

CLASSIFIEDS/BIDS

Mental Health
Part-Time Temporary Employee Assistance Counselor

20 Hours Per Week
Salary: \$15.00 Per Hour
 CODA, Inc. seeks a senior mental-health counselor to work 20 hours per week providing Employee Assistance services. Position is temporary and of six months' anticipated duration, although it may conclude earlier or later. Duties include: assessment of clients; individual, couple and family counseling; effective treatment of short-term clients; liaison throughout the community; assisting clients in problem-solving techniques; client referral; instructing on a variety of mental-health subjects; assist as requested in program marketing and promotion activities; perform other standard C/V duties. Position works flexible shifts which occur between 8am and 8pm Monday through Friday. **To Qualify:** a Master's Degree in a human services discipline and two years' supervised human services experience or equivalent are required. Candidates must demonstrate an ability to communicate information and ideas effectively both orally and in writing. Experience/education in corporate structures and organizational dynamics is preferred. A valid driver's license, reliable transportation, and liability insurability are required. 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.

Education
Admission Counselor

Opening for full-time admission counselor responsible for representing Concordia College, Portland to prospective students through college fairs, high school and church visits and on-campus interviews. Must have a bachelor's degree, a sensitivity to Christian higher education programs and familiarity of admission procedures and strategies. The position requires overnight travel and a flexible working schedule. Send letter of application, resume and names, address and phone numbers of three references to Director of Admissions, Concordia College, 2811 N.E. Holman St., Portland, OR 97211. Closing date is July 29, 1994.

Buyer

Buyer needed with prior government contract experience in procurement of supplies, services and vendor contracts for vocational training facility. Bachelor's degree in business administration or associated field and three years related experience preferred. Directly related experience may be considered in lieu of formal education requirements. Submit letter of interest and resume no later than July 29, 1994 to:
 Human Resources
 31244 E. Crown Point Hwy
 Troutdale, OR 97060
An Equal Opportunity Employer
 M/F/D/V

Laundry
Multnomah Athletic Club

is seeking a part-time Laundry Attendant. Requires previous institutional laundry exp., good hand-eye coordination, some heavy lifting, and able to work flexible shift. Call 223-8748 9-11am for an appt. Equal Opportunity Employer.

Director
Oregon Health Sciences University
Director of Shipping, Receiving and Inventory Control

Plans, organizes and directs state-of-the-art shipping, receiving and inventory control activities for Oregon Health Sciences University (including patient care research, education, UPS, Federal Express and US Mail). Creates and maintains efficient and cost effective operations and reengineers processes for lower costs.
Qualifications: Post Bachelor's degree or equivalent experience (two years experience for one year study) in a related field. Certification in Materials Management by a professional society is desirable. Four or more years of senior management experience in Materials Management, Health Care industry experience desirable. Experience in organizational restructuring/reengineering. Experience automating manual systems. Experience/training in CQI/TQM techniques.
Salary commensurate with comparable positions and exp.
Application Procedures: For more information or to submit an application contact:
 Bianca Kednay
 Logistics - MC10
 Oregon Health Sciences Univ.
 3181 SW Sam Jackson Park Rd.
 Portland, OR 97201
 Phone: (503) 494-7971
Closing Date: July 29, 1994.

Oregon Health Sciences University is an affirmative action/equal opportunity employer. Women, people of color, people with disabilities, and other non-traditional workers are encouraged to apply.

ASOSU Advocate, Oregon State University Corvallis, Oregon

Professional staff position to assist student government association (Associated Students of Oregon State University) representing over 15,000 students. Researcher and organizational policy advisor. Minimum qualifications: bachelors degree, two years work experience in student, community, or other organizational setting. Must be able to work with diverse student body. Applicants will be evaluated on communication skills, references, advocacy experience, contact with student government and students issues, organizational skills, and research background.
 No Rank faculty position, fixed term annual appointment. Benefits, vacation, and a supportive work environment. Annual salary range \$22,000-\$23,000 for 12-months depending on skill and experience.
 Request application packet from Mary Christian, ASOSU, MU East, Oregon State University, Corvallis, OR 97331-1616, (503) 737-2101. People of color and women are encouraged to apply. Completed application packets are due August 11, 1994, by 5pm.
 Oregon State University is an Affirmative Action/Equal Opportunity Employer and has a policy of being responsive to the needs of dual-career couples.

Electrician/Lead Person

This position works in the Capitol Building for the Operations and Maintenance unit of the Legislative Administration Committee. A General Journeyman Electrician License is required. Salary is \$2065-2773 per month. Deadline for applications is 5:00pm July 29, 1994. For application materials contact Employee Services, S-401 State Capitol, Salem, OR 97310 (503) 986-1373. TDD: (503) 986-1374. Fax: (503) 986-1684. EOE.

Radio

Part-time on-air annr. Must have 3 years of on-air radio exp. Send T and R to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE.

Finance



BlueCross BlueShield of Oregon HMO Oregon Medicare Reimbursement Specialist (Position #151)

Blue Cross and Blue Shield of Oregon/HMO Oregon is accepting applications for Medicare Reimbursement Specialist.
 This position, under the direction of an auditor or supervisor, completes selected desk review work necessary to certify that reimbursable cost data submitted by providers are complied with and reported in accordance with established regulations and approved health care financing administration procedures. The Medicare Reimbursement Specialist also performs verifications and finalizations on Medicare cost reports to ensure that Medicare rules and regulations are properly applied.
 Qualified candidates must have two years of math and/or accounting at the college level; at least 2 yrs working knowledge of Medicare reimbursement or equivalent, and be able to diplomatically and effectively communicate, both verbally and in writing with provider personnel during work assignments. This position also requires the ability to process work in a mathematical, detailed, and very accurate manner and to meet deadlines. LOTUS experience preferred, but not necessary.

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:

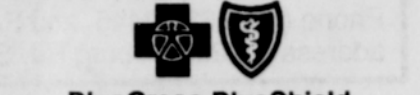
Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept. PO Box 1271 3rd Floor, 100 SW Market Street Portland, OR 97207 TDD #225-6780 Equal Opportunity Employer

Head Start/ECEAP - Economic Opportunity Committee of Clark County, Inc. Parent Involvement Coordinator

Bachelor's Degree in Human Development, Adult Education or Human Services with 3 years experience working with adults from diverse backgrounds and 2 years supervisory experience. Requires skills in written and verbal communication, leadership and group process, management, organization and resource development. Must be able to develop and implement a work plan, adult educational programs and budgets, facilitate group meetings, conduct needs assessments, and generate enthusiasm and motivation for parent involvement with staff and clients while working as a team member. Position requires dependable automobile, driver's license and insurance. Must submit cover letter, resume, 3 letters of recommendation and an EOC application. Obtain application package 9am - 4pm, Monday - Friday, at the Economic Opportunity Committee office, 10621 NE Coxley Drive, Suite 207, Vancouver, WA 98662, (206) 896-9912. Application deadline is Thursday, July 28. Interviews are expected to be held August 2-4.
EEOC/AA

ML Hood Festival Of Jazz August 6th - 7th

Insurance



BlueCross BlueShield of Oregon HMO Oregon Medical Claims Analyst (Position #158)

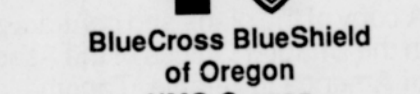
Blue Cross and Blue Shield of Oregon/HMO Oregon has an opening for Medical Claims Analyst.
 The claims analyst examines claims and enters data into the system, verifies ICD and CPT-4 codes and determines appropriate action to be taken when a claim is to be denied. Qualified applicants will possess the following background:
 • A minimum of six months prior front office experience in a doctor's office/hospital/insurance industry.
 • ICD-9, CPT-4 coding experience or class.
 • Prior experience in production oriented environment.
 • Medical terminology certificate.
 • The ability to type 35wpm.
 • The ability to work independently and without public contact.
 • A commitment to contribute positively to the team concept.

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Nursing



BlueCross BlueShield of Oregon HMO Oregon RN (Position #120)

The Medical Affairs department of Blue Cross Blue Shield of Oregon is accepting applications for a Pre-Certification Coordinator position. The Pre-Certification Coordinator conducts telephone reviews for admissions to hospitals, rehabilitation centers, skilled nursing, psychiatric and chemical dependency facilities.
 The successful candidate must be an R.N. currently licensed in the State of Oregon with a minimum of 3 years clinical experience. Background in UR, QA/QI, case management, home health, home infusion and/or hospice is desired. Strong oral and written communication skills essential.

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

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THE VOICE OF HOPE 1-800-572-1717

Mental Health

Two Skills Trainers (QMHA) positions available in our after-school program; one position is 3/4-time and one 1/2-time. BA degree in mental health or related field & personal transportation allowing for transport of clients required. Salary is \$8.00 per hour plus benefits. Obtain position announcement and required application at Janus Youth Programs, 738 NE Davis, Portland. Positions close 7/29/94 at 5:00pm. We value diversity.

Production Entry Level

Oregon Cutting Systems, an established Oregon manufacturer, currently has openings for temporary production positions paying \$6.31 an hour. We are seeking candidates with the following qualifications: flexibility to work day, swing, or graveyard shifts as needed in three area locations. Stable work history, high school diploma or GED, and the ability to work in a progressive team environment.
 Apply in person at 4909 SE International Way, Milwaukie, Oregon, Monday through Friday, 10:00am - 2:30pm, or the Employment Division, 506 High Street, Oregon City, Oregon.
Blount, Inc.
 Oregon Cutting Systems Division
 24-Hour Job Hotline 653-4441
 TTD/TTY 653-4247

Mediation

Case Manager III: written & phone contact with crime victims and offenders, record keeping, volunteer support, computer skills required. \$6 - \$8/hr FT.
Clerical/Office Assistants IV: two part-time entry level support positions, phones, files, computer skills required. \$5 - \$6/hr PT.
 P/U application materials from receptionist at Juvenile Court, 1401 NE 68th, Portland.

Mental Health

Clinical Services Director for Phoenix Rising Foundation (a sexual minorities counseling center). Half-time: \$14,560-\$15,600 plus pro-rated benefits. **Must be licensed clinical psychologist, state certified psychiatric nurse practitioner or LCSW by State of Oregon.** Minimum two years supervisory/management experience preferred. 223-8299 for application. EOE. Deadline Aug. 5, 5pm.

Mental Health

Case Manager/Therapist and Residential Case Manager/Intake Worker for a day treatment program. Requires experience working with personality disorders and chronically mentally ill adults. MSW or master's degree in human services required. Send resume to: CCMH, 6329 NE M.L. King Jr. Blvd., Portland, OR 97211. Attn: Alice Bergman. Deadline: 8/5/94.

Mental Health

Public Works Inspector Trainee
Approximate Hourly Rate \$10.89
 This is an entry level trainee position for the repair and maintenance of automotive and related equipment. Trainees will learn to perform preventive maintenance and general overhaul work to insure the functioning of all types of diesel/gas vehicles. Expected closing date: July 22, 1994.

Public Works Inspector Trainee
Approximate Hourly Rate \$9.00

This is an entry level trainee position in the field of public works construction inspection. Employees are responsible for participating in on-the-job training and directed self-study in order to acquire and maintain proficiency in the knowledge and skills needed to perform the tasks of PW Inspector I. Expected closing date: July 22, 1994.

Information Systems Manager
Approximate Annual Salary \$46,550

This is highly responsible technical administrative work managing computer systems. Work involves development, implementation, planning design, programming, directing, maintenance and operation of a major systems or area of systems. Expected closing date: July 25, 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.

Career Services Assistant Director
Western Oregon State College



Assist in development/delivery of career advisement and job search systems and programming; conduct career advisement, teach workshops, organize career/job fairs and special programming, supervise paraprofessional staff.

Qualifications: Required-Master's degree in college student personnel or related field; 1-3 yrs. relevant experience; excellent organizational, presentation, writing and interpersonal skills; proficient with computer word-processing and database software. Preferred-college campus experience in career services to liberal arts students; supervisory experience desirable, 12-mon., fixed term appt., salary \$24,500 - \$25,700. **Applications:** Send letter, resume, statement of your view of role of career services with liberal arts students and names, addresses and phone numbers of 3 references postmarked by July 29, to Director, Career Services, WOSC, Monmouth, OR 97361; (503) 838-8648 or (503) 838-8234 V/TDD. AA/EOE.

Advisement Branch Manager
\$2773 - \$3904 + Benefits

The State of Oregon Vocational Rehabilitation Division is recruiting for a Branch Manager in Pendleton. The manager will direct a professional staff of Vocational Rehabilitation Counselors and clerical staff in providing services to persons with disabilities in a multi-county service area. Call (503) 945-5676 to obtain recruiting announcement X7004, OC940410 and a state employment application. Applications must be received no later than 8/12/94, 5:00pm to be considered for our current vacancy. VRD is an AA/EEO Employer and complies with Section 504 of the Rehab. Act of 1973 and the Americans with Disabilities Act. Minorities, females, and persons with disabilities are encouraged to apply.

Clerical Position

Part-time. Duties include: word processing, filing, copying, setting up meetings, and others as assigned. Basic knowledge of WP 5.1 40 wpm minimum. At least one year clerical experience. Ability to manage time and multiple tasks with minimum supervision. Good written and oral communications skills. Ability to work in multicultural setting. Salary range \$5.48 to \$8.21/hr. DOE. Benefits. Deadline August 5, 1994. Call Boys and Girls Aid Society, 503-222-9661, X131 for application. EOE.

Job Opportunity
City of Portland

Automotive Mechanic Trainee
Approximate Hourly Rate \$10.89
 This is an entry level trainee position for the repair and maintenance of automotive and related equipment. Trainees will learn to perform preventive maintenance and general overhaul work to insure the functioning of all types of diesel/gas vehicles. Expected closing date: July 22, 1994.

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