

# CLASSIFIEDS

## City of Portland is seeking a Public Involvement Coordinator (Temporary/Part-time)

The Office of Neighborhood Associations and the Bureau of Environmental Services are working together to provide public involvement and outreach for the Willamette River Predesign Project.

Responsible for assisting in the development and implementation of a public involvement workplan. Duties include phone contact, direct mailing, database support, making presentations and developing effective relationships with a wide variety of community groups, the general public and other governmental agencies.

Must be experienced in community organizing, public involvement and outreach. Need excellent writing and verbal communication skills. Skilled in maintaining a computerized database.

This position will average 30 hours per week, has 2 starting pay rate of \$18.69/hr is not eligible for city benefits and is funded through December 1998.

Submit a focused resume no later than November 10, 1997 to: Celia Heron, Office of Neighborhood Associations 1400 SW 5th Avenue, Portland OR 97204

AN EQUAL OPPORTUNITY EMPLOYER



## Experience Corps: Older Adults Helping Elementary School Children

The Experience Corps is looking for volunteers age 55 and over to help improve scholastic achievement and the overall quality of life of school children.

Starting in September, this expanding program has operated in six Portland elementary schools: Atkinson, Humboldt, Kenton, Lent, Vernon and Woodlawn.

Experience Corps volunteers serve in teams and perform a variety of activities based on their talents and interests and the needs of the school. Examples include fundraising, working with computers, and assisting with after school activities. Helping with reading activities is especially important. Stipends are available for volunteers who commit to at least 12 hours a week.

Experience Corps is a great way for older adults to be involved in community service, share life experiences, and use leadership qualities gained from experience. A range of opportunities are available for anyone who cares about our schools and wants to make a difference - call Shirley at 249-0469 for more information or to join.

Call (503) 288-0033 to advertise in  
The Portland Observer

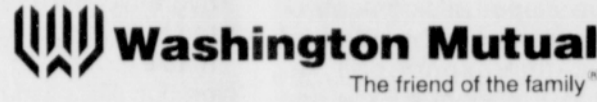
### Banking

## Excellent Career Opportunities! Financial Center Manager Hazel Dell

We have an experienced Mgr. position available at our Hazel Dell branch in SW Washington. The incumbent will provide personnel management and supervision for financial center employees, acts as a liaison among personnel, head office administration and various operational support departments on matters affecting the financial center, provides operations control and ensures customer satisfaction through effective, courteous and timely customer service.

To qualify, you must have 4+ years of banking operations, installment and mortgage lending exp., demonstrated skill in supervision/leading others, proven ability to train employees and maintain positive customer relationships and provide coaching and counseling. We offer an exc. compensation and benefits package.

Washington Mutual does NOT accept resumes without a completed application. \*Applications are available at all bank locations. Please mail your completed application to:



HR Recruiter: #9703222

851 SW 6th Ave. Suite 230

Portland, OR 97204

Equal Opportunity Employer m/f/d/v

### Transportation

## Work for One Tough Mother! Traffic Specialist

We are seeking team players to work in our domestic transportation department. You will work with freight carriers to investigate claims for lost, damaged or refused shipments. Responsibilities include preparing paperwork, conducting research and making recommendations to the Domestic Traffic Manager on transportation related issues.

Must possess excellent verbal and written communication skills. Ability to reach effective solutions to difficult problems in a fast-paced, pressure-oriented environment. Familiarity with small package, LTL carriers, contract carriers, and shipping document preparation preferred. Intermediate Microsoft Excel, Word and LAN experience a plus.

Position requires two plus years experience in a transportation environment, preferably domestic traffic, working with claims, distribution, and providing excellent customer service.

Pre-employment drug screen required.

Please send your resume to: Columbia Sportswear Company, Human Resources, Dept. TRFSPEC, PO Box 83239, Portland, OR 97283 or Fax (503) 735-4597. Equal Opportunity Employer.



## Washington County

**Law Student Intern**  
(Pending Board of Commissioners' Approval)  
\$2,162 - \$2,628/mo

Closes November 7, 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.



## Garlington Center Behavioral Healthcare

"Committed to Solving Problems Our  
Community Cares About"

Garlington 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 professionals for the following openings to work in our diverse, multicultural environment:

Child & Family Therapist needed for Preschool Psychiatric Day Treatment Program. Experience in assessment, TX planning, individual & family therapy.

Ref. #CH-DTP

Case Manger needed for our residential team Serving CMI clients. Ref #CM-PLAZA

Case Manager needed to provide supportive therapy and a full range of intensive case management services to CMI clients.

Ref. # CSS-ICM

Accounting Office Manager general ledger accountant.

Financial Specialist needed duties include research and follow-up of client billing accounts.

Garlington Center Mental Health Center is seeking an experienced Human Resources professional to provide leadership in areas to include: policy implementations, labor relations, EEO, worker's comp, recruiting and staffing, employee communications and training activities. Ideal candidate will have proven success in managing Human Resources elements, strong interpersonal and analytical skills. BA in Human Resources, business management or closely related field or equivalent.

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. No Phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER

COMMITTED TO DIVERSITY

### Accounting



## International Accountant

Columbia Sportswear Company, a leading manufacturer of sportswear and outerwear, is seeking an International Accountant responsible for providing world wide financial support to international subsidiaries and divisions. Responsibilities include preparation of monthly and annual financial statements, monitoring and reconciling intercompany activity between subsidiaries, preparing budgets, forecasts and other analyses as required.

Bachelors degree or equivalent specializing in accounting and two plus years general accounting experience. C.P.A. or C.M.A. candidate preferred. Experience with consolidation accounting. Working knowledge of computer spreadsheet based financial analysis and modeling required. Exposure to international business and foreign language a plus. Some international travel may be required. Must be a team player that thrives in a fast paced corporate HQ environment.

Please send resume and salary history to: Human Resources, Dept. INTACCT, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity

## Help Wanted

Transition Counselor, 50%, to help teen moms prepare for the workforce. Experience in counseling, interviewing techniques, resume/letter preparation, cultural diversity and strong written and verbal skills required. Work at NE Portland site. Please send cover letter and resume to: Women in Community Service, 1111 Third Ave., Room 960, Seattle, WA 98101-3212. EOE. Closes 11/14/97

## Mental Health

Direct Care Positions available in Troutdale/Gresham.  
Working w/disabled adults. No exp. needed.  
Starting wage \$5.95-\$6.80.

- \*Kaiser Benefits
- \*Paid Trainings
- \*Fun Activities
- \*Raises every 6 mons.
- \*Room for Advancement

Please call 244-1149.

## 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 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:

### Claims Analysts

(Job # 97-320)

You will analyze and enter claim information into our automated Claims Administration System (CAS) for our Claims Training Department. You must have a High School diploma, or equivalent, and knowledge of medical terminology. Proficiency with 10-key and typing is a must. Excellent communication skills and the ability to work overtime are required.

### General Ledger Accountant II

(Job # 97-319)

You will perform monthly reconciliation and ensure the accurate recording of accounting transactions, cash receipts and disbursements. To qualify, you will need one year of accounting experience and completion of one year of college accounting coursework, or the equivalent. You must have knowledge of general accounting theory and practice, and PC skills including Lotus 1-2-3.

### Senior MVS Systems Programmer

(Job # 97-325)

You will ensure that all systems software products are supported, serve as a consulting resource; troubleshoot and provide solutions; conduct systems software product evaluations; make recommendations; and design, code, test, debug, document and maintain system programs. You must have at least 5 years' applicable programming and technical support experience in an on-line, combination large mainframe and client server environment. The successful candidate will have experience managing, installing, maintaining and tuning IBM mainframe operating systems software and program products.

### Secretary to Claims Manager

(Job # 97-319)

In this position, you will provide general secretarial support to the Claims Manager, including typing correspondence, screening calls, maintaining files, and managing reports and charts. To qualify, you will need a High School degree (or equivalent) and at least one year of general office experience. In addition, you must be able to type 50 words per minute and possess PC skills including Lotus 1-2-3, Excel, Word and/or AmiPro, Freelance Graphics, Visio, PowerPoint, and mainframe TSO.

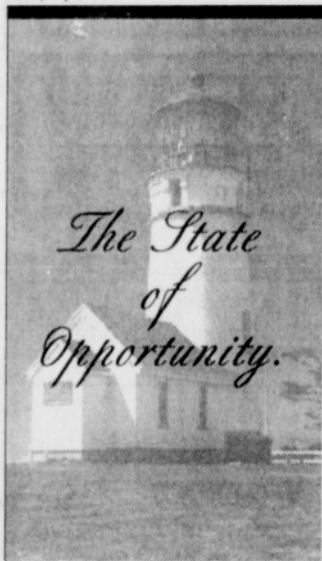
We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to: **Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.



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



### Employment



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:

### Employee/Labor Relations Manager (Principal Executive/Manager D)

Apply your experience and skills as an Employee/Labor Relations manager by joining the Oregon Department of Transportation's personnel team. Make a difference as you manage a staff of Human Resource professionals in diverse geographic locations and represent the Department in union contract bargaining. Requires six years of experience in supervision, staff/technical, or professional-level work in Personnel or Human Resource Management. This experience must have included two years of supervisory or management experience over a personnel function such as employee/labor relations, recruitment and selection, classification, or compensation. Salary \$3,146 to \$4,430 a month plus benefits. Announcement #OCDD7514. Completed application materials must be received by November 21, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

### Associate Transportation Engineer (ITIS Program Coordinator)

We are seeking applicants with strong computer skills for a position in Salem. Will provide programming support for the development, maintenance, and reporting of the Integrated Transportation Information System, a computerized state highway inventory database system. Requires a Bachelor's degree with major coursework in civil or transportation-related engineering; OR a Professional Engineer's License (PE), a Professional Land Surveyor's license (PLS), a Fundamentals-In-Engineering certificate (FE/EIT), or a Fundamentals-In-Land Surveying certificate (FLS/LSIT). NOTE: Applicants anticipating receipt of related Bachelor's degree must provide proof of degree by January 15, 1998. Official appointment to position will be contingent upon this information being confirmed. Salary \$2,545 to \$3,477 a month plus benefits. Announcement #OCDD7437A. Completed application materials must be received by December 1, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

### Engineering Specialist 2 (Field Survey Tech/Office Support/Jr. Inspector)

We are seeking applicants for a position in The Dalles. Will ensure daily contract compliance on construction projects, perform survey work in the field and ensure contract documentation on all projects. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and two years of experience directly related to engineering; OR three and one-half years (42 months) of sub-professional engineering experience. A related Bachelor's degree may substitute for the Associate's degree in Engineering Technology. Salary \$2,093 to \$2,861 a month plus benefits. Announcement #OCDD7529. Completed application materials must be received by November 20, 1997. **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.

### OREGON STATE HOSPITAL

#### Certified Nurses Assistant

Oregon State Hospital is now accepting applications for temporary and permanent CNAs. Experience working with psychiatric patients is desired, and is required for higher level positions. There are also immediate temporary openings (full-time, up to 6 months). Positions require current CNA license. Salary is \$9.76 to \$16.19 an hour, DOE. **Application packets are available 8:30 to 4:00, Monday through Friday at Oregon State Hospital, Employee Relations, Bldg. 29; 2600 Center Street N.E.; Salem or call (503) 945-2815 in Salem; (Portland area, call (503) 731-8628). TTY (503) 945-2996.**

### DEPARTMENT OF HUMAN RESOURCES Oregon Health Division Public Health Educator 2 (Community Based Organizations Coordinator)

The Oregon Health Division, Center for Disease Prevention and Epidemiology, is recruiting for a permanent, full-time position, located in Portland. This position coordinates community based HIV and other sexually transmitted disease (STD) services to gay and bisexual men through community based organizations (CBOs), focusing on prevention education to prevent further spread of HIV and other STDs. This position will serve as the primary liaison between CBOs, local health departments, and other organizations working with gay and bisexual men and other groups at risk of HIV and other STDs. Frequent in-state travel and some evening and weekend work may be associated with this position. Applicants must have a Bachelor's Degree in a health or education field and three years public health and disease prevention experience at the local, state, or national level; or a Master's Degree in a health or education field and one year of public health related experience. Salary range is \$2,561 to \$3,406 a month. Closing date is November 17, 1997. **Application packets can be obtained at your local State Employment Office or call (503) 731-4005.**

### Environmental Health Specialist

The Oregon Health Division's Lead Based Paint Program is currently recruiting for an Environmental Health Specialist 3 in Portland. Responsibilities include processing, documenting and monitoring applications for certification of lead-based paint professionals; as well as applications for accreditation by training providers to offer lead-based training courses. Qualifications include a Bachelor's degree in Environmental or related science, and two years experience in the environmental health field. Applicants must be registered or eligible to become registered as a sanitarian in Oregon at the time of appointment. Salary range is \$2,561 to \$3,406 a month. **To apply or for more information, contact an Oregon Employment Department office or the Health Division Personnel Services section at (503) 731-4005. Announcement number is LE971048. Position closes November 21, 1997.**

### OREGON YOUTH AUTHORITY

#### Staff Nurse

MacLaren Youth Correctional Facilities in Woodburn, is currently recruiting for a temporary Staff Nurse. Employee will work Monday through Friday, and the temporary assignment is expected to last through December 31, 1997. Current Oregon R.N. license is required. Salary is \$15.48 an hour. **To apply, contact Vicki Kable, (503) 982-4477 no later than 5 p.m., November 7, 1997.**

### OREGON STATE UNIVERSITY

#### Plumber

OSU has one current opening for a Plumber in Facilities Services. A valid Oregon Plumber's license and one year as journey-level plumber or completion of approved apprenticeship program is required. Major duties include: opening drains; repair plumbing; repair/replace hot water heaters; install Pyrex, polypropylene, PVC, lead, cast iron or galvanized drain lines; and install drinking fountains, water coolers, water lines, sprinkler irrigation systems, lab equipment (sterilizers, X-ray machines, liquid air machines, and sinks). Responsibilities also include repairing/servicing backflow prevention devices; removing/repairing/replacing steam radiators; assistance in planning new installations/alterations; and packing/greasing expansion joints on steam lines in steam tunnels and in manholes. Salary range is \$2,341 to \$2,576 a month. **Contact OSU Department of Human Resources, 14th and Jefferson, Corvallis, OR 97331-2132, (541) 737-3103, TTY (800) 735-2900, for application materials. All application materials must be received by closing date of November 28, 1997.**

### OREGON STATE POLICE

#### Cadet positions

We are accepting applications for Cadet (seasonal) positions through November 30, 1997. Minimum qualifications: 18 years or older, high school diploma or equivalent, licensed to operate motor vehicle, and no felony convictions. Starting hourly rate is \$8.31 for the first 12 months. Cadet Application form required. **To receive an application, call the OSP Jobline at (503) 378-3725, ext. 4131; pick up at any State Police Office; or write OSP Swom Applicant Processing Section, 498 N. Monmouth Ave., Monmouth, OR 97361. Applications must be postmarked on or before November 30, 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.