

CLASSIFIEDS

Portland Development Commission

Receptionist
\$19,664 - \$27,955

Position requires a proven track record of dependability showing excellent punctuality and commitment and the ability to interface in a positive manner with a diverse group of people. Excellent customer service and a high degree of professionalism required.

Experience using a Meridian phone system (4 incoming lines, 95 extensions) or equivalent phone system. Performs regular and recurring clerical/administrative work by assisting other sections or departments with work overflow using MS Word. Knowledge of spreadsheets desirable. Requires minimum 2 years of related experience. Interested applicants should pick up a more detailed job description and application packet at PDC. Application packets must be returned by 5:00 pm, June 20, 1997. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission
1900 SW Fourth, #100
Portland, Oregon 97201

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

ADMIN. ASST. - private non-profit seeks enthusiastic, organized, detail-oriented person to support managers, coordinate mailings/meetings, maintain contract files and assist with special projects. Exp w/Windows95, WordPerfect, Access & QuattroPro and 60 wpm typing required. Degree and/or 2+years exp. preferred. FT + benefits. Send cover letter with salary requirements and resume to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 6/18/97. Equal Opportunity Employer.

Administrative Assistant in program working w/families at-risk. Full Time Position. Resp. incl. data input, answering phones, pick up & delivery of mail, monthly reports. Knowledge of WP 6.0 & paradox. H.S. Diploma/GED + 4 yrs. exper. or AA + 2 yrs. exper. \$7.30-\$7.80/hr. Benefits. Resume to: VOA Family Nursery, 537 SE Alder St., Portland, OR 97214 An Equal Opportunity Employer

Mental Health

Clinical Supervisor for intensive day treatment program located in North Portland. Requires MA/MSW degree, min. 2 yrs supervisory exper. working with culturally and clinically diverse youth. Send resume by 6/20/97 to: Nickerson Center, 7025 N. Lombard, Portland, OR 97203. Attn: Shirley Roberts

Washington County

Community Health Worker II
\$1,998 - \$2,428/mo
Closes June 20, 1997

Sanitarian I
\$2,557 - \$3,108/mo
Closes June 20, 1997

Sanitarian II
\$2,966-\$3,605/mo
Closes June 20, 1997

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, OR 97124

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

Free Lease 1st Month

Seeking talented self motivated hair designer for Multi-Cultural salon. Contact Ms. Washington at Waves Hair Design. 232-6263

PHYSICAL THERAPY LPTA Needed In Salem, Oregon

Do You Enjoy:
Assisting people to maximize their abilities?

Working in a positive atmosphere that is patient focused? Having a flexible benefit plan? Living in an area where there are limitless recreational, educational, and cultural opportunities?

Then You Need To Contact Sara Crawford, P.T. regarding the vacancy at Oregon State Hospital, 2600 Center St. NE, Salem, OR 97310. Phone (503) 945-2908, Fax (503) 945-2807, TTY (503) 945-2996. EOE.

SECRETARY/RECEPTIONIST

Full-time position with duties including telephone reception, greeting visitors, copying, faxing, filing, word processing, data entry and special projects as assigned. Necessary skills include strong telephone etiquette, good communication skills, and basic knowledge of computer software (MS Office). Bi-lingual language skills are a plus. We offer competitive wages and benefits, plus a great working environment. Please submit resumes to: Ceres Behavioral Healthcare Systems, Attn.: Personnel Dept., 1750 SW Skyline Boulevard, Suite 201, Portland, OR 97221. Equal Opportunity Employer

MAINTENANCE/JANITORIAL

person needed for building maintenance, yardwork, & janitorial duties at 4 sites. Prior experience, references, & valid ODL required. Send resume by 6/20/97 to: CCMH ML King, Portland, OR 97211. Attn: O. Clark.

Radio Board Operator/Producer - Part-Time

Must have 2 yrs broadcast experience. Must be willing to work flexible hours. Send resume to Program Director, KFXR Radio, 4614 SW Kelly, Portland, OR 97211. Equal Opportunity Employer.

Radio Advertising Sales - Sell commercial time on all-sports radio station, KFXR The Fan. 1-2 yrs. Sales exp. Good organizational, written and verbal communication skills. Self-motivated. Send resume/references to Sales Manager - KFXR Radio, 4614 SW Kelly, Portland, OR 97201. No phone calls please. Equal Opportunity Employer.

ADMINISTRATIVE/SECRETARIAL

Northwest Natural Gas Company has an immediate opening in its downtown Portland location for an Administrative Staff Assistant-Req. #97096, in its Information Services Department with highly advanced computer/PC skills; for job information, qualifications and application procedure-deadline 6-13-97, please contact:

Job information Line - Portland Area
(503) 226-4211, Ext. 2434

An Equal Opportunity Employer/Drug-Free/Smoke-Free Workplace

Oregon Shakespeare Festival Job Opening

Costume Shop Manager - Oregon Shakespeare Festival, has opening for experienced manager to run large shop, producing eleven productions in repertory system, in three theatres. Must possess strong interpersonal and organizational skills, as well as a good background in all phases of costume construction. Prior experience managing a large regional shop is advantageous. Duties include management of costume shop employees (construction, crafts, wigs, and run crews), seasonal and show budgeting, long range planning, liaison with designers, and communication with other Festival staff. Excellent salary and benefit package for a year-round contract. Start date is January 1, 1998. OSF is an equal opportunity organization and does not discriminate based on an applicant's or employee's race, color, religion, gender, national origin, citizenship, age, physical or mental disabilities, or any other characteristic protected by state or federal law. Contact Production Manager, Oregon Shakespeare Festival, 15 S. Pioneer, Ashland, OR 97520. Phone:(541) 482-2111, x 321, Fax: (541) 482-0446; e-mail, Talden41@aol.com. No later than July 15, 1997.

Garlington Center

On-Call Milieu Therapist needed for children's preschool day treatment program implementing therapeutic activities in conjunction with treatment team. Bachelor's degree in a mental health related field preferred. Prior experience working with preschool children preferred. Ref# OC-MT

Proctor Parents needed to provide safe nurturing homes to culturally diverse preschool children on a temporary but long-term basis. Parents provide 24-hour supervision and care. N/NE residents are encouraged to apply. Proctor homes must meet CSD certification requirements.

Child Care overnight and weekend care providers needed for proctor (foster) parents serving culturally diverse special needs preschool children. Training and 24 hour support provided. **Orientation for Proctor/Child Care will be held Tues. June 17, 5:00-6:30 p.m.** Please call Margaret for added information (503) 249-7990.

On-Call Residential Specialist needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 3 years prior experience preferred. QMHA required. Ref# OC-RS

Residential Specialist I needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 1-year prior experience preferred. Ref # NJ-RS
Salary Range: \$14,300 - \$15,445

Case Manager for medication management program to provide supportive services to stabilized individuals with serious and persistent mental illness. Duties include providing brief therapy, assisting and educating clients in obtaining social services and financial assistant under state/federal entitlement programs (e.g., primary health care, Social Security, food stamps, transportation, and housing), and maintaining case documentation as required by Oregon Administrative Rules. Required MSW or MS in related field and eligibility for QMHP status. MT-CM
Salary Range: \$23,600 - \$25,489 w/Masters
\$25,200 - \$27,217 w/Masters & Licensure

Resident Manager part-time position managing a 16 unit supported housing apartment complex for psychiatrically disabled adults. Responsibilities include property management, facilities and grounds maintenance, and occasional skills training with the residents. Position requires manager to live on-site in a two bedroom apartment. Bachelor degree preferred or three years of education/experience in human services. Ref # MLK-RM
Salary Range: \$8,750 - \$9,350 plus apartment

Closing Date: June 20, 1997

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore Portland, OR 97217 Attn: HR Fax: 249-8740 EOE. Committed to diversity. No phone call please. Contact our Job Line at 727-5947 for additional job opportunities.

Employment

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities:

Computer Operations Analysts II (Job # 153)

In these night shift positions, you will provide analytical and technical support for production system job processing and automated tape silos. Specifically, you will monitor, operate and perform startup/recovery function. Schedules for these positions include three - twelve hour shifts per week, from 6 pm to 6 am. You must have a High School diploma (or equivalent) and experience in an Operations Analyst or similar position.

Methods and Procedures Analyst (Job # 151)

You will perform research, analysis, design and implementation of enhancements to our Membership Billing and Reconciliation System. To qualify, you must have at least two years of membership experience and training in data processing, work methods or procedure writing (or equivalent combination of training and experience).

Programmer Analyst (Job # 137)

You will perform activities to enhance our information processing capabilities. Specifically, you will conduct problem identification, analysis, design, program development and implementation functions. You must possess a minimum of two years' demonstrated experience in OS and COBOL, knowledge of project management practices and the ability to design, develop and test program code. A college degree including courses in statistics, mathematics, accounting or computer science is preferred.

We offer competitive salaries and benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. For more information about career opportunities, call our **Job Information Line: 1-800-231-1617 or visit our website at <http://www.bcbso.com>**. To apply please indicate job # at the top of your resume or cover letter and submit to: **Blue Cross Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 225-6780**. We are strongly committed to equal opportunity in all phases of employment.



Claims Analysts (Job # 114)

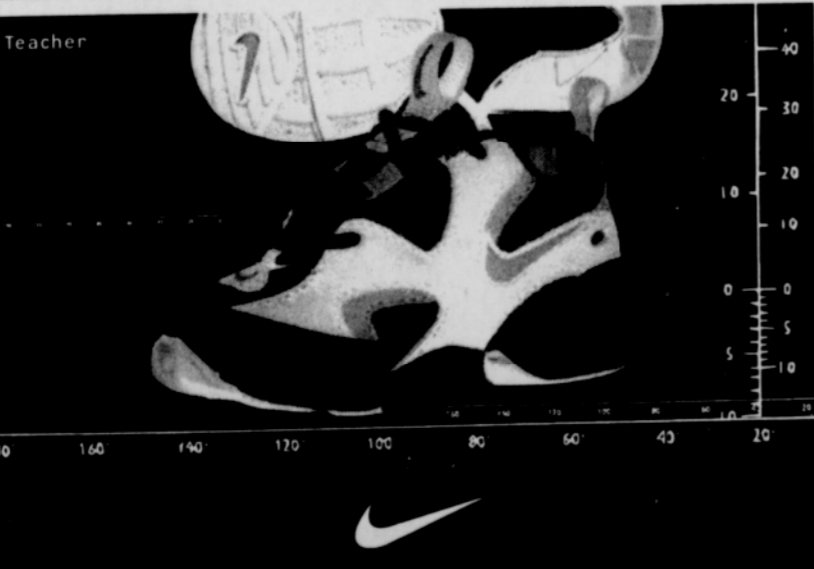
You will analyze and enter claims information into our automated Claims Administration System (CAS) for our Claims Training Department. You must have a High School degree (or equivalent), possess a certificate in Medical Terminology and one year of experience working in a doctor's office, hospital or other medical facility.

Exceptional Needs Care Coordinator (Job # 5017)

You will ensure access and create linkages to support the delivery of special medical care by working with various entities such as provider affairs representatives, member services representatives and state agency case managers. You must have a degree in the health care field from an accredited school and an LCSW or Oregon RN license. Also, you must have at least three years of experience in varied social or medical services.

Member Services Representative (Job # 110)

As part of our Member Services Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claims payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical and dental terminology.



THEY PROVIDE JUST THE RIGHT AMOUNT OF SUPPORT EVERY STEP OF THE WAY.

SO DO OUR CHILD CARE PROFESSIONALS.

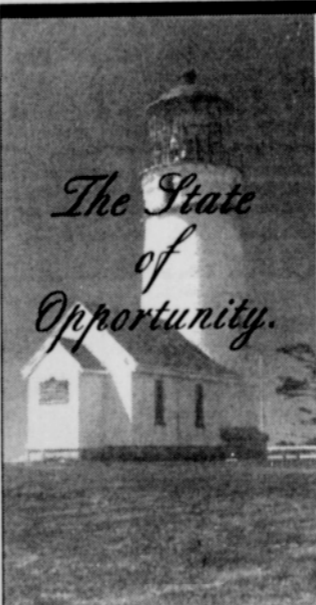
Hey, our people are just as NIKE as our products. Simply put, they perform at a higher level. Whether they're designing classroom programs or fostering relationships with children and their families, they're defining what child care is all about. If you can play at our level, stop by our **Job Fair on Saturday, June 14th** between 9am and 1pm at our expanding Joe Paterno Child Development Center at NIKE's World Headquarters in Beaverton. You'll learn all about our outstanding facilities, and these openings.

Infant/Toddler Teachers
Preschool Teachers
Assistant Teachers
Teacher Aides
Floating Assistant Teachers

All positions require at least 2 years of college-level ECE or related courses, and 2 years of experience in a group child care setting. You'll enjoy competitive pay, 3 weeks paid time off, holidays, full medical/dental/vision, 401(k), an Employee Store Pass and on-site food service.

Stop by our Job Fair or fax your resume indicating job code NEPOPASQ to (888) 767-9855, or send it to NIKE, Inc., Human Resources Service Center, One Bowerman Drive, Beaverton, OR 97005.

NIKE employs opportunity equally.



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION
Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have immediate opportunities for the following positions:

Principal Executive/Manager E (Transportation Safety Section Manager)

We are seeking an individual with strong leadership and communication skills for position in Salem. This position will direct the administration of the Transportation Safety Section and lead statewide programs that will initiate, support and integrate safety policies, programs and legislative efforts to achieve Branch and Department goals. The Safety Manager will represent internal and external concerns and issues on local, state and federal safety issues for the Department, to include integration of modal safety efforts and service; and serve as the Governor's Representative for Highway Safety. Requires three years of management experience which includes responsibility for development of program rules and policies, development of long- and short-range goals and plans, program evaluation and budget preparation. Salary \$3,365 to \$4,742 a month plus benefits. Completed application materials must be received by June 27, 1997. Announcement #OCDDT268. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Principal Executive/Manager C (Technical Signal Services Manager)

We are seeking an individual with strong leadership skills for a position in Salem. Will manage the operations and activities of the Traffic Signals Services Unit engaged in complex activities related to the construction and maintenance of state highways. This position is accountable for the proper maintenance of traffic control equipment. Requires five years of experience in supervision, staff-technical or professional-level work related to transportation. This experience must have included at least one year of project leader responsibility involving one or more of the following areas: a) development of program rules and policies; b) development of long- and short-range goals and plans, c) program and/or project evaluation, or d) monitoring and controlling, or preparing a budget. A related Bachelor's degree may substitute for up to three years of the required experience, but not the one year of specialized experience. Registration as a Professional Traffic Engineer is preferred. Salary \$2,773 to \$3,904 a month plus benefits. Completed application materials must be received by June 23, 1997. Announcement #OCDDT250A. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

OREGON STATE HOSPITAL

Assistant to the Superintendent

Assistant to the Superintendent of Oregon State Hospital in Salem. Challenging position providing administrative support to the superintendent. Serves as first contact with advocacy groups, legislative members, media, etc. Tracks confidential patient investigations; serves as a member of the hospital's executive team and supervises experienced office staff. Must have experience providing administrative support and

supervising staff. \$1,869 to \$2,511 monthly with excellent benefit package. Call (503) 945-2996, TTY (503) 945-2996, for information and application packet by Friday, June 13.

DEPARTMENT OF HUMAN RESOURCES

Principal Executive Manager D (Delivery System Unit Manager)

The Department of Human Resources (DHR) Office of Medical Assistance Programs (OMAP), is recruiting for an innovative and energetic person for the position of Oregon Health Plan (OHP) Delivery System Unit Manager in Salem. The position directs design, development and operation of the Medicaid OHP delivery system including prepaid health plan recruitment and retention, technical support programs for prepaid health plans and primary care case managers, enrollment and disenrollment functions, and education programs. To qualify, you must have six years of experience in supervision, staff-technical, or professional-level work related to a program of the agency. This experience must have included at least two years of supervision and management of a program, section or unit which included one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation. A Bachelor's degree or courses in Health Care Administration or Public Health or a related field may be substituted for up to three years of the required experience. Salary \$3,054 to \$4,301 monthly. Obtain a copy of the announcement number LE970398, application (form PD100) and any required supplements from a local Oregon Employment Department office OR most state agency personnel offices. If you have a disability and need an alternative format in order to complete the application form (PD100), you may call the Exam Unit at (503) 945-5843 or TTY (503) 945-6234. Completed applications must be received by 5:00 pm on June 20th. Send to Department of Human Resources, Attn: Career-Recruitment Section, Human Resources Building, 500 Summer Street NE-4th Floor, Salem, Oregon 97310-1043, Phone (503) 945-5843, fax (503) 378-8463.

Program Technician 1 (Encounter Data Liaison)

The Office of Medical Assistance Programs, DHR has a vacancy for an energetic and innovative person with experience in quantitative techniques and models for analyzing, trending and forecasting various forms of data. This position is responsible for ensuring that Physician Care, Health Maintenance, Dental Care, and Mental Health Organizations understand encounter data requirements and submit accurate and timely data for services provided to patients enrolled in the Oregon Health Plan. This position is also responsible for developing and monitoring plan compliance, management reports and projections. This position is located in Salem. To qualify, you must have three years of experience administering or coordinating parts or subsets of a project or program. A Bachelor's degree in Business Administration, Management, Public Administration, or a field directly related to the position will substitute for two years of required experience. Your background must give you the knowledge and skills identified in the Test Section of the announcement. Salary range \$2,261 to \$3,008 monthly plus excellent benefits. To apply, obtain State of Oregon announcement number LE970445 and application form from a local Oregon Employment Department office or most state agency personnel offices. If you have a disability and need an alternative format in order to complete the application form, you may call the Exam Unit at (503) 378-2130 or TTY (503) 378-4762 for the hearing impaired to leave a message about the alternative format needed. To be accepted, applications must be received by June 23, 1997.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.dashstate.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

