

# Careers & CLASSIFIEDS

**Healthcare Insurance**



**Blue Cross Blue Shield of Oregon  
HMO Oregon  
Medical Claims  
Analyst**

These positions are 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 production 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 June 19, 1995. Starting salary is \$1538/mo.

**Pre-employment drug screening required. To assure your resume is processed immediately, place ad #106 at the top of your resume or in your cover letter.**

Blue Cross Blue Shield/  
HMO Oregon  
Human Resources Dept., 3rd flr  
100 S.W. Market  
Portland, OR 97207  
TDD# 255-6780  
Equal Opportunity Employer

**HIV Community Case  
Manager**

Be a member of an interdisciplinary team, working with HIV affected populations of diverse social and ethnic backgrounds. Will triage new clients, do care planning and provide follow up support. Requires Bachelor degree or equivalent of 2 years experience in social service or healthcare setting. Call 295-0211 to submit resumes.

**Advertise In  
The  
Portland  
Observer  
Call 503-288-0033**

**Mental Health**

**Intermediate and Advanced Counselors  
Out-Patient Treatment Services**

**Starting Salary: \$1,359-\$1,450 (Intermediate) Plus Benefits.  
Starting Salary: \$1,971-\$2,100 (Advance) Plus Benefits.**

**The Position:** CODA, Inc. seeks one experienced mid-level Counselor-III (Code C3043) and two advanced Counselors-V (Codes C5061 and C5064) for our Outpatient Treatment Services located at Northeast 20th and Everett, to serve a diverse chemically-dependent client population: Mandated; dual-diagnosis; and methadone-maintenance clients. Service delivery is both short and long-term. All positions diagnose, evaluate, and treat a caseload of primarily opiate-dependent clients (individual, group, and family counseling); Monitor, track, and record patient progress in treatment, including treatment planning and progress summaries; participate in group and individual supervision; Coordinate client services and consult with outside agencies such as CSD, Probation and Parole, etc; participate in both development of educational curriculum and in-house training events. **Physical Demands:** Must be able to (a) negotiate a staircase and (b) perform CPR for fifteen minutes continuously. Shift: Positions work a combination of daytime and evening hours Monday through Friday. **To Qualify:** counselor III position demands a Bachelor's Degree in a human services discipline and two years' mental health/addictions experience are required. The requirement for a bachelor's degree may be waived if applicant has current CADC certification. C-V positions demand a Master's Degree in psychology, mental health, counseling, or a related field is required; Candidate must be in the process of obtaining Oregon Alcohol and Drug Level II certification. Preferred candidate will have achieved such certification. Additional desired certification includes CADC, LCSW, LPC, and LMFT. For all positions, knowledge of and/or clinical experience with methadone treatment for chemical dependency is very strongly preferred. 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. **CODA will not accept resumes except as enclosures to a standard CODA application form. 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.

**Network**

**Administrator**

Excellent opportunity for an experienced Network Administrator to administer a 150-node Netware network and provide support for users running Microsoft Windows, Lotus SmartSuite and Lotus cc:Mail. In addition, you will configure and administer AS/400 connectivity for the networked PCs and provide training and support for users with varying levels of computing experience.

Selected candidate will have experience with Novell Netware 3.12 server and client administration, and be proficient with Microsoft Windows integration in a Netware and AS/400 environment. Requires familiarity with most popular Windows applications, specifically Lotus SmartSuite. Knowledge of Lotus cc:Mail, Lotus Notes, Oracle or TCP/IP desirable.

We offer an excellent benefits package and growth opportunity. All qualified candidates send your resume with salary history to: Human Resource Manager, P.O. Box 17128, Portland, OR 97217. Equal Opportunity Employer.

**Police Officer**

**(Certified - Later Transfer)**  
City of Milwaukie, OR. Salary \$2429 - \$3115/mo DOQ, plus excellent benefit package. We are seeking professional level certified Officers with County, City, or State police experience. **Requires:** High School diploma or GED Equivalency; 2 years police experience; BPSST or POST certification; not have a felony criminal record; valid area driver's license and be able to meet City driving standards. Must also be able to pass a physical agility, physical and psychological exam. Application packet & job description available at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; contact Cynthia (503) 786-7507. Completed City Application and supplemental questionnaire must be received by 4 pm, Wednesday, May 31, 1995, in Human Resources at the above address. **Resumes will not be accepted in lieu of application.** TDD# (503) 659-5171. Fax# 652-4423. All qualified applicants are encouraged to apply. E.E.O.

**Oregon State Board of  
Nursing  
Nurse Investigator/  
Advisor**

**Oregon State Classification #5910  
\$2486.00 to \$3307.00 per month**

The OSBN is recruiting for a Nurse Investigator RN/LPN program. The purpose of this position is to respond to complaints pertaining to RNs/LPNs/NPs and give advice about scope of Nursing practice standards. Minimum qualifications are a Bachelor's Degree in Nursing, five years recent nursing experience and have, or be able to obtain, a current unencumbered license to practice nursing in Oregon. Preference may be given to applicants with investigator training/experience or experience in a variety of clinical settings.

Call Mary at 503-731-4751 and request a Recruiting Announcement and State of Oregon PD-100 application. For hearing impaired, contact the Board through the Oregon Relay Service, 1-800-735-2900.

Your application must be received by 4:30 pm on June 2, 1995. An Equal Opportunity/Affirmative Action Employer.

**Washington County**

**Public Health Division  
Manager**  
\$51,168, -\$62,196 per year  
Apply by June 9, 1995

**Administrative Specialist I  
(Eligibility List)**  
\$1551-\$1885 per month  
Apply by May 26, 1995

**Administrative Specialist II  
(Eligibility List)**  
\$1798-\$2185 per month  
Apply by May 26, 1995

**Data Control Coordinator**  
\$2358-\$2866 per month  
Apply by May 26, 1995

**Probation and Parole  
Officer II**  
\$2828-\$3436 per month  
Apply by May 26, 1995

**Civil Deputy Supervisor**  
\$2478-\$3012 per month  
Apply by May 26, 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.

**Teacher**

Summer day full time/temp needed. Exper. with school aged children, flexibility a plus. To apply, call Metro YMCA at 294-3399 or North/Inner Northeast YMCA at 294-3355.

**Food Service  
Worker/Cashier**

Immediate openings for part-time positions, 30 hours per week. Starting salary \$5.81/

**Advertisement For Bid**

Sealed bids for the Milam Hall Third Floor Remodel project will be received by the Oregon State Board of Higher Education until 2:00 PM, local time, May 30, 1995. Bids will be opened and publicly read aloud at that time. All bidders must be registered with the Construction Contractor's Board. Additional information may be obtained by contacting Facilities Services, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-7694.

**Sub-Bids Requested**

**WSDOT  
Centerville Road to Goldendale  
SR97 MP 7.53 to MP 13.37  
Bid Date: May 24, 1995 • 10:00 A.M.  
KIEWIT PACIFIC CO.  
P.O. Box 1769 • Vancouver, WA 98668  
(206) 693-1478 or (503) 285-4687, Fax (206) 693-5582  
CCB #63471**

We are an Equal Opportunity Employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned Businesses, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

**Part-time Board  
Operator**

**for Smooth Jazz  
106.7 KKJZ Radio  
Hours: 15-25 hours per week  
on overnight shift (12 midnight - 6 a.m.).**

**Description:** The board operators will operate studio equipment to blend music and pre-recorded voice tracks by following prepared schedules.

**Qualifications:** Some related broadcasting experience is preferred, but not necessary.

**To Apply:** Immediately send resume to Chris Miller, KKJZ Program Director, 222 S.W. Columbia, Suite 350, Portland, OR 97201.

**Equal Opportunity Employer**

**Social Services**

**Crisis Intervention  
Counselor**

Washington County, .75 FTE. Master's required. Duties include conducting assessments, crisis counseling both by phone and face to face, case management and case coordination. Salary range \$16,060 - \$24,090. Depending upon experience. Call The Boys and Girls Aide Society of Oregon at (503) 222-9661, X112 for application. Deadline May 31, 1995. Equal Opportunity Employer.

**Social Services**

**Outreach Specialist**

**Youth Gang Program**  
1 Full-Time, Permanent Position

2 Full-Time, Temporary Positions

Previous knowledge and experience with youth gangs in the Portland metro area. Experience in working with diverse groups. Bilingual skills welcomed. Starting salary \$9.65 hr. Must apply in person to NE Coalition of Neighborhoods, 4815 N.E. 7th, Portland, before May 30, 1995, 5:00 p.m. No Resumes Accepted. No Phone Calls Please. EEO Employer.

**CNA'S**

**Personal Care Aides**

Immediate openings for qualified CNA's & Personal Care Aides. Work in your neighborhood. All shifts available. We offer:

- Work in your community
  - Long and Short Term Assignments
  - Competitive Salary
  - Paid Vacations
- Must have experience, references, and access to reliable transportation.

**CALL TODAY:  
223-2936**

Kelly Assisted Living  
EOE M/F/V/H  
Not an agency  
Never a fee

hr.  
Contact: Human Resources Office, VA Medical Center, 3710 SW US Veterans Hospital Road, Bldg. 16. or call 503-273-5236.  
Equal Opportunity Employer.

**Job Opportunity**

**City Of Portland**

**Electrical Inspector**

Electrical Inspectors work for the Bureau of Buildings. They inspect new or remodeled electrical wiring and fixture installations in commercial and residential structures to ensure that materials and quality conform to electrical code specification and requirements. Approximately Hourly Salary: \$17.98 and 6 months \$20.44. Tentative closing date: May 26, 1995.

**Facilities & Maintenance Supervisor**

This supervisory position for the Bureau of Parks and are responsible for supervising the work of unskilled, semi-skilled and skilled workers in the maintenance and construction of outdoor recreational facilities, park equipment and other park-owned properties. Approximately Monthly Salary: \$3,111 at entry to \$3,973. Tentative closing date: May 26, 1995.

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 Opportunities**

**Port of Portland**

**File Clerk**

Environmental Services  
Starting Salary Range: \$16,881 - \$18,853  
Commensurate with Experience  
Closing Date: May 19, 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. Pre-employment 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.

**Career Opportunities**

**Port of Portland**

**Administrative Coordinator**

PDX Fire Department  
Starting Salary Range: \$20,288 - \$22,848  
Commensurate with experience  
Closing Date: May 19, 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. Pre-employment 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.

**Invitation For Bids**

**Aircargo Apron and Taxiway  
Extension  
Eugene Airport**

Eugene, Oregon  
AIP No. 3-41-0018-15  
Job #2819

Sealed proposals will be received by the office of the Department of Public Works, Engineering Division, 858 Pearl Street, Eugene, Oregon, until 10:00 o'clock a.m. local time on the 31st day of May, 1995, at which time the bids will be publicly opened and read.

Contract Documents may be procured at the Department of Public Works, Engineering Division, 858 Pearl Street, Eugene, Oregon 97401. For information or questions regarding the project call Rob Norton or John Shutt at David Evans and Associates, Inc., (503) 754-0043. Payment of a \$50.00 nonrefundable fee will be required for each set requested.

Construction documents for the project may be examined at the following locations;

- Eugene Builder's Exchange 860 McKinley Street Eugene 97402
- Salem Contractor's Exchange 2256 SE Judson Street Salem 97309
- Medford Builder's Exchange 305 North Bartlett Rd. Medford 97501
- Construction Data & News 1200 NW Front Avenue Portland 97209
- Central Oregon Builder's Exchange 707 NW Hill Street Bend 97701
- City of Eugene 858 Pearl Street Eugene 97401
- David Evans and Associates, Inc. 1980 NW 9th St., Suite 2601 Corvallis 97330

Each prospective Bidder is invited to attend a pre-bid conference to be held at 10 o'clock a.m., local time on the 23rd day of May, 1995, at the Eugene Airport, 28855 Lockheed Drive. At this meeting, questions concerning the Contract Documents and proposed work will be discussed.

Les Lyle, P.E.  
City Engineer

**25th  
ANNIVERSARY**  
The Portland Observer  
celebrates its twenty-fifth anniversary.