CLASSIFIEDS

Garlington Center Behavioral Healthcare

G

"Committed to Solving Problems Our Community Cares About"

Garlignton Center offers a full range of mental health services to adults, seniors, children, youth and families. Our services are designed to meet the individual, social and cultural needs of our clients. We seek dynamic professional for the following openings to work in our diverse, multicultural environment:

Accounting/Office Manager FT general ledger accountant. Ref # AD-AOM

Clinical Supervisor II needed to supervise case management team serving adult CMI clients. Ref # CS-CSS

Child and Family Therapist for Children's Program. $23,600-27,217.
Ref #CH-CFT

Outpatient Therapist (Contract/PT)
for adult Professional Counseling Services.
Ref #OP-PCS

Receptionist (P/T) 25 hours per week, $6.39-7.42 hr + benefits. Ref #CH-PT

Office Specialist II needed for fast-paced Child & Family outpatient program. Ref # CH-OS2 $16,400-17,713

For More Information on these and other vacancies, including job descriptions and qualifications, please call our JOB Line at 727-5947. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore, Portland, OR 97217, Attn: HR, Fax 249-8740.

An Equal Opportunity Employer
Committed to Diversity

SOCIAL SERVICES

Council for Prostitution Alternatives is seeking a Human Resources/Volunteer Coordinator for 20 hrs/wk. This position will be responsible for recruiting, training and placing volunteers within the agency. CPA is a feminist organization working to end domestic and sexual violence and the commercialized sexual exploitation of women and children.

Knowledge of or experience with these issues is required. **$12/hr. Benefits pro-rated.** Send cover letter and resume to **CPA, 1811 NE 39th, Ptd. OR 97212.** Open until filled.

An Equal Opportunity Employer. Women of color are encouraged to apply.

Administrative Assistant Marketing

Large NW Portland Construction firm has immediate opening for individual with the following computer skills: Desktop Publishing, Multi-Media/Graphics, WordPerfect, Access and Excel. E-mail/Internet experience a plus. Well-organized, team player, excellent written and verbal communication skills. Competitive salary, excellent benefits. Send resume/salary history to: Michele Lampman, E C Company, PO Box 10286, Portland, OR 97296 or

e-mail to Michele@e-co.com.

E C Company Is An Equal Opportunity Employer And Supports A Drug-Free Workplace Program.

Health Care

School Health Assistants

Salary: $8.71 hr - 20 hrs week

4 hrs day - 185 days school year

Application Deadline: Open until filled.

Application materials are available M-F 8:00-5:00 in the Lobby of the Ainsworth Building. Apply in person or send self-addressed, stamped legal envelope ($.64) indicating position to receive materials by mail to: Multnomah ESD, Receptionist, 11611 NE Ainsworth Circle, Portland, OR 97220

Application materials will not be faxed.

Nurse

Outdoor School Program

(7 weeks 9/17/97 Noon Sunday - 11/7/97 3:30 PM Friday)

Requires: Valid Oregon License to practice as a Registered Nurse; Minimum of 1 work year experience in care of the school age children; current CPR and 1st aid card

Salary $155.76/day (includes room and board)

Call 257-1600 for application materials and interview

An Equal Opportunity Employer & Drug Free Work Place

Multnomah Education Service District

Job Information Hotline
257-1510
257-1599 TDD
An Equal Opportunity Employer
& Drug Free Work Place

Janitors needed at ServiceMaster PT-Evenings-Flexible Schedules No exp. required 249-2035 Mon-Fri.

Teachers

Multnomah Education Service District is seeking **Substitute Teachers** for elementary and secondary - all subject areas for Centennial, Corbett, David Douglas, Reynolds, Riverdale, Sauvie Island school districts and MESD Special Education and Alternative School Programs (Subfinder consortium)

Substitute Teachers

May also schedule an appointment to registered for substituting for the Parkrose School District

Please call 255-1841 to schedule an appointment to register your Oregon teacher license. When scheduling indicate if you wish training on the automated sub calling system in order to substitute for the districts belonging to the Subfinder Consortium.

An Equal Opportunity Employer & Drug Free Work Place

SOCIAL SERVICES

Council for Prostitution Alternatives seeks

Community Outreach Coordinator. 20 hrs/wk. This position is responsible for establishing neighborhood liaisons and public speaking. CPA is a feminist organization working to end domestic and sexual violence and the commercialized sexual exploitation of women and children.

Knowledge of or experience with these issues is required. Bi-lingual preferred. **$12 per hr, benefits pro-rated.** Send cover letter and resume to **CPA, 1811 NE 39th, Ptd, OR 97212.**

Open until filled.

An Equal Opportunity Employer. Women of color are encouraged to apply.

Customer Service

As the third largest utility company in the West and with revenues reaching over 4.3 billion, PacifiCorp is strategically positioned for growth in both product and professional opportunities around the world. In the global energy market, we're building business units and diversifying our products to better serve our 1.8 million customers. Put more energy into your future. We're generating the opportunity at PacifiCorp.

Customer Service Professionals

In this position, you will handle a high volume of incoming calls and respond to customer inquiries by accessing information with a computer. You should be able to type 25 wpm or more and have a high school diploma.

Pacificorp offers an excellent benefit package, $9.00 an hour and increases depending on your willingness to learn. **For more information on how you can join the PacifiCorp team, call (503) 813-7310.** Our next training class begins mid-September.

See us on the web at http://www.pacificorp.com

PACIFICORP
THE RIGHT KIND OF ENERGY
Pacific Power • Utah Power

PacifiCorp is an equal opportunity employer that values diversity in the workplace.

Diversity *Call (503) 288-0033 To Advertise In* The Portland Observer **Community**

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

Since 1941, Regence BlueCross BlueShield 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 uninsurable 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:

Senior Programmer
(Job # 251)

You will provide data processing and system support to Medicare contractors in eight states. Responsibilities will include installing software releases, designing subsystems, troubleshooting and recommending improvements to our FSS system. Applicants must have at least two years of data processing experience and a working knowledge of system analysis, system testing and validation. You will need to demonstrate your understanding of mainframe software including JCL, COBOL II, CICS, TSO/ISPF, VSAM, EASYTRIVE+ or SAS, Command Level COBOL and Librarian.

ICR Scan Operator
(Job # 224)

You will be responsible for running calibration tests and setting scan parameters for a Kodak ICR Scanner. You will also verify batches for accuracy and assist the ICR System Administrator, Lead and Supervisor with activities designed to improve ICR processes. Qualified candidates must have a High School diploma (or equivalent) and a proficiency with PC Windows. You will need to demonstrate the ability to make quick decisions, pay attention to details, operate a 10-key by touch and communicate in an effective manner.

ICR Verify Operator
(Job # 220)

You will operate and maintain a Kodak ICR Scanner, prepare claims for microfilming and paper processing, run production reports, sort batches and regulate data fields as they display. Qualified candidates must have a High School diploma (or equivalent), at least two years of data entry experience and a proficiency with PC Windows. You will need to demonstrate the ability to make quick decisions, pay attention to details and communicate in an effective manner.

Sr. UNIX Systems Administrator
(Job # 235)

You will install, evaluate, administer and support UNIX servers and workstations as well as develop, standardize and document the configuration, operation and recovery procedures for our Computer System and Technology Group. To qualify, you must have a degree in Computer Science, Mathematics or Information Technology (or equivalent work experience), and at least six years' experience in data processing or scientific computing to include at least four years' experience in UNIX System Administration (preferably with Sun Solaris and AIX).

Claims Analysts
(Job # 234)

You will analyze and enter claims information into our automated Claims Administration System (CAS) for our Claims Training Department. You will provide claims processing to ensure corporate statistical reporting and utilization management, specifically determining payment eligibility under contract guidelines. You must have a High School diploma (or equivalent) and knowledge of medical terminology and ICD9 and CPT IV coding. One year of experience working in a doctor's office, hospital or other medical facility is preferred. Proficiency with 10-key and typing are a must.

Medical Management Coordinator II

You will verify that medical care provided to subscribers complies with company quality assurance, utilization review and case management policies and procedures. This is a job share opportunity requiring 20 hours a week and is located in **Medford**. You must have a degree from an accredited school of nursing and a current Oregon RN license. You must have a strong medical background and clinical experience in medical review, managed care and case management. The ability to exercise independent judgment, initiative and discretion in confidential and sensitive matters is necessary.

Training and Documentation Coordinator
(Job # 222)

You will research and analyze operational and clerical activities in order to identify improvements and conduct hands-on training in system appli-cations, PC usage and administrative/procedural policies. You will also be required to prepare user documentation based on established guidelines. To qualify, you must have three years' experience with membership-related systems, policies and procedures. The successful candidate must demonstrate a strong understanding of training techniques, mathematical abilities and possess excellent grammar and communication skills.

Marketing Secretary
(Job # 205)

You will prepare internal and external correspondence, track statistical reporting, assist with the bid process and oversee staff scheduling. You must have a High School diploma (or equivalent) and at least two years' experience as a secretary in a similar office environment. Excellent communication, business composition and mathematics skills are required. You must be able to type 50 wpm, prioritize multiple tasks simultaneously and meet deadlines while maintaining a positive and professional image.

Secretary to Manager
(Job # 245)

We are looking for a self-motivated, resourceful, detail-minded professional with a positive attitude who enjoys working with people. Job responsibilities will include: preparing correspondence, documentation and presentation materials; maintaining files and manuals; scheduling meetings and keeping the department management team organized. Skills required include a High School diploma, at least two years of related office work experience, an interest in learning, strong PC skills, type 70+ wpm and common sense.

We offer competitive salaries and benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to: **Regence BlueCross BlueShield of Oregon HMO Oregon, 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.

Regence
BlueCross BlueShield of Oregon
HMO Oregon

OREGON BUSINESS 1997 100 BEST Companies to Work for in OREGON

For more information about career opportunities, call our Job Information Line:
1-800-231-1617 or visit our website at www.bcbso.com

In **Oregon,** opportunity means a variety of careers available state-wide, competitive salaries and great benefits. 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:

Transportation Engineer
(Urban Hydraulic Engineer)
We are seeking a Professional Engineer for a vacancy in Salem. As the Oregon Department of Transportation's expert in urban hydrology and hydraulics in developing storm sewer systems, this person will coordinate statewide design efforts to prevent erosion, control sediment and provide storm water quality. Requires a Bachelor's degree in Civil or Transportation related Engineering; and four years of professional-level experience in the practice of transportation engineering; OR seven years of engineering experience. Three of the seven years must have been performing professional-level engineering duties equivalent to a Transportation Engineer 1. Registration as a Professional Engineer (PE) is required. Salary $3,762 to $5,146 a month plus benefits. Completed application materials must be received by September 5, 1997. Announcement #OCDT7291. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Transportation Engineer 1
(Senior Traffic Investigator)
We are seeking applicants with strong communication and computer skills for a vacancy in Salem. This position will conduct and coordinate studies related to traffic engineering and safety investigations and has responsibility for providing general direction in the appropriate use of computer equipment and traffic engineering programs. Requires a Bachelor's degree in civil or transportation-related Engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an EIT, LSIT, PE or PLS. One of the four years must have been performing professional-level engineering duties. Salary $2,806 to $3,837 a month plus benefits. Completed application materials must be received by September 5, 1997. Announcement #OCDT7294. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Transportation Engineer 1
(Construction Utilities Coordinator)
Two year employment opportunity in Bend! We are seeking applicants with strong communication and project management skills to assist on the Bend Parkway Project. This position will assist in the identification of utilities in conflict prior to project construction, monitor progress of utility relocation activities and serve as ODOT liaison with utility companies and city/county agencies. There is no expectation of continued employment beyond 24 months. Requires a Bachelor's degree in Civil or Transportation-related Engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an EIT, LSIT, PE or PLS. One of the four years must have been performing professional-level engineering duties. Salary $2,806 to $3,837 a month plus benefits. Completed application materials must be received by September 2, 1997. Announcement #OCDT7293. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Associate Transportation Engineer
(Storm Water Specialist)
We are seeking applicants with strong communication and computer skills for a position located in Salem. Will develop designs, special provisions, typical details, cost estimates and reports for geo-technical, storm water and erosion portions of highway projects. Requires a Bachelor's degree with major coursework in civil or transportation-related engineering; OR a Professional Engineer's license in Civil or Transportation (PE); OR a Professional Land Surveyor's license (PLS); OR a Fundamentals-In-Engineering certificate (FE/EIT); OR a Fundamentals-In-Land Surveying certificate (FLS/LSIT). Salary $2,545 to $3,477 a month plus benefits. Completed application materials must be received by September 2, 1997. Announcement #OCDT7290. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Traffic Signal Technician 2
(Traffic Information Systems Technician)
We are seeking applicants with experience repairing traffic signals and signal controllers for position in Salem. Will perform technical work on traffic information systems in the areas of design, testing, installation, inspections, repair and maintenance throughout the state. Requires five years of experience maintaining, testing and repairing equipment. Two of the five years must have been in maintaining and repairing traffic signals and signal controllers; OR an Associate's degree in Electronic Technology from an approved school and two years of experience maintaining and repairing traffic signals and signal controllers. Salary $2,306 to $3,157 a month plus benefits. Completed application materials must be received by September 5, 1997. Announcement #OCDT7275A. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Highway Maintenance Assistant Supervisor
(Region Sign Crew)
We are seeking team-oriented, experienced individual for position in Troutdale. Will function as a member of the sign crew team and perform any required manual labor and equipment operation necessary to install, repair and maintain all types of road and highway signs within the Region; and assist in managing and directing work activities and resources. Must have two years of experience on a roadway, bridge, drawbridge, sign or landscape section maintenance crew (or related seasonal crew); or two years of equivalent experience. Salary $1,925 to $2,561 a month plus benefits. Completed application materials must be received by September 2, 1997. Announcement #OCDT7404. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

DEPARTMENT OF HUMAN RESOURCES

Fiscal Auditor 2
(Hospital Auditor)
The Office of Medical Assistance Programs within the Department of Human Resources is recruiting for an energetic and innovative person to perform financial audits in acute care hospitals, Federally Qualified Health Centers, and rural health clinics for the State Medicaid Program. To qualify: you must have two years of financial auditing experience including one year of experience auditing government agencies and a Bachelor's degree with thirty quarter hours in Accounting and Auditing. Two more years of accounting or financial auditing experience may substitute for the degree. Salary $2,683 to $3,575 a month. Applications: obtain Announcement #LE970713 and a State of Oregon application (form PD 100) 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 (PD 100), you may call the Exam Unit at (503) 945-5843 or TTY (503) 945-6214.** Your application must be received in this office by 5 p.m. on September 2, 1997.

OREGON HEALTH DIVISION

Project Coordinator
(OPIC Coordinator)
Oregon Health Division is seeking a high energy individual to work full time permanent as the Oregon Preschool Immunization Consortium (OPIC) Coordinator. Position located in Portland. Requires four years experience as executive assistant, administrative analyst, researcher, or administrative officer. Two of the required years must have included administration or oversight of an on-going project or program. A Bachelor's degree in Business Administration, Management, Public Administration or a closely related field may be substituted for two years of administrative experience. The winning candidate will have strong skills in public relations, media relations, marketing, oral and verbal communications including grant writing and fund raising. Being competent in working with political organizations and systems and being a strong team player with good interpersonal skills is a must. Need computer skills and ability to learn new software. Duties and responsibilities include implementing strategies of and providing support to OPIC, and providing technical assistance to both public and private immunization providers in the area of outreach, consortium building, training, workshops and materials. Salary $2,683 to $ 3,575 a month. Announcement #LE970707. **To apply call Oregon Health Division Personnel Department for job announcement and a State of Oregon application (PD 100) form at (503) 731-4005.** Test questions are listed on job announcement. Application and written test must be delivered to OHD Personnel Department by 5 p.m., September 3, 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.dashr.state.or.us/jobs/. The State of Oregon and all its divisions are proud to be equal opportunity employers.