

Careers & CLASSIFIEDS

DATA PROCESSING



BlueCross BlueShield of Oregon HMO Oregon

Provider Performance Analyst

(position #165)

Responsibilities include: development of decision support systems or information in order to support functions of Provider Performance Department. This position will perform the following:

- Data management and statistical analysis
- Designing, developing, coding, testing, implementing and maintaining ad hoc reporting or special projects assigned.
- Perform full array of programming functions necessary to support, implement, and maintain sophisticated management information systems.
- Support various phases of utilization and physician profiling programs and associated systems including ad hoc reporting, data extract and analysis.
- Develop and execute training of other staff members on the use of new tools, reports and relevant software packages which are directly related to provider profiling.

Qualified applicants will have:

- A minimum of 4 yrs exper programming in a 4GL language with 2 yrs proficient use of SAS and JCL
- Strong statistical, analytical and problem solving skills.
- A college degree in Business Administration, computer science or equivalent work exper.
- Training and experience in systems analysis, design and implementation.

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

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., 3rd flr
100 S.W Market
Portland, OR 97201
TDD# 225-6780
Equal Opportunity Employer

Labor Union Position Assistant Executive Director

Oregon Public Employees Union, SEIU Local 503, a dynamic progressive labor union representing 22,000 public employees is looking for dedicated hardworking senior staff member to supervise a staff of 70 (39 field staff). Position requires experienced unionist with solid background in organizing, negotiations, contract administration, politics and general administration. Proven track record involving worksite actions and worker empowerment techniques is a must. Hours are long, work is hard but we do have fun. Excellent salary and benefits. Applications due September 30. Send Resume to:

Alice L. Dale
Executive Director
OPEU
PO Box 12159
Salem OR 97309
Phone: 503-581-1505
Equal Opportunity Employer

PT • Teacher Aide working w/ families at-risk. Resp. incl. setting up classroom, assisting teacher w/children's behavior, and written observations in a pre-school classroom. Req. H.S. Diploma/ GED & 1 yr related work experience. Resume/App'l: VOA-Family Nursery, Attn: Lorraine Barton, 537 SE Alder St., Ptlld, Or 97214 Equal Opportunity Employer.

HEALTHCARE INSURANCE



BlueCross BlueShield of Oregon HMO Oregon

FEP Medical Claims Analyst

These positions are responsible for accurate and timely payment of FEP 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. Prefer recent claims processing experience.
- Demonstrated knowledge of medical terminology and anatomy. 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.

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:

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Port Of Portland Career Opportunities Internal Audit Manager Finance And Administration Department

Closing Date: August 28, 1995
Police Officer
Portland International Airport
Closing Date: September 1, 1995

If interested and qualified, apply in person at the Port of Portland Employment Office, 700NE 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. Applications received after the closing date may not be considered. Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.

KPDX-TV FOX 49

is seeking an experienced audio engineer/video production assistant to produce audio production and voice-over work for in-house and outside clients. Assist in field and studio television productions. Lighting, videography, post production and chyron experience helpful. Minimum of 4 years broadcast television experience. Obtain the required employment application by calling (503) 239-4949. Submit employment application, resume and salary requirements in person or by mail no later than September 1, 1995 to: KPDX-TV, 910 NE MLK Jr. Blvd, Portland, OR 97232. Women and minorities urged to apply.

POLICE CAPTAIN \$4,261 - 5,198/MO. Juneau, Alaska. Bachelor's degree in police science and four years of experience at or above the rank of police lieutenant. Closes September 15, 1995. Job Announcement and application (907) 586-5250. EOE.

TELEVISION: Production/Training Coordinator

Required: Supervisory and excellent interpersonal skills; recordkeeping and statistics tracking skills; strong oral and written communications skills; proficiency with audio and small format video equipment (1 to 3 yrs. exp. studio/field productions). Coordinates and is responsible for a system-wide training program integrating all facets of community access TV production and related media technologies. Able to teach staff instructional methods and develop curriculum; capable of hands on assistance and instruction at all operating and teaching positions. Ability to demystify TV technology and instill confidence without resorting to jargon essential. Must be well organized and able to deal effectively with volunteers and a diverse public with varying skills and needs. Knowledgeable in basic computer operations. Must have valid drivers license. Able to work eves. & wknds. Starting salary: \$24,110 annually. Deadline for application submission: 9/6/95 by 5pm.

Production Technician

Must possess working knowledge of audio and video equipment and TV production. Ability to instruct volunteers in the basics of TV production techniques (classroom and hands-on). Strong oral and written communication skills. Ability to deal effectively and with good humor with a diverse public a must. Knowledgeable in basic computer operations. Includes eves. and wknd. work. Must have valid drivers license. Starting salary: \$16,760 annually. Deadline for application submission: 9/6/95 by 5pm.

Contact Christine Martin at (503) 288-1515, 9am to 5pm for application materials. Portland Cable Access-TV is an EEO/Affirmative Action Employer.

Social Services

Early Childhood Specialist - Part-time (.5 FTE). Provide service to children ages 0 to 36 months in home and center settings. Support families in their parenting efforts. Degree in Early Childhood Education or related field. Spanish speaking preferred. Salary range \$7,502 - \$11,328 depending upon experience. Excellent benefits. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Deadline August 28, 1995. Equal Opportunity Employer.

BSNs/RNs/LPNs

Positions are now available for experienced and new graduate RNs and LPNs, for Med/ Surg, Critical Care, Dialysis and Long Term Care on-call resource pool; at the Portland VA Medical Center. Benefits include: shift differential and holiday pay. Salary is competitive with local community, and based upon experience, education and credentials. For application write: Nurse Recruiter @ VAMC (118P) P.O. Box 1034 Portland, OR 97201 or call (503) 220-8262 ex 6017

Diversion Specialist

Full-Time position working with youth diverted from Juvenile Court for minor offenses. BS/ BA/AA in related field. Two years experience with youth and families. Some evening work required. Preference given to bilingual. Starting at \$9.37. Closes August 31, 1995, 4:00 p.m. Cover letter and resume to: Larry Foltz, Urban League of Portland, 10 N. Russell Street, Portland, OR 97227.

Office Assistant

W&H Pacific, a rapidly growing leader in engineering, planning and consulting services, is seeking a self-motivated individual for a key support position.

This newly created position provides support to our office in reception work, filing, travel arrangements, faxes, mail processing, and other administrative duties, providing a variety of services to our internal customers. The ideal candidate will be a team player with some knowledge and/or experience in word processing, familiarity and ability to operate various types of office equipment, excellent telephone skills, good knowledge of filing procedures, and professional customer service demeanor. Experience in high volume reception environment preferred.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. Please complete application at or mail/fax resumes to:

W&H Pacific
8405 SW Nimbus Avenue
Beaverton, OR 97008
Attn: Irene Higgins
Fax: (503) 526-0775

We are an affirmative action/ equal opportunity employer.

Social Services

Program Development Manager - Direct and/or participate in all external relations and program/funding development for Pregnancy, Parenting and Adoption Services (PPA) including: 1) identify trends in services and funding for target populations; 2) direct and/or participate in the development of funding proposals; 3) provide expertise, direct and/or participate in budget development for all PPA programs; 4) participate directly with executive and agency management in strategic plan activities related to external relations, funding and program development. Execute these activities in consultation and agreement with PPA Client Services Manager and program management team. Requirements: MSW or equivalent degree and/or experience and six years experience including: 1) demonstrated successful program planning and development; 2) excellent verbal and written communication skills; 3) experience and/or knowledge of pregnancy, parenting and adoption issues; 4) ability to work collaboratively within agency and with program consumers and constituents, other service providers, public and private partners and funders. We value diversity. Salary range: \$23,428 - \$35,142 depending upon experience. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.

Washington County Civil Deputy

\$1955 - \$2376 per month
Apply by September 1, 1995

CAD Systems Specialist
\$3347 - \$4069 per month
Apply by September 1, 1995

Fiscal Operations Analyst (Auditor)
\$3187 - \$3873 per month
Apply by September 22, 1995

Senior Fiscal Operations Analyst (Auditor)
\$3516 - \$4275 per month
Apply by September 22, 1995

Community Corrections Volunteer Coordinator
\$2960 - \$3597 per month
Apply by September 1, 1995

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Human Resources Division.
155 N. First Avenue, Suite 210
Hillsboro, Oregon 97124

Garlington Mental Health Center

Child & family therapist needed to provide outpatient service to culturally diverse population of children ages 0-21. Exp working w/ minority youth & families desirable. Masters degree in mental health related field or bachelors & 2 yrs clinical exp req. Ref # CH-CFT..

Clinical coordinator needed for outpatient division of community mental healthcare center. Duties incl program development, marketing, clinical & admin supervision of staff & carrying caseload of clients. Exp in brief treatment for adults & families. Exp w/ managed care issues/contracts pref. Min 2 yrs prior related exp req. Masters in mental health related field & license req. Refer # PCS-CC.

Case manager needed to provide supportive therapy & full range intensive case mgt services to chronically mentally ill adults from multicultural backgrounds. Min 2 yrs related exp req. Must be QMHP or QMHA. Refer # CM-I.

Alcohol and drug specialist needed to serve as case manager for mentally ill and chemically dependent clients. Duties incl providing community outreach, case mgt. and therapy. Min 2 yrs related exp dealing w/ substance abuse in mental health setting. Must be QMHP or QMHA. Refer # CM-M.

Case manager needed to provide supportive therapy & full range of case management services to chronically mentally ill adults from multicultural backgrounds. Min 2 yrs related exp req. Must be QMHP or QMHA. Refer # CM-Z.

Residential adult caregiver needed to assist mentally ill clients in activities of daily living & problem solving in residential setting on full-time basis. Min 1 yr prior exp pref. On-call adult caregivers also needed.

Data entry clerk needed for finance dept. Entry level position. Duties incl data entry for a/p & a/r functions. Typing and 10 key by touch req.

Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE MLKING Blvd. Portland, OR 97211 Attn: HR Fax: 249-8235.

EOE Minority/disabled encouraged to apply. No phone calls please.

Building Official

City of Milwaukie, OR. Salary Range: \$3079 - \$3930/mo. DOQ. We are seeking a professional person to manage the City Building and Code Enforcement Division. This person reports directly to the Public Works Director. Requires: State certification as a Building Official. To obtain application packet and complete list of requirements, apply at City of Milwaukie, Human Resources Department, 10722 SE Main Street, Milwaukie, OR 97222. Contact person - Cynthia, HR Assistant, (503) 786-7507. Closes 4 pm, Monday, September 11, 1995 at the above address. TDD# (503) 786-7555, Fax # (503) 652-4433.

The Multnomah County Health Department in conjunction with the American Red Cross have trained a pool of enthusiastic African American volunteers who are able to provide presentations about HIV/AIDS. These presentations are free and can be tailored to specific audiences. The volunteers are able to provide general HIV/AIDS information as well as information that may be of particular interest to African Americans. For more information, please contact Jonathan Hutchison at 248-3030.