

Careers & CLASSIFIEDS

Case Manager

for GIFT Family Services
Full time position involving two funding sources. All services involve working with high risk young women who are pregnant or parenting and are gang affected/involved. Position includes intensive case management for five GIFT clients housed in Home Safe apartments. This includes weekly home visits, development and implementation of case plans meeting Home Safe requirements. Position also includes outreach, needs assessment, through crisis intervention, development of living skills, parenting skills, and self-esteem through individual, family and group services, information referral and advocacy for other needed services, client transportation is necessary. Staff will be required to attend Home Safe meetings and other appropriate meetings and complete required paperwork. Qualifications: Bachelors degree or equivalent experience in the social service field, knowledge of group facilitation, parenting, child development, living skills development, training in RIE, Resources For Infant Educators, and/or fluency in Spanish a plus. Salary range between \$16,500 and \$19,000 dependent on experience. Valid driver's license and driver's record which is acceptable to corporate insurance coverage. Position includes generous benefit package. Please send resume to: North Portland Youth & Family Center, 7704 N Hereford, Portland, OR 97203, a project of Delaunay Family of Services, an equal opportunity employer.

Maintenance

OMSI

Maintenance Technician - 8
Full-time position needed. Responsibilities include providing maintenance services and facility support which includes general maintenance. HVAC support as assigned. Must be a problem solver and have the ability to gain knowledge in running the computer lighting HVAC. Must have a general and working knowledge of services and support of facility maintenance, a mechanical aptitude necessary for the HVAC system and 4 yrs experience in general maintenance, mechanical, electrical, and plumbing work. Need to have currently or obtaining a LTD electrical license, a current and valid driver's license with a satisfactory driving record, and the ability to lift 50 pounds dead weight. Other job requirements are to be on call at least 2 days a week. Job hours are Wednesday to Sunday 8am - 5pm with some flexibility needed. Salary Range is \$12.75 - 14.00. Resumes must be received 1/25/95 to: Job #0195, OMSI, 1945 SE Water Ave., Portland, OR 97219. EOE.

Portland Radio Station Seeks

Traffic Assistant

Radio Station KEX has an immediate opening for an entry level traffic position. Communications and media experience helpful. Must be a perfectionist and enjoy detail work. Computer experience and ability to meet deadlines essential.

KEX is owned and operated by Citicasters Co. - an equal opportunity employer.

No phone calls please. Send resume with cover letter to:
Carol Swanson
Personnel Dept. B
4949 SW Macadam Ave.
Portland, OR 97201

Work From Home!

Full Or Part-Time
Earn \$500 To \$1,500 Weekly
Call (800) 867-1255 or
(713) 867-3495
M.I.P. Program; 1926 W. 18th
#163; Houston, TX 77008

Portland Development Commission Regional Marketing and Recruitment Manager

\$44,075 - \$66,113

The Portland Development Commission, as the City of Portland's agency for urban renewal, housing and economic development, is seeking a Regional Marketing and Recruitment Manager. Looking for creativity, self-motivation, supervisory skills, marketing expertise, team organizational skills, excellent writing, public speaking and interpersonal skills. Principal responsibilities include:

- Manage regional marketing and recruitment activities including resource development.
- Manage the process for national and international companies selecting the Portland Metropolitan area for office and manufacturing facilities.
- Research and preparation of proposals.
- Market presentations to prospects.
- Develop and implement proactive national and international marketing efforts.
- Develop and maintain organizational and individual relationships.
- Develop and implement budget and workplan.
- Participate in the development of target industry strategies.

Position requires Bachelor degree in Business or related field, specializing in planning or economics and five to eight years supervisory and/or progressively responsible position in economic development or equivalent education and/or experience.

Interested applicants should pick up a more detailed job description and application packet at PDC. Applications must be returned January 27, 1995 at 5:00 p.m. If outside Portland metro area, please call our job hotline, (503) 823-3463 and request a packet. Portland Development Commission 1120 SW Fifth Avenue, #1100 Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to Equal Employment Opportunity and Affirmative Action.

Washington County

Groundskeeper

\$1,935 - \$2,353 per month
Apply by January 27, 1995

Administrative Specialist II (Part-time/16 hours)

\$11.06 per hour
Apply by January 27, 1995

Survey Technician II

\$2,450 - \$2,969 per month
Apply by February 3, 1995

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to: Washington County Personnel 155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124
Women, minorities, and people with disabilities are encouraged to apply.

Head Start/ECEAP Economic Opportunity Committee of Clark County, Inc. Facility and Equipment Maintenance Assistant

Help provide on-going and emergent maintenance services for facilities, grounds and equipment owned or operated by the Economic Opportunity Committee (EOC) of Clark County, Inc. Duties include: maintaining administrative office and classroom modulars; providing grounds maintenance; performing repairs to facilities and equipment; transporting and setting-up office and classroom equipment. Requires ability to perform wide variety of physical labor. Must have a high school diploma or equivalent and at least 1 year experience in facility maintenance. Starting salary: \$7.14 p/hr.

Must submit cover letter, 3 letters of recommendation and an E.O.C. application by Thursday, January 26, 4 pm. Obtain application package from E.O.C. office, 10621 N.E. Coxley Dr., Suite 207, Vancouver, WA 98662, (206) 896-9912 between 9 am - 4 pm, M-F.

EEOC/AA

Part-Time Transit Operator

Must be available for work as needed five out of our six operating days (Monday through Saturday). No previous bus driving or large vehicle experience necessary to apply. We train. Wage is \$10.68 per hour. Successful part-time operators are considered for full-time positions as full-time positions become available. Pick up a detailed vacancy announcement which lists requirements and an official application form at Salem Area Mass Transit District, 3140 Del Webb Ave. N.E., Salem, OR 97303. Completed application form must be received by District by 5:00 p.m. on January 27, 1995. Equal Opportunity Employer.

Office Assistant

Temporary full time position from Feb through mid May. Clerical support and data entry for Development/Marketing Department. Must have experience with Microsoft Word. \$7.50/hour starting Feb 1. Please apply by Wednesday, Jan. 25, 1995. YWCA of Portland, 1111 SW 10th Ave. Portland, OR 97205. Women of color encouraged to apply. Equal Opportunity Employer.

Social Service

Clerical

Adoption Secretary - 15 hours/week. Provide clerical assistance to adoption staff. Prepare information packets, maintain database, handle inquiry calls. Typing and computer skills required. Apply at The Boys and Girls Aid Society, 018 SW Boundary Court, Portland. Deadline January 25, 1995 5:00 pm. Equal Opportunity Employer.

Career Opportunities

Port Of Portland

Police Officer; Aviation Department
Portland International Airport
Closing Date: January 20, 1995

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.

ADVERTISE IN
The Portland Observer
call 503-288-0033

Accounts Receivable Specialist SS-2

Salary: \$1,147 - \$1,185 Per Month Plus Benefits

Duties: CODA, Inc., seeks a full-time Accounts Receivable Specialist for the Outpatient Service Center located at NE 20th and Everett to: Assess charges and collect fees; handle aged accounts receivable; submit all title XIX billings; post current charges and receipts daily; maintain current third-party eligibility data on clients; travel to CODA residential treatment facilities to perform accounting services on-site (all locations are in Portland). **Physical Demands:** Must be able to work at a computer terminal for five hours a day. Shift Position normally works Monday through Friday from 9am until 6pm. **To Qualify:** Candidate must demonstrate proficiency in effective oral and written communications; recording data accurately; EDP: Ability to operate a keyboard terminal; Use of 10-key calculator; Medical billing experience; Error-free typing at 40 wpm. Candidate must have experience or education demonstrating an ability to work independently and to train other staff in basic bookkeeping skills. A current, 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.

Child-Care Specialist

\$7.05 - \$7.75 Per Hour

Duties: CODA, Inc., seeks a part-time Child Care Specialist to work 13 to 19.5 hours per week at our Alpha Family Treatment Center located at SE 182nd and Main; it is not eligible for benefits. The position cares for infants and children of substance-abuse treatment clients. Responsibilities include: Social, educational, and recreational activities for infants and children; perform or arrange for room maintenance; document observations on children's behavior on daily log reports; facilitate projects for volunteers. **To Qualify:** Higher education in child development and two years' relevant experience are required (a Bachelor's Degree is preferred). Applicant must be trained/trainable in 1st Aid and CPR and capable of performing CPR for fifteen minutes continuously. 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.

Food Service Worker/Cashier

Immediate openings for part-time positions, 30 hours per week. Starting salary \$5.64/hr. Contact: Human Resources Office, VA Medical Center, 3710 SW US Veterans Hospital Road, Bldg. 16, or call 503-273-5236. Equal Opportunity Employer.

Accounting Coordinator S-4

Starting Salary: \$1,359 - \$1,500 Per Month Plus Benefits

The Position: CODA, Inc., seeks a full-time Accounting Coordinator (Support Services 4) to work in our Portland-area treatment sites. This exempt position assists the Finance Director performing accounting functions. Duties include: All payroll functions for a 90-person staff (a mix of exempt, non-exempt, union, and non-union); All accounts payable functions, including interaction with vendors; Cash disbursements, receipts, and management; Preparation of bank deposits and accounting journals; Accounting data entry through financial statement generation; Interaction with private and government auditors, and generation of government reports; Ordering supplies. **Physical Demands:** Climbing stairs; Opening and closing heavy lateral-file drawers; Working up to seven hours daily at a computer workstation; Occasional lifting of file storage boxes (ca. 45 lbs); Repetitive hand motions (calculator, data entry, etc). **Shift:** Typical shift is 8am - 5pm Monday through Friday. Duties require some off-site travel. **To Qualify:** Experience with computerized accounting systems (ideally ADP and LOTUS 1-2-3) is required; At least 4 years experience in accounting; Ideal candidate will have an associate's degree or other advanced accounting credentials; Experience in the not-for-profit sector is desirable. Individuals currently serving any federal, state or county parole or probation are ineligible for this position. A current, valid driver's license, reliable transportation, and liability insurability are also required. **To Apply:** Applicants must 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.

Cashiers



PARAGON
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PART TIME

PAYMENT TELLERS!!!

- Earn Extra \$\$\$
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We are actively recruiting for Part-Time Payment Tellers. If you have a high school diploma or equivalent, one year retail and cash handling experience, excellent communication skills, demonstrated ability to use 10-key adding machine and a computer keyboard, don't miss out on this opportunity. Conflict resolution and direct customer service skills are preferred. Bilingual, Spanish speaking skills a plus! Working hours vary, 20-29 hours per week. Must be able to work evening and weekend shifts. Pre-Employment drug test is required. **Apply in person at 3075 N.E. Sandy Blvd., Portland.**

We are proud to be an Equal Opportunity/ADA Employer

Immediate Opening

Portland area radio station looking for experienced events coordinator - 3 years experience required. Send cover letter with resume to CCA Director P.O. Box 14957, Portland, OR 97214. No phone calls. Equal Opportunity Employer

Insurance



BlueCross BlueShield of Oregon
HMO Oregon
Medical Claims Analysts

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of managed care claims. Experience necessary to perform this task will include:

- 1 year recent experience doing medical paperwork in a doctor's office, hospital or other medical facility.
- Demonstrated knowledge of medical terminology, anatomy, ICD9 and CPT Coding. This may be obtained through a classroom setting or office experience.
- Fast accurate CRT and 10 Key skills and previous experience working in a productive environment.
- The ability to communicate effectively orally and in writing.

This position also requires being able to work overtime hours as needed. Training will be in a classroom setting for twelve weeks and will start February 20, 1995. Starting salary is \$1538/mo.

Blue Cross and Blue Shield of Oregon offers an excellent benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #2071 at the top of your resume or you may apply in person between 9am - 4pm Mon-Fri:

Blue Cross Blue Shield of Oregon/HMO Oregon

Human Resources Dept, 3rd Flr
100 SW Market
Portland, OR 97207
TDD #225-6780
Equal Opportunity Employer

Data Processing



BlueCross BlueShield of Oregon
HMO Oregon
Novell LAN Administrator

The LAN Administrator filling the Sr. Systems Engineer position will have strong Novell installation and support experience in a large LAN/WAN environment with 25 Novell servers in Portland and throughout Oregon. Experience with Ethernet, IPC, TCP/IP, Windows, Remote Server Support, PC and Server hardware configuration is a must. CNE certification, UNIX, Netware 4.X, 3270 emulation, experience setting up and maintaining LAN dial-in systems using Cubix, Netware Connect, and Remote Control software are strong pluses. Responsibilities also require on-call support and periodic weekends for upgrades and maintenance. Some travel may be required. Blue Cross and Blue Shield of Oregon offers an excellent benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #001 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield of Oregon/HMO Oregon

Human Resources Dept, 3rd Flr
100 SW Market
Portland, OR 97207
TDD #225-6780
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