

# Careers & CLASSIFIEDS

HEALTHCARE INSURANCE



**BlueCross BlueShield of Oregon HMO Oregon**

**Underwriting Statistical Analyst**

Qualified candidates must have a related college 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 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

DATA PROCESSING



**BlueCross BlueShield of Oregon HMO Oregon**

**Underwriting Systems Programmer Analyst**

(Position #166)

Blue Cross and Blue Shield of Oregon is currently accepting applications for an Underwriting Systems Programmer Analyst. Responsibilities include: performing the complete project development life cycle in mainframe and PC development environments to support utilization management analysis and reporting. This includes ad hoc reporting, new system development, and maintenance of on-line and batch systems.

Qualified applicants will have:

- At least two years experience as a programmer analyst. Must include experience in systems analysis, design, and implementation. SAS and Easytrieve Plus experience preferred.
- A college degree in Business Administration, Business Information Systems, or equivalent work experience.
- Strong analytical and problem solving skills including cost/benefit analysis.
- Experience in data research, analysis, and validation.

**Look for us at the Technology Recruitment Expo at the Oregon Convention Center Sept. 19 & 20**

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HEALTHCARE INSURANCE



**BlueCross BlueShield of Oregon HMO Oregon**

**Underwriting Statistical Analyst**

See our ad in category 433 Health Care & Social Services, under Healthcare Insurance.

ANALYST



**BlueCross BlueShield of Oregon HMO Oregon**

**Lead Analyst (Position #202)**

Primary responsibility will be for managing the BCBSO Lotus Notes infrastructure. Duties include management of current servers and databases, reviewing applications for systems impact, trouble shooting system problems, capacity planning, and implementation of new releases.

Additional responsibilities include working with other supported desktop applications, primarily cc:Mail and the Lotus Suite. Some evening and weekend hours will occasionally be required to support production systems.

The successful candidate will have practical experience with note administrative and development issues, familiarity with K or Unix networks, and the ability to quickly learn new systems and technology in a dynamic environment. Programming skills will be a distinct advantage.

Look for us at the Technology Recruitment Expo at the Oregon Convention Center Sept. 19 & 20.

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DATA PROCESSING



**BlueCross BlueShield of Oregon HMO Oregon**

**Data Processing Professionals**

Our Information Systems Dept. is currently accepting applications for Programmer Analysts, Systems Analysts, Project Leaders, and Data Administrators in our Portland and Salem offices. Successful candidates will have strong communication, interpersonal, and user skills. Positions require at least 3 yrs experience.

Positions are available in our 3 technical platforms:

- IBM MVS - COBOL 2, IMS, VSAM
- HP 3000 - COBOL, Image DB
- Distributed - UNIX, C, C++ or other data access languages.

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

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Portland, OR 97201  
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Production/Packaging

Growing mfg. Co. seeking Pkg. team members. Three day, 12 hour shifts. Day & night shifts avail. \$5.25-\$5.55 hr. Benefits after three months successful on-the-job production. Apply M-F, 1-5pm or send resume to 3580 NE Broadway, Portland, OR 97232. Equal Opportunity Employer.

DENTAL



**BlueCross BlueShield of Oregon HMO Oregon**

**Dental 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 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 contracts.

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

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**Driver**

Full-Time bus driver needed. Requires minimum of a high-school diploma or equivalent and one year experience as a licensed driver with a valid commercial driver's license. Send cover letter, resume and proof of CDL license to:

**Human Resources 31224 E. Historic Columbia River Hwy.**

**Responses must be received No Later Than Friday, Sept 22, 1995 An Equal Opportunity Employer M/F/D/V**

**ECEAP Family Service Worker II**

Conduct outreach, recruitment and enrollment activities. Provide orientation to parents on the program and policies. Assist families in the assessment of their needs. AA in Human Services or related field with 4 yrs working with children and families in human services. **Starting salary: \$9.16/hr.**

All Positions Require dependable Automobile, Driver's License, And Auto Insurance. Must Submit Cover Letter, Resume, 3 Letters Of Recommendation And An E.O.C. Application. Obtain Application PKG. 9 A.M. - 4 P.M., Economic Opportunity Committee Office, 10621 NE Coxley Dr., STE. 207, Vancouver, WA 98662, (360) 896-9912.

**Application Deadline: 09/27, 4 P.M.**

**Portland Development Commission Administrative/Budget Coordinator**

\$30,032 - \$43-563

Public Agency committed to excellence seeks a highly motivated team player with proven financial and budgetary experience. Responsibilities include preparation and monitoring of budget and 5 year plan and coordination of administrative projects for the Economic Development Department. Successful applicant will have strong writing and analytical skills, excellent organizational and time management skills, ability to handle simultaneous assignments and demands and thrive in a fast paced environment. Strong interpersonal skills a must. Knowledge of governmental functions and processes a plus. Project management background an asset. Requires proficiency with Wordperfect for Windows, Quattro Pro for Windows, and data base knowledge. Bachelor's degree or equivalent and 3-5 years related experience.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application materials must be returned by 5:00pm, September 29, 1995. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

**Portland Development Commission 1120 S. W. Fifth Avenue, #1100 Portland, Oregon 97204**

The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative actions.

**Domestic/Sexual Violence Advocates**

Three Americorps participants wanted for tri-county host site for the "Stop Violence Against Women Project." Full-time, twelve month positions with \$9,500 pre-tax stipend, and additional money toward payment of student loans or future educational costs, medical & child care \$, AA/EEOC.

**Community Advocate (Americorps):**

Develop, implement and maintain an advocacy program within the Clackamas County Courthouse for victims of domestic violence, including recruiting and scheduling volunteers; telephone crisis intervention and recruitment of safehomes. Knowledge/understanding of domestic/sexual violence, valid driver's license and vehicle; preference given to Spanish or Asian language-speaker.

**Latina Advocate (Americorps):** Provide advocacy services for Hispanic women and child survivors of domestic/sexual violence, including direct shelter services, crisis line coverage, outreach, a Latina support group and court advocacy. Bi-lingual, bi-cultural individual strongly preferred; understanding of domestic/sexual violence, social change work.

**Domestic Violence advocate (Americorps):** Work at emergency shelter, outreach and transition program.

**Closing date: October 6, 1995. To apply, call 232-4176.**

MANUFACTURING

**Immediate Openings**

Growing vitamin Co. has several manufacturing positions available for both day and night shifts. MFG Exp. and Good math skills preferred. Starting \$6.10 - \$6.50 Hr. pay increase and benefits after 90 days. Please apply between 1-5, M-F or send resume to 3580 NE Broadway, Portland OR, 97232. We are an Equal Opportunity Employer.

**Utility Specialist - Water**

Utility Specialist - Water (\$2,084 - \$2,660 DOQ) City of Milwaukie, OR, is recruiting for a technical specialist to monitor water quality and perform system maintenance for water distribution system. Must be certified or certifiable within 12 months of appointment to a level 3 Oregon Health Division Operator Certification Program, i.e. WD3. Desire certification as Back Flow Tester. Certification requires minimum post high school education and training in water equivalent to 45 DEUs or 45 quarter hours, or 30 semester hours or combination thereof. Requires 4 years experience in water with 1.5 years of experience at Class II or higher level. Ideal candidate will have good organization, recordkeeping, and communication skills. Ability to establish and maintain effective working relationships with internal and external customers in a team environment a must. For application materials call (503) 786-7543, TDD (503) 786-7555, or fax (503) 652-4433, or mail to Human Resources, 10722 SE Main St., Milwaukie, OR 97222. All application materials must be received by Human Resources, no later than 4 PM Friday, 10/16/95. Prior to hiring, applicants will be required to satisfactorily complete a drug test. All qualified applicants are encouraged to apply. EOE

**Executive Director**

Self-starter wanted for year-round position with Foundation/Camp for children and youth with diabetes. Experience in fundraising, public relations, personnel management, volunteers, board of directors. Ability to handle many and varied tasks simultaneously required. Preference given to candidates having experience in volunteer management, resident camps, children and diabetes. If interested, please send cover letter, CV, salary requirements and three references to: Diabetic Children's Camp Foundation, 415 N. State St., #110, Lake Oswego, OR 97034. Closes Friday, Oct 27, 1995 for Jan 1996 start date.

**Garlington Mental Health Center**

**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 experience req. Ref #CH-CFT.

**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. QMHA or QMHP req.

**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.

**Receptionist** needed for children's program. Exp w/ high volume multi-line switchboard req. Other duties incl greeting clients & assisting w/ general office duties. Typing 45 wpm req. Hours: MWF 8:30am - 5pm; TTH 10:30am - 7pm. 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 call please.

**Washington County**

**Inspector II/Plumbing** \$3110 - \$3779 per month Apply by September 29, 1995

**Probation Field Services Worker** (Eligibility List) \$2312 - \$2810 per month

Apply by September 29, 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.

**Port of Portland**

**Career Opportunities**

**Administrative Coordinator**

**Environmental Services Division**  
Salary \$20,288-\$22,848 annually  
**Closing Date: September 2, 1995**

**Terminal Building Property Manager**  
**Portland International Airport**  
Salary Commensurate With Experience  
**closing date: September 22, 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 persons may request application materials by calling (503) 731-7400 Preemployment drug screening is required. Applications received after 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.

**Public Service Representative 4 (Permit Analyst)**  
(\$1,869 - \$2,487)

The State of Oregon is seeking individuals to represent the Public Utility Commission and the Department of Transportation by providing research, analysis, and interpretation of the laws, rules, regulations, policies, and procedures of three entities; Public Utility Commission (PUC), Department of Transportation Motor Vehicle Division (DMV), and Department of Transportation Highway Permit Section (HWY); issuing plates and permits; collecting taxes and fees; serving in a liaison role to solve problems with agencies and other entities, and educating the industry and the public in all phases of motor carrier regulation. Requires three years of experience performing public contact/customer service duties. At least two years of this experience must include dealing with the public in person or by phone providing information about services and programs, explaining rules, programs, and procedures; and/or providing assistance, explaining requirements, and gaining compliance. Requires completion of Oregon Employment Application and answers to examination questions included in recruitment announcement. For complete announcement/application materials, contact PUC Personnel Services at (503) 373-7949, TDD 1-800 648-3458, or write 550 Capitol Street NE Salem OR 97310. Closes 5 p.m., Monday, October 9, 1995. Equal opportunity employer.