

Careers & CLASSIFIEDS

Application Support Technician

City of Eugene, Wastewater Division \$2,250-\$2,762/mo.
This position is assigned to support the general computer automation needs of the Public Works Wastewater Division. The duties include providing technical assistance in the uses of end-uses of end-user hardware and software tools, creating reports, training end-users, trouble-shooting, maintaining data integrity, network administration, and server backup. Requires one to two years' experience in computer systems and course work in computer systems. A two-year related technical degree is desirable. Closing Date: September 29, 1995. Obtain application packet for Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

Policy Analyst

The Legislative Administration Committee is accepting applications for Policy Analyst in the field of Health and Human Services. You must have five years of experience in professional level work which must have included administration or oversight of an on-going project. Three of the years must have included project leader responsibility in health & Human Services Salary is \$3206 - \$4301 per month. Applications must be received by 5:00 p.m., September 22, 1995. For application materials contact Employee Services, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax: (503) 986-1684. EOE

Public Information Director

\$3,240-4,085/month
The City of Eugene, Oregon, is seeking a Public Information Director for the Department of Public Safety. The position plans, organizes, and implements the Public Information/Public Relations Program and serves as the primary press spokesperson for Police, Fire, and 9-1-1. Applicants should possess the equivalent of a bachelor's degree and four years of progressively responsible public relations experience. Work experience in a public safety environment is desirable. The closing date for applications is 5:00 pm on September 29, 1995. Contact Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401; (503) 687-5061 to obtain an application packet. The City of Eugene values diversity in its work force, and is committed to affirmative action. AA/EOE

Admin. Assist. Development

enthusiastic person to maintain donor database & provide support to dept. Req. data entry, min. 60 wpm, detail oriented, good oral/written skills, ability to work with numbers & analyze computer data. FT + benefits. Mail resume, cover letter & salary requirements by 9/22/95 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

CNA/Program Assistant

FT Mon-Fri plus occasional Saturday. Provide recreation, personal care, transportation in agency vehicles for frail elderly participants of Adult Day Care. Requires ability to work in Culturally diverse and team oriented environment. Requires reasonable combination of skills and experience and valid ODL. \$6.23 - \$6.71/hr plus Benefits. Appl:VOA-ADC, 537 SE Alder, Ptd, OR 97214 Equal Opportunity Employer.

Garlington Mental Health Center

Asst. Mgr. needed for Alberta Street Cafe to assist in all phases of deli operation incl vocational training for high functioning chronically mentally ill audits. Prior exp in restaurant operations & mental health field req. Must be QMHA.

Child & family therapist needed to provide outpatient services 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.

Case manager needed to provide supportive therapy, full range of intensive case mgt & nursing services to chronically mentally ill adults from multicultural backgrounds. Min 2 yrs related exp req. Must be QMHP or QMHA & have RN or BSN.

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 req. On-call adult caregivers also needed.

Receptionist needed w/ prior exp operating a high volume multi-line switchboard. Other duties incl greeting clients & assisting w/ General office duties. Typing 45 wpm 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.

INSURANCE



BlueCross BlueShield of Oregon HMO Oregon

Member Service Representative

Qualified candidates will possess the ability to communicate effectively and professionally both orally and in writing.

This position involves the ability to work autonomously in a Fast paced environment, and applicants must have demonstrated excellent attendance in previous employment. Other requirements include:

- 1 yr work exp in customer relations (within the last 2 years, preferably insurance-related).
- Practical knowledge of medical/dental terminology
- PC experience & the ability to type 40 wpm
- Good math skills

Blue Cross and Blue Shield Of Oregon offers an excellent employee benefits package, flexline work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #199 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

All Skills Needed

Top \$\$\$ All Shifts Great Opportunities Many Temp-To-Perm Employers Overload
Portland 224-3155
N.Marine Area 735-4004
Beaverton 641-2661
Wash.Sq.Area 624-8000
Wilsonville 682-9222
Gresham 669-9630

INSURANCE



BlueCross BlueShield of Oregon HMO Oregon

Provider Service Representative

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently accepting applications for a provider service representative in our Portland Office.

Qualified candidates must have a minimum of 2 years experience at a professional level in the health care industry, preferably with a dental background as the primary focus will be on dental lines of business. Knowledge of provider organizational structure, dental and medical terminology, ADA, CPT, ICD-9-CM coding and RBRVS are required. High level of proficiency in writing, i.e., journalism, grammar, is mandatory. Experience in public speaking is necessary. Strong PC experience is desirable. A college degree or equivalent work experience in the health care field is required.

The successful candidate will:

- Maintain panels of eligible providers for all lines of business.
- Build relationships within the dental and medical communities to support BCBSO/HMO Oregon products.
- Serve as a provider resource for advice on dental, medical, administrative and reimbursement policies.
- Monitor adherence to traditional, PPO and HMO Oregon products.
- Serve as a provider resource for advice on dental, medical, administrative and reimbursement policies.
- Monitor adherence to traditional, PPO and HMO contracts.

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

Social Services

Youth Service Aide - Work directly with at risk youth ages 10 - 17, to transport, supervise, provide activities/recreation. Provide support to other staff and shelter parents, document/log activities. Requires 2 years direct experience with at risk youth, or combination of education and at least 6 months experience. Able to drive 15 passenger van, must pass DMV and Criminal Records Checks. Full or half-time, hours between 6:00 A.M. - 6:30 P.M. Monday to Friday. Call The Boys and Girls Aid Society of Oregon at (503) 222-9661, X112 for application. Deadline September 25, 1995. Equal Opportunity Employer.

FT-Teacher/ Interventionist

working w/families at risk. Resp. for classroom curriculum & parenting information/intervention. Required A.A. in ECE + 3yrs or B.S. in ECE + 1yr experience in related field. Resume/App:VOA-Family Nursery, Attn:Lorraine Barton, 537 SE Alder, Ptd, Or 97214 Equal Opportunity Employer.

Senior Budget Analyst

The Legislative Fiscal Office of the Oregon Legislative Assembly is recruiting for the position of Senior Budget Analyst to provide non-partisan staff support to the Joint Ways and Means Committee, State Emergency Board, Joint Legislative Audit Committee, and the Joint Committee on Information management and Technology. To qualify, you must have an advanced degree in a field of study that uses quantitative methods and computers to analyze public policies and their administration and experience analyzing and evaluating public budgets and programs, or a satisfactory combination of education and experience. Salary range \$3718 - \$4984 per month. For application materials contact Employee Services, 140 State Capitol, Salem OR 97310 (503) 986-1373 TTY: (503) 986-1374 FAX: (503) 986-1684. Deadline for applications is 5:00 p.m., September 29, 1995.

ELECTRICIAN

Journey-Level Electrician

James River Corporation's Portland Oregon conversing plant has an immediate need for a Journey-Level Electrician with the willingness to obtain an Oregon Journey-Level license and work all shifts including weekend overtime as necessary. Strong troubleshooting skills and experience with PLC SDC drives, and a basic knowledge of electronics are required. Experience with computers digital electronics, printing presses, extruders, and web handling equipment are a strong plus. Journey-Level Electrician pay is \$18.81/hour plus excellent health and retirement benefits. Interested individuals should submit a resume to: Electrical Supervisor, James River Corporation, P.O. Box 17128, Portland, OR 97217. An equal Opportunity Employer.

JAMES RIVER CORPORATION

Washington County Engineering Project Coordinator

(Capital Project Management) \$3347 - \$4069 per month Apply by September 29, 1995

Senior Plumbing Inspector \$3432 - \$4172 per month Apply by September 29, 1995

Residential Services Monitor (Bilingual and Non-Bilingual Positions) \$1994-\$2424 per month Apply by September 22, 1995

Inspector II/Building \$3110 - \$3779 per month Apply by September 22, 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 Women, minorities, and people with disabilities are encouraged to apply.

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:VOA-Family Nursery, Attn:Lorraine Barton, 537 SE Alder St., Ptd, Or 97214 Equal Opportunity Employer.

Advertise In The Portland Observer Call 503-288-0033

City of Salem, Oregon

Department of Community Development Building & Safety Division/Airport Operations

Request for Proposal - RFP #1365 to provide:

Consulting Services for Airport Runway Rehabilitation Project

The City of Salem Community Development department - Urban Development Division - Airport Operations is seeking proposals from persons or firms qualified to provide Consulting services related to Airport Runway Rehabilitation and other related work at the Salem Airport. This project is funded through a Federal Aviation Administration (FAA) Grant.

PROJECT DESCRIPTION:

The proposed McNary Field fiscal year 1996 rehabilitation project includes the asphalt concrete surfaces rehabilitation of Runway 31/13 and new runway pavement markings. This project shall comply with the specified standards outlined in all pertinent FAA directives and Advisory Circulars.

The request for proposal (RFP) documents are available from the City of Salem Purchasing Supervisor, Room 330, 555 Liberty Street SE, Salem, Oregon 97301, weekdays between the hours of 8:00 a.m. and 5:00 p.m. local time.

One (1) original and four (4) copies of the proposal shall be submitted in a sealed envelope titled "Proposal To Provide - Consulting Services For Airport Rehabilitation Project - RFP #1365". All proposals shall bear an original signature of a representative of the proposer who is authorized to bind the proposer in contractual matters.

Proposals will be received until, but not after, 5:00 PM, September 29, at the City Recorder's Office, Room 205, City Hall, 555 Liberty St. S.E. Salem, Oregon 97301. **Proposals that are received after the closing time will not be accepted for any reason.** Delivery to an office other than the office identified above is not acceptable.

It is anticipated that the City of Salem will award a professional services contract through this RFP process. Those proposals received and evaluated by the City of Salem will be held confidential until a recommendation for award has been approved by the Community Development Director. Thereafter, all proposals will be available for public inspection at the office of the City of Salem Purchasing Supervisor unless specifically requested to be kept confidential (names of firms and total costs figures may not be held confidential).

Any objections to or comments upon the RFP specification must be submitted in writing, to the office of the Purchasing Supervisor, 555 Liberty Street SE, Salem, Oregon 97301. They must be received no later than then (10) calendar days before the RFP closing date.

The City of Salem reserves the right to reject any or all proposals.

Technical questions regarding proposal submittals shall be directed to Mr. Rod Propst, Airport Superintendent, who is Project Manager for this Request for Proposal project. Please contact Mr. Propst at (503) 588-6314 with any technical inquiries. Questions regarding the RFP process may be directed to Mr. Gary Kanz, Purchasing Supervisor, who may be reached at 555 Liberty St. SE, Room 330, Salem, Or 97301, (503) 588-6136.

The attention of proposers is directed to the provisions of Chapter 97, Salem Revised Code, concerning unlawful employment practices. Violation of such provisions shall be grounds for immediate termination of this contract without recourse by the contractor.

The City of Salem is an Equal Employment Opportunity/Affirmative Action Employer.

THE CITY OF SALEM

Gary A. Kanz, C.P.M.
Purchasing Supervisor

Human Resources

Human Resource Assistant - \$9.65 - \$9.93/hr. Provide technical support in administration of comprehensive human resources program, recruitment, and employee compensation, classification and benefits. Required 2 years experience in office management or personnel administration; high school degree or equivalent. 2 year college or business school degree preferred. Strong written and verbal communication skills. Word perfect 5.1 required; Lotus 1-2-3 desirable.

Obtain application package, 9 a.m. - 4 p.m. Mon.-Fri., EOC of Clark County, Inc., 10621 NE Coxley Dr., # 207, Van. WA 98662 (360) 896-9912. Deadline: Wed., Sept. 13 at 4 p.m.

EEOC/AA

Executive Director

Planned Parenthood of the Columbia/Willamette. Leadership and management for a mission-driven not-for-profit education, advocacy, and health services organization. Serving an ethnically diverse population from six permanent service sites in a 32 county service territory in Oregon and SW Washington. Annual budget \$4 million. Competitive salary and benefits package. 5 years senior management experience required. To apply, mail resume and employment history to PPCW Search Committee, PO Box 1734, Portland, OR 97207. Applications must be received by Friday, October 13, 1995; all will be held in confidence. Equal Opportunity Employer

Construction Manager

Experienced construction manager needed for Sabin Community Development Corporation, a low-income housing non-profit. \$12-\$14/hr. Send resume by Wednesday, September 22, 1995, 5:00 p.m. to P.O. Box 11602, Ptd., Or 97211

Join us in celebrating

The Portland Observer's

25th ANNIVERSARY