

CLASSIFIEDS

The Urban League of Portland

Announces the following Job Openings

- Assistant Director for Operations--Employment Services (Full-Time)
 - Urban Parks Project Coordinator (Full-time)
 - Environmental Justice Project Coordinator (Full-time)
 - HIV/AIDS Community Outreach Specialist (Half-time)
- BA/BS degree preferred and/or 3 - 5 years experience. Competitive salary and a comprehensive benefits package. Position will be open until filled. Send cover letter and resume to:

Don Chalmers,
Executive Assistant
10 North Russell Street
Portland, OR 97227
No calls please. Come by the Urban League offices Monday through Friday 9 a.m. to 4 p.m. for a complete job description.

The Urban League of Portland is an Equal Opportunity Employer.

ELECTRICIAN

Journey Level Electrician

James River Corporation's Portland conversion plant has an immediate need for a Journey Level Electrician. An Oregon Journey Level license, and a willingness to work all shifts and weekend overtime as necessary are required. Strong troubleshooting skills, experience with PLC's, DC drives, and a basic knowledge of electronics is also essential. A background with computers, digital electronics, printing presses, extruders, and web handling equipment is a strong plus.

Journey Level Electrician pay is \$19.37/hour plus excellent health and retirement benefits. Interested individuals should submit a resume to: Electrical Supervisor, James River Corp., PO Box 17128, Portland, OR 97217. An equal opportunity employer.

James River Corporation

Purchasing Agent

Purchasing Agent needed with prior government contract experience in procurement of supplies, services and vendor contract for vocational training facility. Bachelor's degree in business administration or associated field and three years related experience preferred. Directly related experience may be considered in lieu of formal education requirements. Submit letter of interest and resume to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, DEC. 1, 1995
An Equal Opportunity Employer
M/F/D/V

Social Services

Adoption Recruiter - 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 an 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 & Girls Aid Society, 503-222-9661 extension 141. Equal Opportunity Employer.

HEALTHCARE INSURANCE



BlueCross BlueShield of Oregon
HMO Oregon

FEP Medical Claims Analyst

These position are responsible for accurate and timely payment of FEB 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, anatomy, ICD9 and CPT Coding. 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, please include your salary requirements and place ad #292 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

NURSING



BlueCross BlueShield of Oregon
HMO Oregon

RN Hospital Audit Coordinator

The Hospital Audit Coordinator is a member of a self-directed work team that coordinates, supports, and conducts the activities of Hospital Audit Claims Review, both prepay and postpay consistent with CQI principles and techniques to determine appropriate DRG and classification correct reimbursement methodology, appropriate resource use, quality of care delivered and cost containment.

qualified candidate must have a valid Oregon RN License, be a graduate of an accredited School of Nursing or BSN and have a minimum of three years recent hospital experience. This position also requires a knowledge of principles of hospital and industry trends, changes and new techniques relating to Quality Assurance Utilization Review DRG Classification, Hospital Audit and ICD-9-CM coding.

The Hospital Auditor should have knowledge of current nursing practices, new medical techniques, psychiatric and substance abuse treatment models and standards of practice and application and principals of CQI, strong leadership, PC skills and oral and written communications are a must.

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 #296 or job title at the top of your resume or in 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

Accounting Clerk

Full-time accounting clerk needed to perform a variety of routine accounting and/or payroll duties. Requires a high-school diploma or equivalent and one-year varied and responsible accounting or bookkeeping experience. Academic training in bookkeeping, accounting or payroll preferred. Automated accounting system experience preferred. Send cover letter and resume to:

Human Resources

31224 E. Historic Columbia River Hwy., Troutdale, OR 97060
Responses must be received no later than Friday, Dec. 1, 1995
An Equal Opportunity Employer M/F/D/V

Financial Analyst

Oregon Lottery is accepting applications for Financial analyst (\$3,054-\$3,904 monthly). The Financial Analyst is responsible for providing financial expertise in conducting investigation/analysis reviews of Lottery vendors and retailers to ensure compliance with laws, rules, regulations, and policies and procedures; and assisting the Auditing Unit with performing audits. Requires frequent overnight, long distance, and night travel; and ability to work extended hours, as needed. To qualify you must have; a CPA certificate and three additional years of accounting experience and/or financial auditing experience. Be specific in describing 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 planning and conducting financial investigation/analysis reviews and your level of responsibility. Does your experience include interviewing people with various backgrounds? Explain. State of Oregon application forms can be obtained from a local Oregon Employment Department Office or most state agency personnel office. 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 December 5, 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 an individual from employment with the Oregon Lottery. Equal Opportunity/Affirmative Action Employer, women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process, call (503) 373-0306. TTY (503) 373-0333.

Secretarial

Construction/Maintenance Secretary

Provides secretarial/clerical support to Staff Architect/Construction Coordinator responsible for VHA's ongoing modernization program, and back-up assistance for the Maintenance Secretary. Requires high school plus business college and two years secretarial experience or equivalent, typing ability of 65 wpm with accuracy, familiarity with construction or architectural terminology, attention to detail, excellent communication skills, proficiency with word processing and spreadsheet software (WordPerfect and Lotus 1-2-3 preferred). Salary range \$1712 - 2323 per month, excellent benefits. Telephone (360) 694-2501 to request application packet. Resumes without applications will not be accepted. Completed applications must be received by Monday, December 11, 1995. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661.

EQUAL OPPORTUNITY EMPLOYER

Sub-Bids Requested

Public Safety And School Building Renovation
Gresham, Oregon
Interior Finishes

Pre-Bid Conference And Job Walk Through:
December 7, 1995 at 10:00 A.M.
bid Date: December 14, 1995 - 2:00 pm

DRAWINGS CAN BE VIEWED AT
DONALD M. DRAKE COMPANY OFFICES
DAILY JOURNAL OF COMMERCE PLAN CENTER
CONSTRUCTION DATA PLAN CENTER
DONALD M. DRAKE COMPANY



1740 NW Flanders
Portland, OR 97209
(503) 226-3991
Fax (503) 243-2775



CCB #84045

We are an equal opportunity employer and request sub-bids from disadvantaged, minority, women, vietnam era veterans, disabled veterans, or emerging small business enterprises.

Informational Advertisement Department Of Transportation Call For Bids

Sealed bids will be received until 9 a.m. on December 14, 1995 for the projects listed below:

County

Hood River Twelfth Street Pedestrian Access Section of the Hood River Highway (OR35) in the City of Hood River. Miscellaneous High Appurtenances.

Malheur

Ironside - Brogan Hill Summit Section of the John Day Highway, approximately 50 miles west and north of Ontario. AC Pavement & Oiling.

Plans, specifications and bid documents may be obtained in Room 1, Transportation Building, Salem, Oregon 97310. Plans may be ordered by phone at (503) 986-3720, or by facsimile at (503) 986-3224. **There is a \$20.00 charge for plans and specifications per project.** Prime contractors must be prequalified ten days prior to the bid opening day. For additional information regarding pre-qualification, please contact Fran Neavoll, Program Section, at (503) 986-3877.

If your business is not certified as a Disadvantaged Business Enterprise (DBE) or a Women Business Enterprise (WBE), please contact the Office of Minority, women and Emerging Small Business at 155 Cottage, Salem, OR 97310, phone (503) 378-5651.

Job Opportunity: CITY OF PORTLAND

Assistant Program Specialist - Parks Security Specialist
Position responsible for managing Parks and Recreation's Security Program.

Approximate Monthly Salary: \$3,040 at entry to \$3,884.
Tentative Closing Date: Friday, December 8, 1995. No Postmarks Accepted.

Landscape Designer

Performs architectural work developing and administering projects and participating in a community consensus process to assess public needs.

Approximate Monthly Salary: \$2,777 at entry to \$3,373.
Tentative Closing Date: Friday, December 8, 1995. No Postmarks Accepted.

Concrete Finisher

Journey level skilled concrete worker.

Approximate Hourly Salary: \$16.25 at entry to \$17.66 after six months.

Tentative Closing Date: Friday, December 1, 1995. No Postmarks.

Public Works Inspector I & II

Approximate Monthly Salary: \$3,116 at entry to \$3,560 after two years for Inspector I and \$3,378 at entry to \$3,980 after 1 year for Inspector II.

Tentative Closing Date: Monday, December 4, 1995. No Postmarks

Engineer, Sr. Associate (Civil)

Approximate Monthly Salary: \$3,825 at entry to \$4,430.

Tentative Closing Date: Friday, December 1, 1995 or post-marked by that date.

Engineer, Associate, (Civil)

Approximate Monthly Salary: \$2,995 at entry to \$4,016.

Tentative Closing Date: Friday, December 1, 1995, or post-marked by that date.

Submit completed applications to City Hall, Room 100,
1220 SW 5th Ave. Portland, OR 97204

Some application are also available by Tuesday at local TPIC branch offices, NE Workforce Center and Urban League. Job information call: (503) 823-4352 and TDD (503) 823-3520.

The City of Portland is an AA/EEO employer.

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 longterm 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.

Intermediate Counselors C-II Residential (start \$1,222 - \$1,350) and C-III Outpatient (start \$1,359 - \$1,450): Diagnose and treat addiction clients; prepare and maintain client records, facilitate groups, monitor milieu. Inquire about C3045 and C2F30.

Part-Time Detoxification Technician II: works 8 am - 89 Pm Saturday and Sunday (24 hours per week) at our Tigard facility. Pays \$7.05 to \$8.94 per hour plus benefits. Require's 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 C1TOO.

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