

CLASSIFIEDS

Domestic Violence Advocates

Domestic Violence Program seeks Advocates Committed to Social Change. Children's Advocate (P/T); Indiv/Group Work, Children's Intakes, Advocacy, Parenting Support, Supervise Volunteers, Family Advocate (F/T) or P/T; Shelter/Crisis Line Coverage, Case Mgt. Facilities Mgt. Life Skills Education Coord. Positions Req DV Exp And/Or Rel. Education. Must have one of the following: Exp. W/Diverse Populations, from community of color, Bi-Lingual(Spanish), Or Bi-Cultural. Resume/App to Kris Billhardt by July 13.

Oregon Army National Guard

Non-prior or prior service okay. We take GED's. Good pay and benefits.
Call: 503-557-6034.

Director of Accounting and Finance

The American Red Cross Oregon Trail Chapter seeks a Director of Accounting and Finance to plan, organize and manage financial and information technology activities of 100 paid and 1,000 volunteer staff serving the five county area. Located at our offices near downtown Portland, this position will oversee general accounting, payroll, A/R, A/P, cash management, budgeting, information technology and be an integral part of our management team. Upgrade and integrate existing computer systems. Requirements include a Bachelor's degree in accounting, business or related field, 7 years progressively responsible accounting experience with at least 3 years in a management role, and information systems involvement. Non-profit experience preferred. We offer excellent benefits. Drug screen required. We are an Equal Opportunity Employer. Please send cover letter with your resume to:
American Red Cross
Oregon Trail Chapter
Human Resources Dept
PO Box 3200
Portland, OR 97208-3200

Accounting Team Leader Vancouver Housing Authority

Immediate opening. Responsible for accounting functions of VHA. The position acts as team leader for a team of five people within the Finance Department. Degree plus three years progressively responsible experience as a professional accountant, preferably in government-related accounting. A CPA certificate desirable. Must have experience as a team leader or supervisor and excellent written and oral communication skills. Starting salary \$3081 per month; excellent benefits. Call (360) 694-2501 to request required application materials. Resumes without applications will not be accepted. Completed application must be received by 5:00 p.m. Monday, July 13, 1998. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661.

Equal Opportunity Employer

Washington County

Administrative Specialist I

\$1,690 - \$2,054/mo

Closes July 10, 1998

Administrative Specialist II

(Non-bilingual AND Bilingual - Spanish/English)

\$1,959 - \$2,381/mo

Closes July 10, 1998

Right-of-Way Agent

\$3,540 - \$4,304/mo

Closes July 10, 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.

City Of Portland Bureau Of Purchases

Advertisement for Bids

Bid invitations, specifications and applicable forms may be picked up at the aforementioned office, or may be ordered by mail by calling (503) 823-6855. Bid specifications include descriptions of EEO, workforce Training, and Good Faith Effort Requirements. Bids will be opened and publicly read aloud at the time stated. Bids received after the time fixed for opening will not be considered, although the prices offered will be publicly listed along with all others.

RFQ # 98235

Bureau of Transportation

Request for Statement of Qualifications Workforce Training Program

Urban Tree Planting Project - NE Martin Luther King, Jr. Blvd
Proposals due by 4:00 p.m., July 8, 1998

A complete description of the project, specific requirements and evaluation criteria may be obtained from the Bureau of Purchases, Room 1313, 1120 SW Fifth Ave, Portland, OR 97204. Responses shall be received by that office until 4:00 p.m., July 8, 1998.

ADMINISTRATIVE ASSISTANT

Join the fight against hunger. Provide essential support to variety of depts. Requires flexible, detail oriented team player with excellent communication skills, knowledge of record keeping systems, typing of 60 WPM, and computer exp. (Prefer Wordperfect, Publisher and Access). FT + great benefits. Send resume & salary reqs. by 6/30/98 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer



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.

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:

Medical Management Coordinator I

(Job #950)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review. You must have a current Oregon RN's license and at least three years of active practice in a hospital setting or recent precertification experience.

Barcode Analyst

(Job #1103)

You will ensure all mail leaving Regence BlueCross BlueShield of Oregon is delivered to the Post Office accurately, efficiently, and safely by applying the U.S. Postal Service mail preparation rules and regulations on a daily basis. You must have a High School diploma, or equivalent, and knowledge of USPS First Class and bulk mailing procedures.

Internal Mail Processor

In this position, you will sort document, properly identify and process incoming corporate mail on a daily basis. To qualify, you will need a valid Oregon or Washington drivers license and the ability to lift boxes weighing up to 75 pounds, 50 pounds from ground to waist level.

Administrative Support Specialist

(Job #1050)

You will provide administrative and minor technical support to our Information Services Operations Department to accomplish objectives and contribute to the efficiency of the division. You must have High School diploma, or equivalent, and at least three years of related work experience. Effective communication skills, understanding of computer terminology, and the ability to operate office equipment are required.

Year 2000 Corporate Communication Specialist

(Job #1097)

In this 2-year position, you will facilitate internal and external awareness of Regence BlueCross BlueShield of Oregon's response to the Year 2000 issue. Specifically, you will develop and implement communication plans with our Corporate Communications Department on publication of Y2K-related materials and response to media inquiries. You must have a

Bachelor's degree in Communication, English or a related field. A minimum of two years of experience in communications, writing, public speaking and/or public relations is required.

Beneficiary Services Representative

(Job #1098)

You will provide information in response to inquiries from beneficiaries, providers and the general public concerning Medicare benefits and exclusions, as well as provide accurate and timely specific claim payment or denial information to beneficiaries or their legal representatives and providers. You must have a High School diploma, or equivalent, and the ability to work well under pressure and communicate effectively and professionally in a team environment.

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.

Cost Accountant

(Job #596)

You will prepare monthly and quarterly cost and budget reports; assist with the preparation of annual budgets for Medicare, FEP and National Accounts; and file monthly quarterly and annual cost reports as required by Regence and federal agencies. You must have a Bachelor's degree with an emphasis in Accounting and at least one year of cost accounting experience, or you will need a minimum of five years' financial or cost accounting experience with proven technical and analytical skills.

Aerobic/Fitness Instructors

We are seeking experienced, energetic instructors to teach step aerobic and sculpting classes. Interested candidates should have the following qualifications: experience in leading group exercise classes, current CPR certification, and ACE, ACSM, AFAA aerobic certification. Days and hours to be arranged.

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 number and/or title 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.



BlueCross BlueShield of Oregon
HMO Oregon

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



6 For 6

The Bank is now open for you.

Let me introduce you to a great income opportunity, for more information call M.C. Richmond - 283-5474

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\$8.50 - 9.50/hour to start

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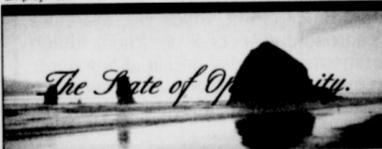
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THE NORTHEAST
WORKFORCE CENTER, INC.
4106 North Vancouver Ave, Portland
8 a.m. - 3 p.m.
Monday through Friday

For more information, please call the Workforce Center at 503-288-4370

An Equal Opportunity Employer

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

Program Technician 1 (Intelligent Transportation Systems Coordinator)

We'll rely on you to use your knowledge of transportation system operation, project development and construction and strong communication skills for our Salem vacancy. The person in this position will assist the Intelligent Transportation System Unit with development, deployment, evaluation and documentation of ITS technologies and projects. Assist with scoping, developing projects; develop contract documents, agreements and grant applications; collect current data on ITS technologies and assist with data analysis; develop presentations and brochures; develop and maintain ITS project tracking system. Requires three years of experience administering or coordinating parts 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 the required experience. Salary \$2306 to \$3157 a month plus benefits. Announcement #OC078338. 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 July 17, 1998.

Engineering Specialist 3 (Lead Laboratory Technician)

Broad, in-depth knowledge of materials testing needed for this engineering position with Oregon Department of Transportation in Salem. This position serves as the in-house expert on specified testing procedures. Perform routine, complex, and specialized tests; train other technicians; work with computerized data base programs; and provide information to customers. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and four years of experience directly related to engineering. OR five and one-half years (66 months) of sub-professional engineering experience. A Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics may be substituted for the Associate's degree in Engineering Technology. Salary \$2306 to \$3157 a month plus benefits. Announcement #OC078339. 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 July 17, 1998.

Personnel Technician

Please see our line ad under the keyword "professional".

Property Specialist 2 Supply Specialist

Experienced Supply Specialist with excellent organizational skills wanted for shipping, receiving, and inventory control for our Supply Operations, Support Services Branch in Salem. You will be responsible for preparing packaged items for shipping for an efficient and timely delivery, and receiving deliveries ensuring accuracy of all items. Will maintain computerized inventory control using various programs. Must have experience performing store room and inventory work; and training or experience providing knowledge of inventory control systems, transportation agencies and shipping methods. Salary \$1,546 to \$2,122 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full

employer-paid retirement contribution. Announcement #OC078353. 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 July 17, 1998.

Photocopyst

Production savvy, task oriented, well organized individual wanted as a Photocopyst in our Reprographic Services Unit in Salem. Skills sought are in-depth knowledge of large document duplication and ability to read and interpret construction plans, blueprints and maps as well as computer hardware and software instruction manuals. Ability to organize, schedule and coordinate the work of yourself and others. Duties include operation of large engineering document copier, diazo blackline printer, 35mm microfilm reader/printer to produce paper prints, mylar positives, and vellum intermediates or prints. Requires: one year of experience or formal training in the operation and routine maintenance of varied photocopy or reproduction equipment, and a good math skills. Salary \$1360 to \$1843 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OC078351. 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 July 10, 1998.

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

OREGON DEPARTMENT OF HUMAN RESOURCES

Oregon Health Division

State MCH Director

Senior management level position to direct Center for Child and Family Health (CFCH), providing oversight for a staff of eighty employees and an annual budget of over \$75 million. Working closely with county health departments, CFCH Coordinates a wide array of services in areas of women's and reproductive health, child and adolescent health, immunization, and WIC. Qualifications include a graduate degree in a health or management related discipline (MD, RN, MPA); five years current practice in management and administration, and maternal and child health experience. To apply please submit by July 17, a cover letter describing career goals and a curriculum vitae to CFCH Director Search Committee, Oregon Health Division, Room 925, 800 NE Oregon St., Portland, OR 97232, 503-731-4000.

Oregon Health Division

Program Representative 2 (Tuberculosis Epidemiologist)

The Oregon Health Division, Center for Disease Prevention & Epidemiology is recruiting for a Tuberculosis Epidemiologist at the Program Representative 2 level. This is a full-time, permanent position, located in Portland. This position supports and coordinates the delivery of tuberculosis services at the local level by providing ongoing training, consultation and assistance. This position directly coordinates the statewide system for identifying and managing tuberculosis cases. This position also trains local Health Department staff in diagnosis, treatment, and follow-up of tuberculosis cases and contacts and promotes awareness of public health aspects of tuberculosis among private physicians, private laboratory personnel, and other health care providers. Applicants must have 4 years of technical or professional level experience analyzing or advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews. Preference in hiring may be given to applicants with a Master's degree in Public Health and/or knowledge and experience in Tuberculosis Epidemiology and control gained from supervisory or managerial roles in Tuberculosis control programs. Salary range: \$2,683 to \$3,575 monthly. Closing date is July 13, 1998. For application information, call (503) 731-4005, or TTY (503) 731-4031 between the hours of 8:00 am and noon.

OREGON DEPARTMENT OF CORRECTIONS

Principal Executive/Manager D

Physical Plant Manager

Located in Salem at the Oregon State Penitentiary, Physical Plant. Directs the operation of the physical plant in a maximum security environment, maintaining the grounds, buildings, and services and ensuring safe operation of security, communication, and general facility systems. Requires six years in lead work, supervision, staff/technical, or professional-level work related to Physical or Industrial Plant Maintenance. Degree or related course work may be substituted for up to three years. SALARY IS \$3146-\$4430 a month plus excellent benefits. Oregon Employment Application and Job Announcement LE980972 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 17, 1998.

Principal Executive/Manager D

Fiscal Services Operations Manager

Located in Salem. Provides overall management of Fiscal Services with responsibility for developing policy and directing the operations in the fiscal support of the Department. Requires six years in lead work, supervision, staff/technical, or professional-level work related to accounting and Business Management. Degree or related course work may be substituted for up to three years. SALARY IS \$3146-\$4430a month plus excellent benefits. Oregon Employment Application and Job Announcement LE980958 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 14, 1998.

Corrections Production Coordinator 3

Mail Services Coordinator

Located in Salem. Provides coordination and direction to the inmate work force to ensure quality control, efficiency, and safety to the day-to-day operation of the Mail Room and other office support units. Requires two years experience in a mail operation with one year of lead work. SALARY IS \$2472-\$3246 a month plus excellent benefits. Oregon Employment Application and Job Announcement LE980928 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 13, 1998.

Trades/Maintenance Supervisor 2

Located in Ontario at the Snake River Correctional Institution. Directs a variety of skilled tradespeople in the maintenance, operation, and repair of buildings, equipment, grounds, and construction of structures. Requires three years of journey-level trades experience maintaining and repairing buildings and/or physical plant facilities and one year in the capacity of a trades/maintenance supervisor. Salary is \$2586-\$3466 a month plus excellent benefits. Oregon Employment Application and Job Announcement LE980180A may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 13, 1998.

Principal Executive/Manager A

Fiscal Services Warehouse Manager

Located in Ontario at the Snake River Correctional Institution. Manages the Warehouse Operation which includes the purchase, receipt, inspection, and storage of supplies and equipment. Requires four years in lead work, supervision, staff/technical, or professional-level work related to warehouse operation and property control. Degree or related course work may be substituted for up to three years. Salary is \$2346-\$3302 a month plus excellent benefits. Oregon Employment Application and Job Announcement LE980983 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.or.us>. Recruitment closes July 10, 1998.