

# CLASSIFIEDS

**Counselors:** Innovative agency serving children, youth & families in a wide variety of settings seeks motivated, respectful, creative, diverse, and determined people who want to make a difference. Excellent learning & skill development opportunities. Regular, volunteer and substitute positions available. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Call job line, 233-6090, ext. 2997, for info on current openings. We value diversity. EEO

Federation For Children is now recruiting **Treatment Foster Parents** for school age children up to age 12. Candidates single or partnered, must have a Bachelor's Degree in a behavioral sciences field or a combination of 3, years work, education, training or volunteer experience. Need to be empathic and communicate effectively with multiple systems, understand mental health concepts, and implement interventions based on a treatment plan created by the team. Treatment Foster Parent's homes must meet SCF certification standards. Ongoing supervision and support provided. Reimbursement for Treatment Foster Providers is approximately \$1300 per month per child. For information call Sue or Monica at Morrison Center, 256-3040.

**Librarian - Children's Services** (Part-time 20 hour per week vacancy) - City Of Milwaukie, OR. Salary **\$14.82-\$18.92** per hour (effective July 1, 1998), DOQ. Work assignments in the area of children's services involve reference and readers' advisory service; planning and implementing a variety of library related recreational and educational programs; assistance in selection of materials; and public instruction in use of library on-line computer systems that include CD-ROM applications. Includes evening and weekend work. **Minimum Requirements: Education:** Must possess a four year college degree in library services or related field with major course work in children's services. Desirable to possess a master's degree in library science. **Prior Work Experience:** Four years of library operations experience with two of those years involving experience in children's services. **Equivalent combination of education and experience:** May include a master's degree in library science to replace four years experience when degree includes emphasis in children's services. **Application materials:** City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than **4:00 PM, Friday, June 5, 1998.** For more information: (503) 786-7507 or TDD # (503) 786-7555 or FAX # (503) 652-4433. Prior to hiring, require satisfactory completion of drug test. All qualified applicants encouraged to apply. EOE.

**SET**  
The following are positions currently open at Self Enhancement, Inc. These positions are open until filled.  
**Assistant to the Vice President**  
**Grants/Contracts Manager**  
**Intensive Phase Coordinator (Family Enhancement Program) Evening Receptionist (part-time)**  
Applications and job descriptions are available at the Center for Self Enhancement located at: 3920 N. Kerby Ave. Portland, OR 97228  
Resumes may be faxed to: (503) 249-1955  
When sending your resume, please indicate the position(s) you are interested in applying for.

**Transport Driver**  
We are looking for an experience Transport Driver. Must have Class A, CDL and 2 years experience or 1 year experience plus commercial driving school. Excellent pay and benefits. Please apply directly to North Portland Employment Office, 30N. Webster. Ref# 1128107. We are an EEO/AA Employer.

## Office Support - F/T

Head Start of Yamhill County is now accepting applications for the position of Office Specialist. One year general office experience preferred. Must be a self-starter, organized, and have ability to prioritize multiple tasks. Ability to work with multiple supervisors is necessary. Must have experience with desktop computers, as well as database and word processing software.

Bilingual-English/Spanish preferred. \$9.92-\$11.69 per hour depending on experience. Closing date is June 15th, 5:00 p.m.

Position requires ability to meet basic physical qualifications, current ODL, and insured vehicle or acceptable alternative, available for use on the job.

Application and job description available at 800 NE Second St, McMinnville or by calling (503) 472-2000 ext O. Include resume with application.

Head Start of Yamhill County offers an excellent benefits package. EOE

## Social Services

**Associate Program Director:** Do you want to make a real difference in the lives of street-dependent youth? Are you a team developer? Do you understand valuing differences as a guiding principle? Are you familiar with Community Youth Development and staff supervision? Are you ready for a new challenge in your career? Step into the role as a leader for one of Oregon's largest youth agencies. Excellent compensation package. Relevant experience preferred. Send resume and salary requirements to: Street Youth c/o The Postal Station, 2000 NE 42nd Avenue, Suite 229, Portland, OR. 97213-1305. Replies must be postmarked no later than May 23, 1998.



## Oregon Army National Guard

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

Call: 503-557-6034.



## Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

We offer:

- ◆ \$7.00/hr starting wage
- ◆ \$10.50 overtime available
- ◆ Medical and Dental Benefits available
- ◆ Advancement potential

Applicants must have valid drivers license, submit drug test and background check. **Apply in person daily between 12:00 and 1:00PM at City Center Parking at 215 SW 6th.**

Advertise In  
The  
Portland  
Observer  
Call 503-288-0033



Volunteers of America of Oregon, Inc.

## Social Service COMMUNITY DETENTION MONITOR

Job opening ad: Field monitor for at-risk youth diverted from secure detention to community supervision. Responsibilities include random face to face visits with youth at home, school, work. Ensure youth comply with court ordered release plan. Report activities. Experience with ethnically diverse populations, good oral/written communication and computer skills. Education: BA/AA + 2 yr or HS/GED + 4yr relevant experience. Special requirements: Reliable insured vehicle, fluency in Spanish/Asian dialect a plus. Hourly rate plus \$.29 mileage. 40 hr. per week. Must pass in-depth criminal history check prior to job offer.

**Other Instructions:** Position closes: May 22, 1993.

Send Resume/application to: Volunteers of America of Oregon, Inc., 537 SE Alder St., Portland, OR 97214.

Equal Opportunity Employer

## Advertisement For Bid

Sealed bids for Chiller Replacement for Science Building II, Portland State University, Portland, Oregon will be received at Portland State University, University Services Building, 617 S.W. Montgomery, Second Floor, Portland, Oregon, until 3:00 p.m., PDT, June 11, 1998. Additional information is available from CBG Consulting Engineers, contact Bruce Barney at (503) 620-3232 or fax at (503) 620-0346.

KICK OFF 1998 WITH THE  
ULTIMATE PART-TIME JOB  
**UPS IS HIRING!**  
10 Immediate Openings

Rated as the #4 Most Admired Employer in the Nation by Fortune Magazine

Night Shift - 10:00pm til 2:30 am

\$8.50 - \$9.50/hour to start

- ▶ opportunities for advancement
- ▶ various part-time shifts available
- ▶ must be 18 years or older
- ▶ full benefits for employees & dependents

Drop By...  
**THE NORTHEAST WORKFORCE CENTER, INC.**

4106 N. Vancouver Ave., Portland, Oregon

Hrs. 8 a.m. - 3 p.m.

Monday through Friday

For more information, please call the

Workforce Center at 503-288-4370

An Equal Opportunity Employer



## Security Guard

In-house Security Guard needed for NE Portland Liquor Outlet. Salary DOE. Call Robert at 284-3691

## Cook

Experienced Cook needed to operate NE Portland soul Food Restaurant. Salary DOE. Call Robert 284-3691

## Construction Opportunities For Veterans

**Many Openings. No Experience. No Basic Training. We Train. PT Positions. Benefits & Retirement Possible.**

Call Keith Staples US Naval Reserve 503-283-2136

## Area Millionaire

Looking for 5 entrepreneurs who are motivated, success minded, self-starters and want to make serious money. Call 1-888-309-2575



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## 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:

### COB Load Specialist (Coordination of Benefits) (Job #807)

In this position, you will analyze information from COB and Medicare investigation letters, claims, member applications, and correspondence to determine the primary, secondary, tertiary order of benefit payment responsibility for members who have more than one insurance coverage. You must have a High School diploma or GED and at least one year of general office experience, including comprehensive knowledge of ACPs and COB regulations and data entry experience.

### Merit Underwriter (Job #791)

Responsibilities include calculation of rates and benefit quotes for prospective groups as well as renewal positions, knowledge of various large group funding and rating alternatives, financial settlements and rating of benefit variations for existing groups. Qualified applicants will have previous Merit Underwriter or equivalent insurance experience, as well as strong analytical skills, the ability to work under pressure, and excellent written and oral communication skills.

### Claims Analysts (Job #573)

You will analyze and enter claim information into our automated claims processing system. You must have a High School diploma or equivalent. Knowledge of medical terminology and ICD9 and CPT IV coding is required.

### Customer Service Representatives (Job #698)

You will serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must have a strong customer service background and knowledge of medical terminology. The ability to work with little supervision in a fast-paced, team environment is necessary.

### Pharmacy Services Representative (Job #658)

You will provide support for the administration of our prescription drug programs. You must have a least two years of recent experience in customer service as well as two years of PC experience with MS Windows and a database.

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.

**Regence 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)



## Construction Jobs Start ASAP

Exp. Labor - Jn. Carp \$9-\$16/p/h Vehicle/UA/ODL req. Call 203-5488 or 654-0021 Employment



provide leadership and direction toward meeting ODOT's State Transportation Improvement Program by managing project delivery through partnerships with other sections of the Technical Services Branch and Regions; coordinate project development and delivery efforts of various ODOT sections, various governmental units and private engineering firms. Qualified candidates will possess registration as a Professional Engineer (PE), a Bachelor's degree, 4 years of management experience in a public or private sector, including responsibility for staff and budget management; development of program rules and policies; development of long- and short-range goals and plans; and program evaluation. Salary \$3,830 to \$5,389 a month plus benefits. [Announcement #0CDT8326] **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by June 5, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

### Program Technician 2 (Specification Development Technician)

We are seeking an individual with experience as program technician to assist Fleet Operations Manager and mechanical engineer in the planning, development, organization and preparation of the Department's biennial fleet purchasing plan. This position will provide independent research, development, design and preparation of equipment rental fleet specifications that will do the required work at the lowest ownership costs. Requires two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Salary \$2,806 to \$3,837 a month plus benefits. [Announcement #0CDT8191] **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by June 5, 1998.

### Governmental Auditor Entry

We are seeking individuals with strong accounting and auditing skills to be part of a motivated auditing team, positions available in Salem. This recruitment's goal is to underfill these positions as a Governmental Auditor Entry level until the successful candidates meet the minimum qualifications for Governmental Auditor 1. Underfill training will not exceed two years. Upon successfully satisfying the minimum qualifications for the Governmental Auditor 1 classification, the successful candidates will then be reclassified. Duties include conducting audits; interpreting and applying laws, rules and regulations. Auditors in these positions may be assigned to work in the Fuels Tax, Motor Carrier or Internal/External Audit Programs, you will be expected to become proficient in one designated area and provide backup and/or assistance in the other areas. Requires A Bachelor's degree in a business-related field, such as business administration, public administration, finance, economics, computer science. Twenty quarter hours of college courses in a business or financial field such as the areas listed above AND two years of auditing experience may substitute for the degree. Salary \$1,843 to \$2,443 a month plus benefits. [Announcement #0CDT8188] **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by June 3, 1998.

### Engineering Specialist 1 (Pavement Design Technician)

We are seeking an applicant for a Salem position. This position is a member of a traveling field crew and requires extensive statewide travel (20-35 weeks per year). The position will be required to obtain a valid Commercial Driver's License by the end of six months. Position provides assistance to the Pavement Design Field Crew in obtaining highway pavement data necessary to prepare pavement designs for the construction, rehabilitation, or reconstruction of highway pavements. Requires an Associate's degree in Engineering technology from a recognized community college or technical school; OR eighteen months of experience directly related to engineering; OR a Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics. Salary \$1,659 to \$2,243 a month plus benefits. [Announcement #0CDT8328] **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by June 5, 1998.

### Engineering Specialist 1 (Pavement Design Technician)

We are seeking applicants for two seasonal vacancies in Salem. These positions are on a traveling crew and will be away from the Salem office approximately 3 weeks of each month. The positions will provide assistance

to the Pavement Design Field Crew in obtaining highway pavement data necessary to prepare pavement designs for the construction, rehabilitation, or reconstruction of highway pavements. Requires an Associate's degree in Engineering technology from a recognized community college or technical school; OR eighteen months of experience directly related to engineering; OR a Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics. Salary \$1,659 to \$2,243 a month plus benefits. [Announcement #0CDT8327] **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by June 5, 1998.

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

## DEPARTMENT OF HUMAN RESOURCES

### Oregon Health Division

**Principal Executive Manager C**  
The Center for Disease Prevention and Epidemiology is currently recruiting for a Principal Executive Manager to work full-time administering the statewide tuberculosis prevention and control program. The person in this position coordinates program goals, activities, and guidelines with local health departments and the national tuberculosis control program. This position is a participant in establishing program policy and represents the program to the media and outside agencies. This person will serve as part of the HIV/STD/TB team and directly manage the tuberculosis surveillance system and evaluate surveillance data to target resources appropriately. Candidates must have five years of experience in supervision, staff-technical, or professional level work as nurse, a license as a registered Nurse in the State or Oregon with a Master's Degree. This experience must have included at least one year 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. Salary range is \$2,856 to \$4,021 monthly. Closing date is June 10, 1998. For application information, call 503-731-4005 or TTY 503-731-4031 between the hours of 8:00 a.m. and noon.

### Oregon State Hospital

**Chief Psychologist**  
**Principal Executive Manager F**  
We are now accepting applications for Principal Executive Manager F: Chief Psychologist located in Salem, OR. This position provides administrative and clinical supervision leadership to the Department of Psychology. This position ensures the development, implementation and maintenance of the goals, objectives, policies and accountability resulting in quality psychology programs and services at Oregon State Hospital. Monthly salary is \$3,830 to \$5,389. Excellent employer paid benefit package. **Contact Employee Relations at (503) 945-2815 or TTY (503) 945-2996 for application packet.** Closing date is June 11, 1998.

## DEPARTMENT OF OREGON STATE POLICE

**Grants/Contracts Coordinator**  
We are currently recruiting to fill a Grants/Contract Coordinator position located in Salem. This position is responsible for monitoring grant funds in an effort to reduce domestic violence, sexual assault, drug abuse, and violent crime in Oregon. To obtain an application packet please call 503-378-3720 ext 4711. Job announcement #E970850b. Salary is \$2,445 to \$3,250 monthly. **Application packets may also be obtained from any local Employment Division Department or via Internet at: <http://www.hr.das.state.or.us/jobs/>** Closing date is June 1, 1998.

## OREGON DEPARTMENT OF CORRECTIONS

**Corrections Production Coordinator 3**  
**Wood/Metal Shop Coordinator**  
Located in Baker City at Powder River Correctional Facility. Directly supervises the inmate worker force in all phases of woodworking and metal fabrication, and one year as a lead worker. SALARY: \$2,471 to \$3,246. Excellent benefits. Job Announcement LE980779. Screening begins May 29, 1998. **Job Announcements and State of Oregon employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>**

**Administrative Specialist 2 (Relief Factor Management Systems Coordinator)**  
Located in Ontario at the Snake River Correctional Institution. Manages and administers the automated scheduling system at the institution for security staff to provide balanced rosters. Requires two years experience which included administrative support for a project, program, or operation with duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations; or an equivalent combination of training and experience. SALARY: \$2,289 to \$3,102. Job Announcement #E980258A. Recruitment closes May 25, 1998. **Job Announcements and State of Oregon employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>**

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 87777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.hr.das.state.or.us/jobs/>, The State of Oregon and all its divisions are proud to be equal opportunity employers.