

Careers & CLASSIFIEDS

Accounting/Medical Records Specialist SS-2

Starting Salary: \$1,147 - \$1,200 Per Month Plus Benefits

Duties: CODA, Inc., seeks a full-time Accounting/Medical Records Specialist for our Central Services office located at Northeast 20th and Everett to perform duties for both the Accounting and the Medical Records section. Duties include: Assessment of charges and collection of fees; Handling of aged accounts receivable; Timely submission of Title XIX and other billings; Backup for other Accounting and Records staff; Conducting Information and Admission Interviews; Filing in and maintenance of client records; Perform all usual SS-II functions as necessary; Performance of switchboard and reception duties as necessary.

Physical Demands: Must be able to work at computer terminal for five hours a day, climb stairs, and carry bundles of records weighing up to 25 pounds on an occasional basis. **Shift:** Position normally works Tuesday through Friday from 8 AM until 6 PM, and Saturday from 8 AM until noon. **To Qualify:** A high school diploma (or equivalent) is required, as is 2 years' accounting/secretarial training. One year accounting and/or secretarial experience may substitute for the formal training. Medical records and/or billing experience are desired. Candidate must demonstrate proficiency in: Recording data accurately; EDP: Ability to operate a keyboard terminal; Use of 10-key calculator; Typing (55 wpm); WordPerfect 6.0. Candidate must agree to and successfully complete a criminal background investigation, and must be bondable. Individuals currently serving any federal, state or county parole or probation are ineligible for this position. **To Apply:** CODA will not accept resumes except as enclosures to a standard CODA application form. 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.

Information Systems Analyst/Consultant

The Legislative Administration Committee is accepting applications for one full-time, continuing Information Systems Analyst/Consultant, providing professional expertise in the implementation of information technologies. You must have a Bachelor's degree, an Associate's degree, or certificate in Computer Science; and two years of systems analysis experience; one year must have included the migration of information systems applications from a mainframe environment to client-server. Salary is \$2773-\$3718 per month. Applications must be received by 5:00 p.m., June 2, 1995. For application materials contact Employee Service, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax: (503) 986-1684. EOE

Absolutely

no experience! We need people to start now!
Call Heidi (360) 695-6117.

Receptionist

Use Management Skills 36 immediate openings.
Call Tania (503) 285-1903.

Human Resources Coordinator

Participative organization seeks change-maker with proven HR generalist track record and strong leadership and management skills. Must be able to identify issues strategic to the human resources function and to initiate proposals and processes in response to these issues. Interpersonal relations skill, excellent communication abilities, including public speaking, required. Masters in human resources management, industrial relations, or a related field such as business or public administration. Five years of progressively responsible administrative work, including five years in human resources management, five years of supervisory experience, management experience at the organizational level, experience at a mid-management level or some equivalent combination of training and experience. Must have work experience in participative management setting, training and teaching experience, and work experience with conflict resolution/mediation. Experience in use of PCs for word processing, database management and spreadsheeting required. \$38,629-\$43,870 to start plus excellent benefits. Complete ORI job application and submit resume: Oregon Research Institute, 1715 Franklin Blvd., Eugene, Or 97403. Out-of-town applicants may call for job description and application: 503/484-2123. Organization information: See HomePage on the Internet (HTTP://www.ori.org/). Deadline: Noon, 6/5. AA/EEO/ADA Employer Committed to a Diverse Work Force.

Education

Program Assistant

Professional Development Center (PDC) at Portland State Univ. Assists w/delivery of courses/seminars; coordinates human resource and customer service functions. Fixed term, renewable 1.0 FTE unranked appointment; reports to PDC Director.

Duties: supervises course/seminar implementation, evaluation; assists w/scheduling, materials, advising; maintain participant records; coordinates and assists Director w/human resource (hiring/training/personnel) & cust service functions; team member in Center operations; represents Univ/School to the public.

Qualifications: Bachelor's degree, 1 year exp in higher ed reqd. Exp w/program coord, HR, computers (incl WP5.1) reqd. Org skills/detail, initiative/follow-through, strong oral/written comm skills req. Team exp, flexible sched, driver's license.

Call: (503) 725-5845 for job description/salary. Submit cover letter, resume, names and addresses of 3 references to: Chair, Program Asst Search Committee, Professional Development Center, Portland State University, PO Box 751, Portland, OR 97207-0751. Appl deadline 6/8 but accepted until position filled. PSU is an AA/EEO organization, is committed to diversifying its workforce, and strongly encourages applications from women, people of color, and individuals with disabilities.

Human Resources

Employment Specialist

Growing Mfg. Co. seeking Employment Specialist. This position will be resp. for recruitment, and administration of our Affirmative Action Plan. Must be detail oriented. Degree in Human Resource mgmnt/related and two years exp. Qualified applicants send resume to PO Box 13480, Portland OR 97213. We are an equal opportunity employer.

Healthcare Insurance



BlueCross BlueShield 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

Social Service

Coordinator

Emergency Shelter Clearinghouse

Responsible for daily operation of Emergency Shelter Clearinghouse, a telephone referral hotline for homeless individuals in Clark County. Trains and supervises volunteer staff. Also provides administrative support to the Director of the Council for the Homeless. Requires college level coursework in social service or related field and related experience providing direct service to homeless or low-income people, or equivalent. Must be experienced in volunteer management and have ability to communicate effectively with a wide variety of people. PC experience required. Starting salary \$1734 per month, excellent benefits. Call (360) 694-2501 to request application materials. Resumes without applications will not be accepted. Completed application must be received by 5:00 p.m. Friday, June 9, 1995. Human Resources Department, Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661.

Equal Opportunity Employer

Human Resources

Human Resource Manager

Growing Mfg. Co. seeking Human Resource Mgr. to oversee all Human Resource functions including recruitment, compensation, company training, and employee relations. Must have degree in Human Resource mgmnt. or equiv. and four years exp. in related field. Qualified applicants send resume to PO Box 13480, Portland, OR 97213. We are an Equal Opportunity Employer.

Facilities Coordinator

Facility scheduling and admin support. Computer skills, exceptional organization & public relations skills required. FT w/benefits. Available immediately. Call Evelyn Waltenbaugh, HR manager 297-1894.

HealthCare Insurance



BlueCross BlueShield of Oregon HMO Oregon Underwriting Statistical Analyst

Qualified candidates must have a related college degree or 4 years of experience in statistics and analytical work. Also must have experience in the insurance or health care profession; computer or personal computer experience; good oral and written communication skills; the ability to meet deadlines and department standards; and strong skills in mathematics and statistics.

Pre-employment drug screening required. To assure your resume is processed immediately, place ad #097 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

Apartment Space

The Willows Apartments, located at 365 N.W. Adams Street, walking distance of Hillsboro's downtown, is seeking tenants. One bedroom apartments are available with reduced rates. On-site staff will provide training in living skills, socialization, group activities, as well as after hours crisis intervention. All applicants accepted for residency will become clients of Homestreet, Inc. in the Washington County Mental System. To be eligible for **The Willows Apartments**, an applicant must: reside in Washington County; be 18 years of age or older; have been diagnosed with a chronic mental illness; have an income below the limits established by HUD; not use unprescribed drugs or drink alcohol; not be dangerous to themselves or others; and be willing to set Independent Living Goals and to participate in skill training. Homestreet, Inc., will not discriminate against any person because of race, color, religion, sex, national origin, marital status or physical or mental disability. Applications will be accepted for review on a continuous basis. To request an application form, please call or write: Resident Manager, **The Willows Apartments**, 144 SE Walnut, Hillsboro, Oregon 97123.

STANDARD INSURANCE COMPANY

People. Not just policies.™

Secretary

A minimum of one year secretarial/administrative experience; a working knowledge of office tools including CRT/personal computer, WordPerfect, Excel, and office E-Mail systems. Accurate keyboarding 50 wpm. Must be able to express ideas clearly in written and oral communication; organize workload to meet changing priorities, deadlines and diverse department needs; construct, maintain and use spreadsheets.

Application deadline is Thursday, June 1, 1995, at 1 pm. Business hours are 8 am to 5 pm and a room is available from 9 am to 1 pm for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 2.

Standard Plaza

Human Resource Office, Level 2
1100 SW 6th Avenue
Portland, OR 97204

Job Hotline # 321-OPEN (6736)
Equal Opportunity Employer

Washington County

Community Correction Case Monitor

\$1935 - \$2353 per month
Apply by June 2, 1995

Program Educator

(Housing Services)
\$2540 - \$3087 per month
Apply by June 2, 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.

HIV Community Case Manager

Become 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.

Job Opportunity

City Of Portland

Electrical Inspector

Approximately Hourly Salary: \$17.98 and 6 months \$20.44. Tentative closing date: May 26, 1995.

Facilities & Maintenance Supervisor

Approximately Monthly Salary: \$3,111 at entry to \$3,973. Tentative closing date: May 26, 1995

Electronic Systems Specialist

This is technical work designing, selecting, developing and maintaining components of computer hardware and software systems. Worksite is a wastewater treatment plant under the Bureau of Environmental Services. Approximately Monthly Salary: \$2,777 to \$3,541. Tentative closing date: Monday, June 16, 1995. One Month.

Emergency Communications Operator Trainee (911 Operator)

This is a trainee position. Employees participate in formal classroom sessions, 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 a full performance Emergency Communications Operator. Approximately Hourly Salary: \$11.00 to \$12.96. Tentative closing date: Friday, May 26, 1995. One Week Only.

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.

Garlington Center, a community mental health care provider has the following positions available:

Crisis clinician needed to provide phone and walk-in triage, community outreach, assessment, on-call and hospitalization services to diverse population of chronically mentally ill adults. Min 2 yrs prior exp req. Masters degree in mental health related field req.

Crisis team supervisor needed to lead dynamic crisis response team serving chronically mentally ill adults. Ability to facilitate/coordinate services w/law enforcement, hospitals, families & other social services. Excellent crisis assessment & intervention skills required. Min 2 yrs clinical/admin supervisory exp req. Masters degree in mental health related field req. License pref.

Child and family therapist need to provide outpatient services to culturally diverse population of children ages 0-21. Exp working w/minority youth & families desirable. Min 2 yrs clinical exp req. Masters degree in mental health related field req.

Outpatient therapist experienced in brief treatment for CMI adults with personality disorders, PTSD and crisis recidivists needed. Min 2 yrs exp req. Group & family modalities a +. Master req. LCSW preferred.

Full-time alcohol and drug specialist needed to serve as case mgr for mentally ill and chemically dep clients. As a member of a newly formed multi-disciplinary team, duties incl providing outreach community based services, case mgt and counseling. Min 2 yrs exp. dealing w/substance abuse in mental health setting req. Masters degree pref.

On-call therapists needed to work with culturally diverse population of chronically mentally ill adults in day program. Prior exp working in high stimulus group environ & assisting clients in problem solving a must. Must be QMHA certifiable.

On-call therapists needed to work in vocational rehab program serving clients w/mental illnesses. Prior exp supervising rehab client crews and teaching job skills a must. Excel oral comm skills req. Must be QMHA certifiable.

On-call adult caregivers needed to assist mentally ill clients in activities of daily living & problem solving in residential setting. Min 1 yr prior exp preferred.

Competitive salary & benefits. Send/fax cover letter & resume to: 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR Fax 249-8235 EOE Minority/disabled encouraged to apply.

The Portland Observer

celebrates its...

25th
ANNIVERSARY