

CLASSIFIEDS/BIDS

Human Resources Coordinator WSU Vancouver

Human Resources Coordinator: Washington State University at Vancouver is accepting applications for the position of Human Resources Coordinator. Requirements include Bachelor's degree in Personnel Administration, Business Administration, Public Administration or closely related field, and at least three years of increasingly responsible professional human resources experience. Preferred candidates will possess professional experience in human relations, with a working knowledge of labor relations; diversity; employment; wage and salary administration; training and career development; position control; information management; demonstrated strong communications, team building and conflict management skills; and a sensitivity and desire to promote diversity. Experience developing, maintaining and/or using computerized record systems. Responsibilities include providing administrative direction and counsel to employees and management regarding a wide variety of human resource functions, implementing institutional personnel policies and procedures; analyzing applicable federal and state laws/rules and representing the extended campus human resource needs to the WSU Pullman Human Resource Office and the State Board of Personnel, in concert with colleagues in Vancouver and Pullman. The human resources coordinator functions under the supervision of both the WSU Pullman director of human resource services, and the WSU Vancouver director of finance and operations. Salary range is mid to high 30s. Send a written letter of application, resume and three letters of reference to Kirsten Birkeland, Campus Communications Coordinator, IWSU Vancouver, 1812 E. McLoughlin Blvd., Vancouver, WA 98663. Application deadline is November 24, 1995. WSU is an EOAA educator and employer. Protected group members are encouraged to apply.

DATA PROCESSING



Blue Cross Blue Shield of Oregon HMO Oregon

Provider

Performance Analyst (Position #258)

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 as 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 of 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 screen required. To assure your resume is processed immediately, place ad #95-177 at the top of your resume or in your cover letter.

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

Adoption Recruiter, part-time (12 to 18.75 hours weekly); Provide outreach to media and public; heavy emphasis on preparing written materials. Liaison with state and private adoption agencies. Qualifications: Masters preferably in Communications, English, Social Work, Counseling, Education or equivalent combination of education and/or experience. Excellent communication skills, especially strong writing ability, including ability to proof-read and edit. Good organizational skills. Salary \$8.80-\$13.20 depending upon experience. Call The Boys & Girls Aid Society (503) 222-9661 extension 141 for job description and application form. Deadline: 11/10/95. Equal Opportunity Employer.

Social Services

Adoption Recruiter/Retainer - half-time. Provide outreach to Hispanic communities regarding the need for adoptive families; provide counseling and referral services to minority families. Bilingual Spanish/English; prefer college degree in social work, counseling, communications or similar field, or combination of education and experience. Requires excellent communication skills and ability to work with diverse populations. Some weekend and evening work. Salary \$8,580 to \$12,870 half-time, depending upon experience. This is a two year program with possibility of continuation and increased hours. Call for job description and application form: The Boys and Girls Aid Society, 503-222-9661 extension 141. Closing date for application is 11/3/95. Equal opportunity employer.

ACCOUNTANT



PARAGON CABLE

Staff Accountant

We are looking for an experienced Staff Accountant to join our exciting and dynamic team. Responsibilities include preparation of various types of financial reports, account analysis, cost analysis. General Ledger support, and operational reviews of procedures and internal controls. Four year Accounting degree or equivalent. Two years of public accounting experience, specifically in the preparation of financial statements and in assisting with audits of various sizes an scopes. Must have very good PC skills and working knowledge of Lotus 1-2-3. Additional related work experience and versatility in various computer applications preferred. Must have strong interpersonal skills to interact with all levels of management and be a team player.

We are a great company with a competitive compensation and benefits package. Qualified applicants may apply by sending a resume with salary requirements to:

Paragon Cable Human Resources 3075 NE Sandy Blvd., Portland, OR 97232.
Paragon is proud to be an Equal Opportunity/American Disabilities Act Employer

Actor/Actress

Kaiser Permanente's Educational Theatre Program seeks five experienced actors to play teenage roles in *Secrets*, an HIV/AIDS education play touring SW WA and OR Schools. Anticipated contract period January - June 1996. Weekdays, some evenings, some weekend or overnight. BA in theatre arts or related field desirable. Requires excellent communication skills and some singing. Must be able to lift 40 pounds and have valid OR or WA drivers license. Send resume and head shot to Renee King, Kaiser Permanente, 500 NE Multnomah, Suite 100, Portland, OR 97232-2099 by November 10, 1995. Call 813-4859 for information.
Equal Opportunity Employer

Mechanic

Machine Set-up Night Mechanic needed for growing mfg. company. Responsible for maintaining pkg line conveyance equip. and assisting with rebuilds. Must have two years mech. exp., preferably in a mfg. or pkg. enviro. Three, 12 hr shifts, Mon-Wed. Starting wage \$9.30 - \$10.80. Exc. benefits after 90 days. Apply direct between the hours of 1-5, M-F or send resume to 3580 NE Broadway, Portland OR 97232. We are an equal opportunity employer

TECHNICAL/PROFESSIONAL Micro Enhancement Internation, Inc. a rapidly growing software dev co, is seeking innovative individuals for the following FT positions:

Product Manager - direct and coord research and dev. activities for products and svcs. Prev RFP exp helpful. Proven research skills. BA in related field and 2-5 yrs exp in technical product mgmt. Some Travel.

Customer Services Manager - oversee cust support, install/trng. BA degree, plus 2-5 yrs related exp in technical customer svcs mgmt, software installation, trng, project mgmt and network support req. Some travel.

MEI, 9922 E Montgomery, Ste 1, Spokane, WA 99206. Fax 927-4500. EOE.

Raido Advertising Sales. Sell commercial air time on All-Sports radio station, KFX. Must have at least 2 yrs outside sales exp. Send resume to - KFX Radio - 4614 SW Kelly, Portland, 97201. No Phone calls. EOE.

HUMAN RESOURCES



PARAGON CABLE

Division of Time Warner Senior Trainer

We are seeking an exceptional, team oriented individual to join our Human Resources department in providing training and development to new and current employees! This position is responsible for identifying employee training and development needs, researching and selecting programs and strategies to satisfy identified training need. Ensure selected programs accomplish their intended training objectives, and that records for each employee are accurate and up-to-date. Informing management concerning employee participation levels and program impacts. Provide counseling and guidance to employees concerning their career/job development and administering the division's Educational Assistance Program. Assist with special projects as assigned.

Minimum two (2) years of progressive work experience in training, in an educational setting or in an organization's training function; or an equivalent combination of a college degree in HR management, or closely related field, and training experience. Four year degree from accredited college/university in business, social sciences, Human Resources Management or related field preferred. Proficiency in computer applications including Word Perfect 6.0, Lotus 1-2-3-, Microsoft Word, etc. Experience designing and administering training needs analysis. Experience/ability to grasp technical skills requirements from a variety of disciplines and design materials suitable to the skills to be taught. Experience developing curriculum that utilizes a variety of teaching methods, instructional aids, and evaluation techniques. Experience/ability to effectively integrate and use a variety of training tools, such a written materials, audio/video tapes, computer-aided instruction, role plays, and case studies. Good driving record required.

Candidates for serious consideration will be required to do a short training presentation as part of the interviewing process and submit a copy of a written training program/module developed and submitted in his/her previous position.

Paragon offers a drug free work environment and an excellent compensation/benefits package including complimentary cable! A physical capacity examination and pre-employment drug test are required. Qualified candidates may apply by sending a resume with salary requirements to:

Paragon Cable Human Resources 3075 NE Sandy Blvd., Portland, OR 97232.
Paragon is proud to be an Equal Opportunity/American Disabilities Act Employer

Plans Examiner

City of Eugene \$2,436-\$3,287/mo.
Residential plans examiner performs journey-level review of building plans and/or field inspections to ensure that residential construction complies with adopted one- and two-family dwelling code (CABO). Requires extensive experience in construction, plans review, or inspection; possession of a CABO plans certification or the ability to obtain within 90 days. Closing Date: Nov. 3, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

Call 503-288-0033

MENTAL HEALTH

Career Opportunities

For Chemical-Dependency Professionals...

The Corporation: CODA, Inc. a private non-profit corporation, has pioneered comprehensive addiction treatment services to a diverse and complex population throughout Northwest Oregon. Operating from one large outpatient site and three residential sites (which also provide child development and limited outpatient services), our services include intensive drug-free outpatient, methadone maintenance, short- and long-term residential, and detoxification. Our client population is extremely large and diverse. We are a leader in designing services for pregnant women, women with young children, and to families.

With our range of services, locations, and client profiles, CODA offers a challenging and multifaceted environment in which chemical dependency professionals can grow and advance. CODA further encouraged professional advancement with an energetic training program consisting of monthly in-service events, frequent special events, and cash and paid-time allowance for off-premises training.

Recent and continuing expansion has created and exceptional range of career opportunities. Dedicated chemical-dependency professionals are encouraged to apply. CODA is currently recruiting for the following positions:

Positions:

Senior Counselor C-V: Two Outpatient positions available. Starting salary \$1,917-\$2,100 per month plus benefits. Positions provide treatment to complex caseloads, perform clinical supervision, develop and implement clinical procedures. Requires Master's Degree and relevant experience. Inquire about C5060, C5061.

Part-Time Detoxification Technician II: Works 8 AM-8 PM Saturday and Sunday (24 hours per week) at our Tigard facility. Pays \$7.05 to \$8.94 per hour plus benefits. Requires bachelor's degree and relevant experience. Inquire about C2T33.

Relief Staff:

Residential Relief Staff (Gresham, Lents, and Tigard locations): Pays \$6.62 to \$7.50 per hour. Positions work on an on-call, as-needed basis, usually evenings/weekends, providing residential house coverage in the absence of regular staff. Responsible for milieu supervision and assistance with other non-counseling tasks. Inquire about CBROO and CITOO.

Relief Nurses (RN and LPN): RN earns \$10.24-\$16.49 per hour; LPN earns \$8.86-\$14.55 per hour. Positions work on an on-call, as-needed basis, often week-ends or evenings (no night shifts). Responsible to assess methadone clients, administer and control medications, monitor UA's maintain medication and client records.

Individuals currently serving any federal, state or county parole or probation are ineligible for these position. Candidates must consent to a criminal background check.

TO APPLY, obtain a standard CODA application form and detailed position announcements for each position sought. Screening questions responses are demanded for each position sought. CODA cannot accept resumes in lieu of application forms. 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

TREATMENT RECOVERY PREVENTION

CODA is an Equal Opportunity/Affirmative Action Employer

Receptionist

\$18,963-\$26,958

Full time receptionist position with Portland development Commission, Eastside location. Answer 3 incoming lines with 19 extensions, greet visitors, provide general information on our housing assistance programs to public, provide some clerical support. Requires Minimum 1 year experience as a receptionist. PC literate; Wordperfect for Windows desirable. Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., November 3, 1995. If outside metro area, you may call our job hot line, (503) 823-3463 tp request a packet.

Portland Development Commission
1120 Sw Fifth Avenue, #1100
Portland, OR 97204.

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

Help Wanted Electricians

Power plant construction in Hermiston, OR. Oregon State license or reciprocal required. Call Bechtel Construction Company at 503-564-9229 or IBEW Local 112 at 509-735-0512. An equal opportunity employer.

Garlington Mental Health Center

Case manager needed to join dynamic case mgt team based on assertive community treatment model. Duties incl providing full range of case mgt services to chronically mentally ill adults from multicultural backgrounds. Exp w/drug and alcohol issues a +. Min 2 yrs related exp req. QMHP or QQMA req. Ref# CM
On Call adult caregivers needed to assist mentally ill clients in activities of daily living and problem solving in residential setting. Min 1 yr prior exp pref. Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE ML King Blvd, Portland, OR 97211 Attn: HR Fax: 249-82135 EOE Minority/disabled encouraged to apply. No phone calls please.

Outreach Specialist, Youth Gangs Programs

Previous knowledge and experience with youth gangs in the Portland Metro area. Demonstrated knowledge of Hispanic culture and community. Must be fluent in English and Spanish. Starting salary \$9.65 hr. **Must apply in person to NE Coalition of Neighborhoods**, 4815 N.E. 7th, Portland, before November 13, 1995, 5:00 p.m. EEO Employer.

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