills and an ability to communicate effectively both orally and in writing. Current CAS and/or FEP processing experience desired.

**Corporate Pharmacy Secretary (Position #142)**

This position requires 5 years prior secretarial experience at the management level including both public contact and administrative duties. Qualified candidates must type 65wpm, have strong knowledge of WordPerfect, Excel, graphics and spreadsheet programs, have 10 key skills and be able to communicate effectively in oral and written form. This position also requires being able to work independently with a minimum supervision. A knowledge of medical, pharmacy and drug terminology is desired but not required. For more information about current openings call our:

Job Information Line:  
1-800-231-1617

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place the position number or job title at the top of your resume or in your cover letter. Send resume to:

**Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept.**  
PO Box 1271  
3rd Floor, 100 SW Market Street  
Portland, OR 97207  
TDD #225-6780  
Equal Opportunity Employer

**Purchasing Analyst 3**

The State of Oregon, Department of Administrative Service is recruiting for a Purchasing Analyst 3. The position is responsible for purchasing, product market, research, use of automated purchasing system. To qualify, you must have three years experience in purchasing, or three years of technical or professional level experience in accounting/finance or marketing; And a Bachelor's Degree in business administration or a closely related field or three more years of relevant experience. Desirable qualities are strong problem solving skills and customer service ethics. Purchasing experience a plus. For detailed announcement and job application, call 378-4649. Application materials must be received in our office by 5:00 p.m. on June 30, 1994. Equal Opportunity/Affirmative Action Employer

**Social Services/ Domestic Violence Intervention**

**Night Case Manager**, Emergency Shelter, FT, \$15,656/yr.  
**Facilities Coordinator**, .75 FTE, \$12,244/yr.  
Minimum 1 year experience preferred. Bi-lingual, bi-cultural preferred. Send Resume and Cover Letter to:

Bradley-Angle House  
PO Box 14694  
Portland, Oregon 97214  
EEO/AA/Feminist Organization  
Close Date: July 22, 1994

**Insurance**



**Blue Cross Blue Shield of Oregon HMO Oregon**

**Quality Management Supervisor**

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Quality Management Supervisor in our Medical Affairs Department.

Qualified candidates must have experience with NCQA accreditation, CQI training and program development. The position requires a current Oregon RN license or the ability to obtain one, a Bachelor's degree in Nursing and/or equivalent BS or MS in a health care related field, five years of experience in acute care, public health, and three years of managed care experience.

The successful candidate will:

- Be accountable for the leadership and oversight of all functions associated with development and implementation of the internal and external continuous quality management programs including all activities relating to NCQA accreditation.
- Coordinate implementation of continuous quality improvement activities, both internally and externally. This includes physician QI committee involvement in CQI activities directed towards improving the health and health care of subscribers.
- Establish and maintain working relationships with professional providers, capitated groups and regulatory agencies.
- Develop and implement the documentation, review and resolution process for quality of care concerns.
- Hire, develop and lead quality management staff.

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**Committee Coordinator**

Oregon Judicial Department - Salem. Limited duration job ending December 31, 1994. Serves committee working on implementation of recommendations made by Supreme Court Task Force on Racial/Ethnic Issues in Judicial System. Coordinates/facilitates meetings, establishes liaison with minority organizations and affected interest groups and agencies, writes reports, conducts research. \$2510 - \$3203 monthly. For application and job announcement call 503-378-5175 (voice) or 503-378-5937 (TDD). Applications must be received by July 8, 1994. EEO employer.

**Management Opportunity**

**Major Insurance Company** in Salem, Oregon seeks an individual to fill a Data Processing Trainee position. The individual must have excellent communication, leadership, organizational, and people skills. Strong interest in Computer Science and/or Data Processing Operations, Bachelors Degree, and stable work history strongly desired. Candidate must have flexibility to work shifts. Competitive Salary and Excellent Benefits. Call (503) 463-3616 for an application. Equal Opportunity Employer

**Receptionist**

**Temporary Administrative Receptionist-Secretary**

**Starting Salary: \$1,164-\$1,450 per month**

**The Position:** CODA, Inc seeks a **Temporary Administrative Services Secretary** to provide error-intolerant reception and general secretarial support to the executive staff for up to six months (it may convert to a regular position). Responsibilities include: answer Administration and employee Assistance telephone lines, handling the call or preparing and forwarding accurate messages; process all incoming and outgoing mail; greet visitors and assist or announce them; maintain tracking systems for incoming checks, employment applications, subpoenas, etc; maintain calendars and schedules for directors; maintain office supplies including forms; perform hospitality functions for meetings and for staff milestones; perform general secretarial duties such as typing, collating, filing, maintaining the library, and back-up for other clerical staff. Position works typically Monday through Friday, 8am until 5pm. **To Qualify:** a high school diploma and two years experience in a similarly responsible position are required. An AA or two years specialized training in secretarial services is strongly preferred. In a Skills Test administered at the interview, candidates must demonstrate proficiency in typing (60 wpm without error), word processing using WordPerfect 5.0 (additional proficiency in WordPerfect 6.0 is strongly desired), multi-extension telephone systems, basic secretarial skills (grammar, punctuation, spelling, typing, etc). Persons currently serving any federal, state or county parole or probation are ineligible for this position. **To Apply:** complete and 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, Inc is the oldest and most comprehensive substance abuse treatment center in the Portland area and offers a challenging opportunity for professional growth. CODA is an Equal Opportunity/Affirmative Action Employer.

**Economic Opportunity Committee of Clark County, Inc. Human Resources Secretary**

- minimum two years secretarial experience, preferably in creating, maintaining, updating, and reviewing human resource records, files, data, and information. Two years college or business school degree preferred. Must have strong written and verbal communications skills. Computer literate: WP 5.1 required; Lotus 1-2-3 desirable. Able to work under deadline, handle multiple projects, demonstrate initiative, and exercise good judgment. Starting salary: \$7.30/hr. Must submit cover letter, resume, 3 letters of recommendation and an 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: Thursday, June 30, 4pm. EEOC/AA

**JCPenny Lloyd Center**

Now accepting apps. for permanent positions in the following:

- Sportswear - Comm.
- Fine Jewelry - Comm.
- Furniture - Comm.
- Styling Salon - Comm.
- Loss Prevention - Hourly

Apply in person 10am - 8pm, M - Sat. Equal Opportunity Employer

**Education**

**Willamette University Assistant Registrar For Institutional Research**

Willamette University invites nominations & applications for the position of Assistant Registrar for Institutional Research. Duties for this position include coordination of institutional research studies; identification & development of analytical studies to support executive level decision making; management of all standard statistical reports; creating & maintaining an institutional electronic fact book.

The successful candidate will have at least a Masters degree, experience in a college/university environment, and/or an evaluation/research environment; experience using computer-based information systems to access data, maintain records, and generate reports; and strong written and analytical skills. Working experience in a college institutional research environment will be considered a plus.

Candidates should submit a letter of application indicating experience & interests; a resume; transcripts; and the names, addresses, and phone numbers of 3 references to the address below. The position is open immediately, and applications will be accepted until July 15. Send applications & supporting information to:

Director of Personnel Services  
**Willamette University**  
900 State Street  
Salem, OR 97301

Willamette encourages applications from women & members of minority groups. An Equal Opportunity/Affirmative Action Employer.

**Child Care**

**Part-Time Temporary Child Specialists**  
2 Positions Available  
\$6.72 - \$7.25 per hour

**Duties:** CODA, Inc. has two **Temporary** vacancies for part-time Child Care specialists. One position is at our New Directions Family Treatment Center on SE 86TH and Woodstock; one is at our Outpatient Clinic on NE 20th Avenue. Both positions are **Temporary**, anticipated duration is six months from date of hire. Positions care for infants and children of substance-abuse treatment clients. Responsibilities include: social, educational, and recreational activities for infants and children; room maintenance; co-facilitate groups for parents and their children; document observations on children's behavior; facilitate projects for volunteers. **To Qualify:** specialized training and experience in child care are required (a Bachelor's degree with emphasis on child development is desired). Applicants must be able to lift and carry infants and small children (approx 30 pounds) occasionally, and must be able to perform CPR for 15 minutes continuously. Applicants 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 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.

**Housekeeping**

**Multnomah Athletic Club**  
Is currently hiring for 2 graveyard housekeepers. Must have 3 yrs of industrial cleaning exp. Hours are 9:30pm - 6am. We offer an exc. benefit pkg. Call 223-8748, 9-11 a.m. for an appt. Equal Opportunity Employer.

**Eugene Water & Electric Board (EWEB)**

A leader in public power industry chartered to provide water and electric service to the city of Eugene, OR has immediate openings for two experienced data professionals. EWEB is entering an era of developing corporate data assets based on the concepts of enterprise-wide data modeling and built on a foundation of client-server technologies. We are seeking qualified candidates with proven skills and experience in the following areas:

IDEFIX data modeling techniques, prototype development methods, and requirements analysis planning, project management, effective teamwork and communications. EWEB requires these skills in the following capacities:

**Data Analyst** - Experienced in serving as the central administrator of a data repository and facilitating the integration of project data models.

**Information Analyst** - Experienced in leading data-driven projects in developing data models and prototype databases and proposing data model constructs for integration into the enterprise-wide data model.

For application packet and information materials contact: Eugene Water & Electric Board, P.O. Box 10148, 500 E. 4th Avenue, Eugene OR 97440 Attn: Human Resources (503) 484-3769.

Position closes Friday, July 15, 1994, 5:00 p.m.

EWEB is an equal opportunity employer and is committed to diversity in its workforce.

**Environmental Specialist 1**

**\$1,927 - \$2,605 Monthly**

The Oregon Department of Environmental Quality (DEQ) is currently seeking qualified applicants for the position of Environmental Specialist 1 in our Laboratory located in Portland. To qualify applicants must have: a Bachelor's degree with major study (thirty quarter hours or twenty semester hours) in Environmental or Physical Science, one of the natural sciences, Engineering, or a closely-related field; OR three years experience in environmental protection, environmental control, or natural resources management programs; OR an equivalent combination of training and experience.

To receive an application and announcement, call the DEQ jobline at (503) 229-5785 (TDD (503) 229-6993).

Equal Opportunity Employer

**Supervisor**

Local Mfg. company currently seeking a Label Room Supervisor. Duties include: train, supervise personnel; set up and work label equipment; maintain reports; etc. Must have minimum of two years college, two years superv. exp. at a dept. level and three years mfg. exp. Must be self motivated. \$8-10hr DOE. Excellent benefits after 90 days. Qualified applicants please apply or send resume to 3580 NE Broadway between 1 - 5pm. We are an equal opportunity employer.

**Northwest Natural Gas Company**

Job Information Line (503) 220-2434  
A smoke-free/drug-free environment  
An Equal Opportunity Employer

**City of Portland**

**Program Manager I - Emergency Medical Services**  
Monthly salary \$3,326.  
This position is responsible for developing, managing, and monitoring the Fire Bureau's system for providing pre-hospital care and ambulance services in Mult. Co. Expected closing date, Friday, July 1, 1994.  
**Public Works Inspector Trainee - Hourly Salary \$9.00**  
This trainee position is to prepare employees in the field of public works construction inspection. Expected closing date, Monday, June 27, 1994.  
Apply at City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204. Applications also available at local TPIC branch offices, NE Workforce Center and Urban League.  
Job information call: (503) 823-4352 and TDD (503) 823-3520. The City of Portland is an AA/EEO employer.

**Chief Information Officer**

(Principal Executive/Manager F)  
Current opening, State of Oregon Employment Department, Information Services Section in Salem. \$3,718 - \$5,232 per month plus benefits.

Visit your nearest Oregon Employment Department Field Office and access the State Jobs Display screen for current announcement (Announcement #OC940375) or call the Jobline in Salem (503)/373-1199 (7 days a week, 24 hours a day).

Announcement closes 5:00 p.m., July 6, 1994.  
An AA EEO employer.

**Customer Service Representative**

Career opportunity available for experienced professional with sales/marketing/customer service background who values teamwork and continuous improvement. Requires 2 years' inside sales experience and a college degree. Competitive salary, comprehensive benefits and excellent growth opportunities. Please send resumes with salary history to: Human Resources Manager, PO Box 17128, Portland, OR 97217. Equal Opportunity Employer.

**Special Events Coordinator**

Creative, enthusiastic person to coordinate special events for Oregon Food Bank. Requires degree, experience in planning, coordinating, and implementing events and sponsor recruitment. Send cover letter with salary requirements and resume to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. No Calls. Position closes 6/24/94. Equal Opportunity Employer

**Sprinkler Fitter Apprentice**

We are taking applications for apprentices to enter a five year program administered by local 669 Joint Apprentice Committee.

**Minimum Requirements:**  
Must be the age of 18 or over.  
Must be a high school graduate or have GED.

Must have military discharge under other than dishonorable conditions, if applicable, and show evidence of the same.

Must be physically fit to do the work of the trade.

Starting pay \$8.32 per hour, plus Health Program and Pension. Applications being taken at Fire Systems West, 600 SE Maritime Avenue, Suite 300, Vancouver, WA 98661. Between the hours 2:00 p.m. to 4:00 p.m. (206) 693-9906. We are an EEO employer.

**Quality Assurance Inspector**

Local Mfg. company seeking QA inspector to inspect packaging lines. Six months exp. quality assurance or quality control required. Hours Thursday - Saturday 6:45 pm to 7:00 am. \$6.60 hour. Benefits after 90 days. Qualified applicants please apply at 3580 NE Broadway, Portland, OR 97232 M - F between 1 & 5 pm. We are an equal opportunity employer.

**Professional African-American Bikeriding Club**

Rides scheduled for Wed, Sat and Sun. Call (503) 282-6921 for details.