

Latina Advocate

Domestic Violence program recruiting for half time advocate to provide services to DV survivors both in shelter and on outreach basis. Emphasis on services to Latina women and their children. Duties include case mgt., follow-up, safety planning, linkage to services, and co-facilitation of support group. 20 hrs/wk, flexible sched., some evens. Benefits. Req: Bilingual (Eng/Span), ODL/reliable vehicle, exp. with domestic violence issues, case mgt., diverse populations. Join us in making a difference. Resume/cover letter by Sept. 28 to Kris Billhardt, VOA Family Center, 6819 SE 82nd Ave., 97266
Equal Opportunity Employer

**Laborer
Oregon State
Hospital**

Temporary Laborer position in Rehabilitation Woodshop at Oregon State Hospital in Salem. Use commercial saw mill equipment in industrial wood products manufacturing plant. Outdoor/indoor work with temperature extremes. Contact with psychiatric patients. Heavy lifting required. Knowledge of spoken and written English. Must have valid Oregon driver's license; 18 years of age or older. Applicants will be subject to a Criminal History check/background investigation. Day shift; \$7.19/hour. Contact Employee Relations (503) 945-2815 for application packet. TTY (503) 945-2996.

Close date: September 9, 1998

Administrative Secretary (3 Positions), College Advancement Department (Public Relations & Grants) & Extended Learning Dept., (2 positions, Older Adults/Community Agriculture Programs, Salem Area/Weekend Programs). FT \$1707/mo. Req. HS grad/GED, 3 years secretarial exp., excellent knowledge of standard English/basic math, type/key 60 wpm. Deadline: September 11, 1998

Chemeketa Community College Call (503) 399-5009 for application and job announcement. See full text on Web site at <http://www.chemeketa.cc.or.us> Chemeketa Community College, Personnel & Affirmative Action, PO Box 14009, Salem OR 97309 EOE.

**Portland House of
Umoja, Inc.**

1626 NE Alberta Street
Portland, OR 97211

**Portland House of Umoja
has the following Job
Openings:**

Case Manager
- Full Time

Outreach Worker
- Full-time

Residential Care Facilitator
- Full-time
- Part-time
- On-call

P/U application packet at above address M-F, 9-4.

A&D Counselor II experienced in multicultural and dual-diagnosed treatment to work evening hours. Requires 2 yrs treatment experience (and 2 yrs sobriety, if in recovery). **ONLY APPLICANTS WITH CURRENT CADCI CERTIFICATION NEED APPLY.** Fax or mail resume to: S. Cheeks, CCMH, 3716 NE MLK, Portland, OR 97211. Fax #288-8168.

Small company who cares, hiring Direct Care Workers. No exp. nec. Start at \$6.45-\$7.30 an hour. Want to make a difference? Call 669-6622. Homes Opening soon.

Radio Promotion Coordinator-For Entercom Portland Radio Station. Coordinate contesting, data entry, sales promotions, major station events. Must have good computer skills, be detail oriented and organized. Send resume/references to Human Resources-Entercom Portland, 0700 S.W. Bancroft Street, Portland, OR. 97201. Entercom Portland (KGON, KNRK, KFXK, KKRH, KKSJ, AM/FM) is an Equal Opportunity Employer-Women and Minorities encouraged to apply.

Area Services Administrator

Kaiser Permanente has an opportunity for you to manage the primary health care services for 135,000 health plan members. You will work in collaboration with a physician and an administrative partner. The position has a wide variety of challenging duties including operations management, strategic planning, labor relations, customer relations, achieving health care quality targets, and financial management.

Minimum qualifications for this position are a Bachelor's degree in health care administration or related field, 10 years' experience in health care management positions, extensive understanding of health care delivery, community health, and managed care principles and practices. Also required are expertise in fiscal management, program planning, development and implementation as well as excellent written and verbal communications skills.

The complete job posting including additional preferred qualifications may be seen on our website at www.kpnw.org under Employment. An on-line application form is also available at the website. Or you may visit our employment office at 500 N.E. Multnomah St., (2 blocks from Lloyd Center). For further information call Treva at (503) 813-4715.

EEO Employer Drug Free Workplace
www.kpnw.org

Are you interested in:

- Improving your neighborhood?
- Making your neighborhood safer?
- Financial help for school or college?

Then The Enterprise Foundation has just what you're looking for: Community Building AmeriCorps Program

AmeriCorps offers:

- A monthly living allowance
- Healthcare
- Child care
- Education benefit after one year of service

You must be:

- 18 years of age
- Hold a high school diploma or GED
- Be willing to commit to one year of community service

For information, call The Enterprise Foundation
503-282.4493

WASHINGTON COUNTY**Cook II**

\$1,909 - \$2,323/mo

Closes September 11, 1998

Facilities Maintenance Worker

\$2,223 - \$2,702/mo

Closes September 18, 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.

**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.**

**HAVE YOU EVER WANTED
TO FLY JETS?**

The Oregon Air National Guard
142nd Fighter Wing is looking for men and women for future pilot training positions.

Minimum Qualifications:

- Excellent Health
- Bachelor's Degree
- Desire to Excel
- Must Enter Pilot Training Before Age 27

Benefits:

- USAF Flight Training
- Worldwide Travel Opportunities
- Pay
- Lifetime Friendships
- Retirement

**Come Fly the F-15 Eagle with
Oregon's Redhawks**

**Contact:
Your Air Guard Recruiter at
1-800-392-1801**

CO-FACILITATOR to assist in supervision of Awakenings, a group working with sexual minority youth. Responsibilities include preparation & delivery of group content. Position not expected to exceed 4 hours per week. Salary is \$25 per group. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Contact Myndi at 233-8111 for further info. Position closes 9/9/98 at 5:00 p.m. We value diversity. EEO

**Salmon Corps at
Portland****Salmon Corps member**

The Earth Conservation Corps/ Salmon Corps is looking for 12 young adults, ages 18-25, to participate in the Salmon Corps at Portland, October 5, 1998 to August 31, 1999. Corps members will serve the Portland Community by restoring salmon and watershed habitat. This is a great opportunity to learn about environmental and social issues facing the Pacific Northwest and be a part of the community solution. Corps members will receive training in life skills and environmental restoration. Each member receives a stipend to cover expenses and an education award upon completion of the program. Interested young adults may pick up an information packet between the hours of 10:00 a.m. and 4:00 p.m. Monday through Friday at 2030 NE Martin Luther King, Jr., Blvd. Portland, Oregon. **Position openings close Friday, September 18, 1998.** Call (503) 249-0820 for additional information.

General Manager

Looking for a General Manager with social consciousness to start up a unique Coffee House that will support the non-profit Sisters Of The Road Cafe.

Successful candidates must have a demonstrated commitment to a philosophy of non-violence. Base Salary, benefits, profit sharing. Send resume and letter of interest by 9/21/98 to: Genny Nelson, 133 NW 6th Ave. Portland OR 97209 Call for job description: 973-4648

Security

Legacy Health System was recently ranked one of Oregon's top ten employers for the fourth consecutive year! If you are seeking career growth, challenge and a great place to work, consider joining our team!

SECURITY OFFICERS

Legacy Emanuel Hospital
This is an On call position. Requires 2 years previous institution security or police work, two years heavy public contact, strong customer service skills and a demonstrated ability to respond quickly to situations.

Applications are required:
**Legacy Health System
Employment Services
1120 NW 20th Ave., Ste. 111
Portland, OR 97209
Phone: (503) 415-5405
Fax: (503) 415-5200**



We are an Affirmative Action/
Equal Opportunity Employer

Employment



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available statewide. Currently, openings exist in the following agencies:

**OREGON DEPARTMENT OF TRANSPORTATION
Engineering Technician 3
Design Technician**

Put your strong engineering and management skills to work in our Aeronautics office in Salem. Position provides technical assistance in aeronautical zoning, planning and construction activities. Salary \$2,122 to \$2,957 a month plus excellent benefits: health insurance; paid vacation; sick and personal leaves; nine paid holidays; and full employer-paid retirement contribution. **Announcement #OC08453. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit <http://www.hr.das.state.or.us/jobs/> for description of minimum qualifications to apply and application materials.** Closing date is September 18, 1998.

OREGON DEPARTMENT OF HUMAN RESOURCES**Oregon Health Division
Center for Disease Prevention and Epidemiology
Public Health Educator 2 / Tuberculosis Educator**

We are currently recruiting for a Public Health Educator 2 in the HIV/STD/TB Program. The person in this position develops education and outreach programs in collaboration with social service agencies, local health departments and populations at risk for TB and/or HIV. This position designs and implements training and education programs for health professionals on the diagnosis, treatment and prevention of TB, HIV and AIDS, and works with health promoters and outreach workers to conduct education and outreach efforts in their communities. This position also includes computer use and some database management. Candidates must have a Bachelor's degree in a health or education field and three years public health-related experience, a Master's degree in a health or education field and one year of public health-related experience, or a Bachelor's degree and three years of leadership experience in a disease prevention or other health service organization at the local, state or national level. Preference may be given for

**Portland Development Commission
Project Coordinator I**

(Community Development Coordinator)

Salary Range: \$36,133 - \$52,398

Hiring Range: \$36,133 - \$44,211

PDC seeks Project Coordinator to plan, coordinate, implement activities and projects regarding community economic development in neighborhood target areas. Position manages assigned programs; prepares workplans and budgets; provides information, technical assistance, leadership to businesses and property owners; arranges/coordinates public meetings and workshops; tracks program data; performs research and referrals.

Requires: Bachelor's degree in economics, business, community development or related field and two years work experience with functions of this position; OR equivalent education and FOUR years related work experience. Experience with real estate project development strongly desired.

Also requires strong communication and presentation skills; proficiency in negotiating, marketing, promotion, lobbying; ability to work/succeed in team environment.

Please pick up detailed job description and application packet at the PDC. Completed application materials must be received at PDC no later than 5:00 pm, Monday, September 21, 1998. If outside Portland metro area, call PDC hot line (503) 823-3463 to request a packet by mail.

Portland Development Commission
1900 SW Fourth Avenue, #100
Portland, OR 97201

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

**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:

Administrative Assistant II

(Job #1389)

You will provide assistance to the Executive Secretary of the President/CEO of Regence BlueCross BlueShield and to the executive offices. You must have a working knowledge of PC software such as Microsoft Office products and Lotus Notes, or equivalent, as well as knowledge of executive office practices and procedures, good written and verbal communication skills, and an accurate typing speed of 65 WPM.

Customer Service Representatives

(Job #1104)

This is an excellent opportunity to use your customer service skills and knowledge of medical terminology to serve as our liaison to provide information regarding benefits, contract administration, eligibility, claim payments and denials. You must work well with little supervision in a team environment.

Claims Analysts

(Job #1106)

We are seeking dependable and enthusiastic candidates who have a High School diploma (or equivalent), and a basic knowledge of medical terminology, as well as ICD9 and CPT IV coding to analyze and enter reimbursement information into our automated claims system. Attention to detail is crucial in this position, as is the ability to perform under pressure while meeting company standards in a team environment.

Life Marketing Administrative Specialist

(Job #1387)

You will coordinate policies and procedures between the multiple departments, agents, brokers and group administrators, as well as assist in the sale, enrollment and retention of Regence Life & Health Life business. Qualified candidates will have an Associate's degree or at least 3 years of equivalent work experience in the insurance field and a solid knowledge of the insurance industry with a preference for life and health insurance.

Graphic Artist / Designer

(Job #1402)

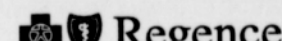
You will perform custom, high-quality, graphic artwork using Quark, PhotoShop, and Illustrator. You must have a High School education, or equivalent, and be proficient with industry-standard graphic applications on a Mac.

Individual Marketing Representative

(Job #1368)

In this Eugene position, you will enjoy the challenges and rewards of selling and retaining the sales of individual products in 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, as well as knowledge of insurance laws and individual products.

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:
(800) 231-1617 or visit our website at www.bcbso.com



experience working in a tuberculosis program. For application information call (503) 731-4005 (TTY (503) 731-4031) between the hours of 8 a.m. and noon. Closing date is September 8, 1998.

**Office of Medical Assistance
Programs****Program Technician 1
Encounter Data Liaison**

The OMAP has an opportunity for an energetic and innovative person to join their staff. This position is responsible for ensuring that Physician Care, Health Maintenance, Dental Care and Mental Health Organizations understand encounter data requirements and submit accurate and timely data for services provided to patients enrolled in the Oregon Health Plan. Experience in quantitative techniques and models for analyzing, trending and forecasting various forms of data. A strong background in the Health Care/Insurance Billing field is preferred. Experience with multiple health care providers, insurance programs and managed care organizations is a plus. Persons with this background are encouraged to apply. Salary \$2,329 to \$3,249 a month. **Announcement #OC980911B. Detailed announcement information and an application can be obtained from the DHR Job line at (503) 945-5742 (TTY (503) 945-6214) or the Internet at: <http://www.hr.das.state.or.us/jobs/>.** Closing date is September 14, 1998.

OREGON DEPARTMENT OF CORRECTIONS**Corrections Landscaper**

Located in Salem. Coordinates work of inmates in horticulture work in the maintenance of grounds at correctional facilities. Requires one year of landscape design or maintenance experience as a lead worker and an Associate's degree in Landscape Technology or Horticulture or an additional year of pertinent experience. Applicant must possess, an Oregon Public Applicator's Pesticide License in the ornamental and turf category at time of appointment. Salary \$1,972 to \$2,585 a month plus excellent benefits. **Announcement #LE980215A. An Oregon employment application may be obtained from any Oregon Employment Department, (503) 378-6013, visit our web site at <http://www.doc.state.or.us>. Apply soon. Screening will begin September 14, 1998 and the announcement could close at any time.**

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 visit 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.

