

**Cabinet Sales**

Cabinet and residential remodeling sales. Remodeling contractor and retail cabinet dealer seeks Certified Kitchen Designer to represent 3 cabinet lines. Must be experienced in sales. Must be familiar with cabinet specifications, pricing systems, and have a knowledge of ordering processes. Commissioned pricing systems, and have a knowledge of ordering processes. Commissioned sales in this friendly team environment. Must provide own transportation. Company named by Oregon Business Magazine as one of Oregon's 100 Best Companies to Work For. Send resume and cover letter to Julia Spence, Human Resources Manager, Neil Kelly Company, 804 North Alberta Ave., Portland, OR 97217.



**SUMMER JOBS!**

Be a Portland Parks Lifeguard and Swim Instructor

- Over 350 Positions
- 6 Indoor and 8 Outdoor Pools
- Flexible Hours
- Benefits You an! Your Community
- Lifeguard: \$6.75 to \$7.75/hr.
- Swim Instructor: \$7.50 to \$10.00/hr
- Training Available - call for classes

For more information call...

**823-5130**

**Now Hiring**

**RN's**

Child/Adolescent/Geriatric Units

**Oregon State Hospital**

Opportunity to work in a psychiatric setting. These are permanent positions located in Salem.

Children / Adolescent positions are on the swingshift, full-time. Geriatric positions are; one full-time on the nightshift and one part-time on the swingshift.

Monthly salary is \$2,532 to \$3,344 monthly. Shift differential is \$1.10 per hour for swingshift and \$1.75 an hour for the nightshift. Benefits include medical / dental options, state paid retirement, paid holidays. Experience in a psychiatric setting or with specific age group is beneficial. Contact 503-945-7118 for further information regarding these positions or submit an application to the Personnel Office at Oregon State Hospital, 2600 Center St. NE, Salem, OR 97310. Applications must be received by March 18, 1998. TTY: 503-945-2996. AA/EOE.

**FIELD SERVICE MANAGER**

The American Red Cross is seeking an experienced individual to work with the state service delivery system to identify Red Cross service needs throughout the state, and determine ways to satisfy them. The successful candidate will have experience successfully developing volunteer programs, and an understanding of community organization principles and group dynamics. Requires a Bachelor's degree in Public or Business Administration or one of the Social Sciences, 5 years experience with American Red Cross or similar not-for-profit organization and at least 3 years in a management or lead service role. We offer an excellent benefits package. Drug screen required. Please send cover letter with resume and/or Red Cross application to:

**American Red Cross  
OREGON TRAIL CHAPTER  
P.O. Box 3200  
Portland, OR. 97208  
We are an Equal  
Opportunity Employer.**

**St. Mark Baptist Church**

Looking for piano player. Contact Paster Robert Kelly Church, phone 287-7457

**G**

**Garlington Center Behavioral Healthcare**

**Nurse Practitioner PMHNP** unique opportunity for Nurse Practitioner with strong clinical skills and proven leadership ability. We are looking for an energetic team player that wants responsibility and opportunity to participate in revitalizing department. Requires current Oregon RN license and certificate authorizing prescriptive privileges including DEA approval for dispensing. FT Days M-F

**Starting Salary: \$34,000**

**Psychiatric Nurse** Dedicated team player with proven clinical skills and desire to participate in revitalizing department. Requires current Oregon RN license and 2 years psychiatric nursing experience, preferably inpatient and/or dual diagnosis. Knowledge of psychotropic medications, mental illness theories and current practices.

Medical Transcriptionist needed for typing all psychiatric notes and maintaining all medical records pertaining to client files. Type 80 wpm transcribes from dictaphone equipment. Ref. #MT-MD

**Salary Range: \$16,400-\$17,713**

**Receptionist** needed to operate a multi-line switchboard. Direct call to 60 extensions and greet visitors and clients. High School diploma type 45 wpm. Knowledge of MS word, WP7. Ref #AD-Recep.

**Salary Range: \$13,300-14,365**

**Child & Family Therapist** needed full-time. Duties include providing outpatient services to culturally diverse population of children ages 0-21. Experience with crisis intervention outreach and working with minority youth & families desirable. Masters degree in a mental health related field and 2 years clinical exp. required. QMHP required. Ref. #CH-CFT

**Salary Range: OP/C 2 QMHP \$23,600-25,489**

**OP/C QMHP w/Masters & Licensure \$25,299-27,217**

**Directors of Human Resources** Unique opportunity for an unusual HR Professional for our multi-site mental health care agency. Reporting to the ECO, this position requires both a strong strategist and a hands-on practitioner capable of managing staff, compliance, labor relations and policy development. Ideal candidate will have a minimum 5 yrs. HR management exp., certification a plus. Proven ability to manage all phases of HR and demonstrated analytical skills. We are looking for an innovator with the desire to run day-to-day activities.

**Finance Specialist** needed to process payroll twice a month for a multi-site, non-profit social services agency. Prepare all non-benefit-withholding payments. Reconcile operating bank accounts. AA preferred 2 yrs. general bookkeeping and payroll required. Knowledge of Peachtree or other PC-based accounting system required.

**Starting Salary: \$8.99-9.71 hr.**

**Accounting Manager** challenging opportunity for individual interested in a hands-on position supervising small accounting staff for a non-profit mental health agency. Reporting to the CFO, you will be responsible for all phases of payroll, AP/AR, billing and GL using a PC-based system. In addition, you will prepare all budgets, financial statements, cost and statistical reports and participate in investment analysis and cash management. The successful candidate will have proven knowledge of PC-based accounting software, preferably Peachtree and Ceridan. A BS degree in accounting is preferred with 5 years exp. and supervisory skills. Ref #FN-AM

**Closing Date: Open until filled**

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

**Washington County**

**Equipment Mechanic II**

\$2,551 - \$3,068/mo

Closes March 20, 1998

**Equipment Service Worker**

\$2,213 - \$2,674/mo

Closes March 20, 1998

**Plans Examiner II**

\$3,290 - \$3,997/mo

Closes March 20, 1998

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.

**Job Opportunity: City Of Portland**

**New Job Listings**

**Capital Improvement Program Manager** (Senior Environmental Services Manager) Approximate Annual Salary: \$64,958 to \$82,971, closing date of Monday, March 23, 1998.

**Senior HR Analyst [Outreach Recruiter]** Monthly Salary Range: \$3,413 to \$4,358 plus closing date of Friday, March 27, 1998.

**HR Coordinator [Employee Relations]** Approximate Monthly Salary: \$3,980 to \$5,084. Closing date Friday, March 27, 1998.

**Sr. Programmer Analyst** Approximate Annual Salary: \$45,365 to \$57,990 plus a generous benefits package. Closing date Monday, March 23, 1998.

**Open Continuous**

- Building Plan Examiner II \$21.39 to \$24,77/hr
- Clerical Specialist, \$1,856 to \$2,590
- Electrician \$20.31 to \$22.08/hr
- Police Data Technician Trainee \$9.17 to \$9.96
- Secretarial Clerk I, \$20,280 to \$28,142/yr
- Secretarial Clerk II, \$21,611 to \$30,451/yr
- Systems Analyst/Programmer \$45,365 to \$57,990/yr

For other job listings call (503) 823-4573 TDD (503) 823-3520.

Submit completed applications to:

City Personnel

1400 SW Fifth, 10th Floor

Portland, Oregon 97204

The City of Portland is an AA/EEO Employer.

**Public Safety Station Coordinator**

**\$2,577 - \$3,289/mo.**

The City of Eugene is accepting applications for Public Safety Station Coordinator. The position oversees and administers the day-to-day activities of the City Center Public Safety Station, coordinating and managing Public Safety information, referral, and outreach programs and related support services. Five years of related education and/or experience required. Experience in coordinating, overseeing, and providing community services may be combined with related college course work (social science, criminal justice) to add up to the five-year minimum requires. High school diploma or equivalent required. Preference may be given for people fluent in Spanish. **Closing date for applications: March 27, 1998.** Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. The City of Eugene values diversity in its workforce and is committed to affirmative action. Out-of-area residents may request application packet by calling (541) 682-5061 (or e-mailing at [application.request@ci.eugene.or.us](mailto:application.request@ci.eugene.or.us)).

**Outreach Specialist, Youth Gangs Program**

**(3 positions, contingent upon funding)**

Previous experience with youth gangs at risk youth in the Portland Metro area.

Demonstrated knowledge of North/Northeast community. Experience in working with diverse groups. Bilingual skills welcomed. Salary range \$10-11 hr. Resumes are not accepted in lieu of a completed NE Coalition application. Apply in person to NE Coalition of Neighborhoods, 4815 N. E. 7th, Room C-25, Portland, before 5:00 p.m., March 23, 1998. Equal Opportunity Employer.

**OREGON ARMY NATIONAL GUARD**

Non-prior or prior service okay. We take GED's. Good pay and benefits.

**Call: 503-557-6034.**

**Wanted!**

Gospel musician; train choir; accompany ministry; small congregation. Call 249-8513

**Attorney OR Dept of Justice**

Two attorney vacancies in the Business Transactions Section of the General Counsel Division in Salem. Duties include providing general counsel services to state agencies with public contracting and transaction needs. Must have exp and knowledge in business and contract law. Position #7505025: familiarity w/ Oregon public contracting law, state admin law, construction law, general commercial law desirable. Salary \$3,146 - \$4,221/mo. Position #9994038: familiarity w/general commercial law, information systems tech or intellectual property law, including software development and licensing, and public contracting law desirable. Salary \$3,146 - \$5,938/mo. Both positions require excellent writing, analytical and verbal skills. Must be OSB member at time of appointment. To apply, call (503) 378-5555 X 321, (503) 378-5938 TTY, or Internet: <http://www.doj.state.or.us>. Application deadline 3/23/98. AA/EOE

**Sanitation Operations**

Major North Portland area company needs your sanitation motivation! This position is responsible for cleaning plant equipment. Hours are 4 p.m. - 11:30 p.m. Overtime available. Seeking motivated individual who wants a future with a great company. Benefits available include medical/health, 401(k), and vacation/holiday pay. Call today! 735-1200

**Express Personnel Services**

**City of West Linn Job Opportunity**

**Utility Worker II - Sewer/Storm Drain Division**

**\$2371 - \$3083 per month DOQ.**

Position requires High School graduation or GED certificate, plus 3 years responsible experience in various general maintenance or construction. Experience operating heavy or specialized motorized equipment. Ability to work around chemicals, raw sewage and in inclement weather. Works in deep ditches, manholes, underground utilities and street traffic. Requires CDL, Class B, with tanker endorsement, at time of appointment. Desire ODOT Flagger's certificate, Competent person Training, Level I Collection System Certificate and Confined Space Training, or ability to obtain within 6 months of appointment. Successful candidate must pass drug screen prior to appointment. City of West Linn application packet may be obtained at West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068, or by calling (503) 722-3426 Voice Mail, or (503) 656-4518 TDD. Completed application must be returned to City Hall by March 30, 1998, 4:30 PM. EEO <http://www.teleport.com/~westlinn>.

**Lube/Oiler**

Local bakery is looking for 6 months experience in a manufacturing environment (or educational equivalent) to lube equipment and do light maintenance. Shift work with consecutive days off. \$14.23/hour with good growth potential. Apply N. Portland Employment Office, 30 N. Webster. EEO/AAP Employer

**Attorney Deputy Legislative Counsel**

**\$3,830 - \$5,134 / month**

- Bill Drafting
- Amendments to Measures
- Legal Opinions
- Legal Research

Karen Hupp

140 State Capitol, Salem OR 97310

(503)986-1373

<http://www.leg.state.or.us>

**Deadline: 3/27/98**



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

Since 1941, Regence 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 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.

**Compensation Specialist**

(Job # 418)

In this position, you will coordinate, update and maintain the performance appraisal process, salary programs and the on-line Human Resources Information System. Qualified applicants must possess a minimum of 3 years of human resource experience in compensation, equity functions and salary survey analysis, including 2 years of experience using data processing systems.

**Corporate Ethics and Compliance Manager**

(Job # 424)

You will direct the development, implementation and administration of the company's Ethics and Compliance Program, and ensure that the company properly implements and complies with new and existing legislation, regulations, and industry standards. You must have a Bachelor's degree in a subject area that supports the company's Ethics and Compliance Program; an advanced degree in law, business or a similar subject area is preferred.

**Administrative Assistant**

(Job # 479)

We have a new opening available as an Administrative Assistant in our Corporate Planning & Organizational Development Department. Responsibilities will include providing administrative support including drafting correspondence, scheduling teleconference rooms, troubleshooting equipment problems and data entry. Successful applicants will have at least three years of related secretarial or administrative assistant experience in an active office environment.

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.

**Technology Consultant**

(Job # 304)

Working as a member of the team, you will support our Application Developer's tools and processes. Responsibilities will include troubleshooting, researching and recommending development tools, processes and education. Although this is not an application development position, required skills include project management, information gathering and analysis, customer relations and service, and written and verbal communication skills.

**Associate Marketing Representative**

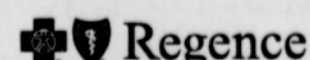
(Job # 462)

Salem Office  
Based in our Mid-Valley Regional Office in Salem, you will be responsible for assisting a Marketing Team in the sales, service and retention of all lines of business for your assigned territory. To qualify, you must have a college degree or equivalent experience in the health insurance field with demonstrated sales and service experience, preferably in group health or life insurance.

**Medical Management Coordinator I**

(Job # 419)

Salem Office  
Regence BlueCross BlueShield of Oregon/HMO Oregon is currently accepting applications for a Medical Management Coordinator I to perform preauthorization services for our members. This position requires a current RN license, a valid Oregon driver's license, and a minimum of three years of active practice experience in a hospital setting or recent precertification experience.



**BlueCross BlueShield of Oregon  
HMO Oregon**

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

