

CLASSIFIEDS

NURSING



Blue Cross BlueShield of Oregon HMO Oregon

Medical Reviewer/Coordinator

The Medical Reviewer/Coordinator is responsible for reviewing professional medical claims by gathering and reviewing medical information and communication medical necessity, utilization review, and quality of care determinations in both verbal and written form.

Qualified applicant will be a registered nurse with a current Oregon license, have detailed working knowledge of anatomy, physiology, medical terminology and coding and have significant specialized clinical experience such as: EMT, ET, Oncology, Ophthalmology, ICU/CCU or Operating Room.

Excellent oral and written communication skills are required. Self-directed work team and CQI experience are preferred.

Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements and place ad #270 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

FINANCIAL

Tellers

Washington Mutual Bank is seeking self-motivated, sales oriented individuals for Part-Time and Full-Time Teller positions in the greater Portland Metropolitan area.

Anyone interested in a Teller position with Washington Mutual must participate in a Teller Assessment. The assessment will give you a better understanding of the demands of the job and will help us obtain an objective measurement of your aptitude for a teller job.

Previous teller experience is not a requirement. Minimum qualifications include 6 mths cash handling, retail sales or bookkeeping experience. Prospective candidates must complete a Teller Assessment Request Form. This form is available at all Washington Mutual Financial Centers; the Human Resources Dept located at: 851 S.W. Sixth Ave., Suite #230, Portland; or you may call (503) 231-8981 to have one mailed to you.

Applications for teller will only be accepted from candidates who have passed the teller assessment.

Equal Opportunity Employer m/f/d/v

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.

Administrative Specialist II

Human Resources Dept \$20,500 - \$29,110

Performs support duties for neighborhood lending operations. Skills required: Data Entry, WordPerfect for Windows, Spreadsheet experience preferably using Quattro Pro for Windows, Excellent phone skills. Minimum 2-4 years secretarial, or related loan processing experience desirable.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packets must be returned by 5:00 P.M., November 17, 1995. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission 1120 SW Fifth Avenue, Suite 1100

Portland, Oregon 97204 The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative action.

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.

CLERICAL



Blue Cross BlueShield of Oregon HMO Oregon

Secretary

Qualified candidates must have a minimum of two years prior reception and/or secretarial experience in a front office environment performing a combination of administrative and frequent, direct contact/telephone duties. This position also requires 60 wpm typing, strong oral and written communication including correct grammar, spelling, punctuation and proof-reading skills and excellent PC skills. Ability to maintain strict confidentiality is critical to this position.

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

Ombudsman Coordinator

Commission on Aging seeks Ombudsman Coordinator for the S.A.F.E. (Special Advocates for Elders) program. Bachelors degree in social services or related field, experience working with elders and knowledge of volunteer management required. Part time, 10-2 hours/week. Salary commensurate with experience. Call 823-5269 to request application materials.

STANDARD INSURANCE COMPANIES

People. Not Just Policies.™

Vocational Rehabilitation Specialist

Requires a degree in related field. A minimum of 4 years demonstrated progressively responsible work experience in vocational rehabilitation field or an equivalent combination of education and/or relevant experience. Must be able to analyze and interpret vocational information, apply advanced vocational knowledge to complex claim situations, develop appropriate strategies for effective claim management and must have the ability to express ideas clearly in written and verbal communications.

Application deadline is Wednesday, November 15, 95, 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

PLANNING

City Of West Linn Code Compliance Planner

\$2034 - \$2644/mo. Primary responsibility is code compliance - focusing on drainage ways and wetland protection, erosion control, illegal construction, sign code violation and other Community Development Code issues. Position will participate in development of code violation and enforcement process. Must possess demonstrated skill in the area of conflict resolution and problem solving. Bachelor's degree with major in urban planning, architecture, public administration or related discipline preferred. As determined by the City, any equivalent combination of education, experience and training may be substituted for stated qualifications. Must possess valid driver's license at time of appointment. **Successful candidate must pass pre-employment drug screen.** Completed applications must be received by November 30, 1995, 4:30 PM at West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068. Application packets available at City Hall, or call: (503) 656-4518 (TDD) EEO

Medcare Of Oregon

Now Hiring

All Positions

R.N., L.P.N., C.N.A.'s

Flexible Hours

Competitive Wages

Benefits

Apply In Person:

4850 SW Scholls Ferry Rd.

Suite 104

Portland, OR 97225

Or

Call: (503) 297-5536

FAX: (503) 297-5669

EEO

Washington County

Electrical Inspector II

\$3110 - \$3779/mo

Apply by December 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

Women, minorities, and people with disabilities are encouraged to apply.

Case Manager And Housing Specialist

2 FT pos. avail. Comb of college and exp. req. Apply by Nov. 22 at 1425 NE Dekum. For info. contact Eileen at 285-0493 X215.

Family Center Program Supervisor

City of Eugene-Petersen Barn Community Center \$11.30-\$14.95/hr.

Temporary part-time position plans, implements, and supervises Family Center programs and services to meet the needs of families, teens, and children in the Bethel region of Eugene. Requires two years' experience in implementation of recreational, social, and cultural programs and services, Bachelor's degree in recreation, human services, public administration, or a related field. Must have valid Oregon driver's license and ability to obtain CPR/First Aid card within three months of hire. Closing Date: November 22, 1995. Obtain application packet from Human Resource & Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. Note: New area code effective 11/5/95: (541) 687-5061. AA/EEO

Community Service Specialist B

\$2,209-\$2,818/mo

The City of Eugene is accepting applications for Community Service Specialist B. The position assists in the day-to-day operation and activities of the West University Public Safety Station, handling Public Safety intake, referral, and outreach programs and related support services. Three years of experience in a community service program and one year of related college course work or training in criminal justice or social services or equivalent, or any combination of related education and experience equal to four full-time years is required. Preference may be given for people fluent in Spanish. The City of Eugene values diversity in its workforce, and encourages people of color to consider this opportunity. Closing date for applications: Tuesday, November 28, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401 or call (541-new area code effective 11/5/95) 687-5061. AA/EEO

ENVIRONMENTAL

Biological Safety Officer

Biological Safety Officer, Environmental Health & Safety. Bachelor's degree in Microbiology or Biochemistry preferred. Major duties include providing consulting services to university personnel on biological safety hazards; conducting inspections of work areas to monitor adherence to safety regulations; developing training programs and instructing employees in safety considerations relating to the use of biohazardous agents. \$2,060 to \$2,732/month. Contact OSU Department of Human Resources, 14th & Jefferson, Corvallis, OR 97331-2132, (503) 737-3103, TTY (503) 737-3088, for application materials. All application materials must be received by closing date of November 20, 1995. EOE

Oregon State University

Quality Control

Local Vitamin MFG Co. seeks entry level night Lab Technician to complete testing of raw materials, assays, dissolution tests, etc. Two years college level courses in chemistry or equiv. Prev. lab exp. pref. Monday-Friday 5:00 PM -3:30 AM. Start wage \$7.80 hr. Review and benefits after 3 mo. Apply 1-5 PM, M-F or send resume to 3580 NE Broadway Portland, OR 97232. Equal Opportunity Employer.

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.

Subsidized

Subsidized units may be available at this time. If not, qualified applicant may be placed on a waiting list.

We are committed to **Equal Housing Opportunity.**

West Devils Lake Apartments Lincoln City, OR 503-994-6781

Guardian Management Corp.

Equal Housing Opportunity

Project Manager

OSU Central Library Expansion

Project Manager for Central Library Expansion, OSU Facilities Services. Degree in Architecture, Construction Engineering Management, or equivalent experience in areas of business administration, public administration, project or construction management, or architecture; increasingly responsible experience in the construction management of large, complex public facilities. Major duties include coordination of activities of a Construction Manager/General Contractor firm (CM/GC); scheduling, contracting, procurement, financial management function; coordination with other jurisdictions and university department; and to provide a variety of technical and project coordination tasks to assist the University Facilities Planner. Length of appointment is for duration of the project, approximately 3 years. Submit letter, resume and references to Meg Swan, 100 Adams Hall, Corvallis, OR 97331-2001, (503) 737-7674. All application materials must be received by the closing date of November 15, 1995. OSU is an EEO/AA employer and is responsive to dual-career needs.

Radio

Advertising Sales

Sell commercial time. 1-2 yrs. sales exp. good organizational, written and verbal communication skills. Self-motivated. Send resume/references to sales manager-KGON/NRK, 4614 SW Kelly, Portland, OR 97201. Equal Opportunity Employer. No Phone Calls Please!

Radio - Part-Time Club Coordinator

For KNRK Radio. Assist with on-site events. Gen office duties. 1yr. promotion exp. Send resume to Elliott Moore - KNRK Radio, 4614 S. W. Kelly, Portland, Or 97201. No Phone Calls Please.

Field Representative 2

The Oregon Lottery is accepting applications for Field Representative 2. The assigned area for this position covers the north, northeast, downtown, and part of the southeast Portland area and services small grocery stores, liquor stores, and convenience stores. The person in this position is required to live within 30 miles of this assigned area. The Field Representative 2 markets the Lottery product line and performs preventative maintenance on on-line lottery terminals in retail outlets. A valid Oregon driver license is required; involves occasional night driving, driving long distance and overnight travel; involves occasional ladder climbing; and requires an ability to supply a minimum but flexible 40-hour work week. To qualify you must have two years of experience in sales, marketing, and/or service repair. A college degree in Communications, Public Relations, Marketing, Electronics, or closely related field may substitute for one year of the required experience. To apply submit a State of Oregon Application Form (PD100) or Oregon Lottery Employment Application and answer the following question on a separate sheet of paper. Qualified applicants will be evaluated based on their response to this question. **Describe your experience in sales, marketing, and/or service repair including your level of responsibility and size of customer base. Does your experience include territory or route management? Explain.** State of Oregon application forms can be obtained from a local Oregon Employment Department office or most state agency personnel offices. Oregon Lottery application forms can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. Send completed application materials to: Personnel Officer, Oregon Lottery, PO Box 12649, Salem, Oregon 97309. **Application Materials Must Be Received In The Lottery Office By November 22, 1995.** Prospective employees are subject to a background check which includes criminal history, fingerprinting, credit history, private financial and tax records, driving record, and any affiliations with the gaming industry. Felony conviction or any gaming related offense will automatically preclude you from employment with the Oregon Lottery. Equal Opportunity/Affirmative Action Employer; women, person of color, and persons with disabilities are encouraged to apply. ADA accommodations will be provided upon request. If you are disabled and need assistance in the application process, call (503) 373-0306, TTY (503) 373-0333.

Advertise Today Call 288 - 0033

Manufacturing

Immediate Openings
Growing Vitamin Co. has several manufacturing positions available. For weekend shifts (Fri-Sun). 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.

Assistant City Attorney

City of Salem \$4,186-\$5,312/Mo. + Excellent Fringe bene. Pckg. The City of Salem is seeking an Asst. City Attorney who will prosecute and defend on the City's behalf, render legal opinions and advice, prepare contracts and other legal documents and prepare ordinances and resolutions. Requires a law degree and current Oregon State Bar membership (preferably with 3 yrs. exp. as an attorney); knowledge of criminal law, civil forfeiture, Oregon public contracting law, civil procedure and administrative law is desirable. Closes: 11/17/95. City of Salem, Personnel Dept. 555 Liberty St. SE, Salem, OR 97301 EOE/AA. Qualified bilingual applicants encouraged to apply.

Sincerely,
Lynda Cress
Personnel Analyst

Education

Project Manager, Foster/Adoptive Parent Training and Resource Program

The Project Manager will direct a curriculum and training design program for foster, adoptive and relative parents in the child welfare system in Oregon. The program is funded through June 1997. The Project Manager will develop curricula and training materials, integrate the curriculum into the Partnership's training and research components and create a secure funding base. A masters degree in human/social services is preferred. Work for public or private agencies in child and family services, experience in designing skill-based adult education programs and in project management and funding development are essential. Send resume, post-marked by November 24, 1995, to Amber Powell, Child Welfare Partnership, Portland State University, 520 SW Harrison St, Suite 440, Portland OR 97201.