

**ADMINISTRATIVE ASSISTANT, SALES DEPARTMENT**

KATU Television is looking for a dynamic individual with strong skills in writing, communicating, organizing and prioritizing to assist our Sales Promotion Director. This position is accountable for preparing, writing, formatting and proofreading sales proposals and presentation. This includes the tracking of projects from beginning to end and the coordination of deadlines between several departments. Applicants must be proficient in Microsoft Word, Excel and PowerPoint. Send your cover letter and resume to: Rolonda Stoudamire, KATU, 2153 NE Sandy Blvd., Portland, OR 97232. Equal Opportunity Employer.

**Technology Fellowship**

A national housing and community development organization is seeking two individuals to serve as Technology Fellows in Oregon. Successful candidates will have high levels of computer literacy and basic knowledge of community issues. Fellowships will consist of 2 weeks of training in our national office located in Columbia MD and 14 weeks of fieldwork with community based organizations throughout Oregon. Send cover letters and resumes to The Enterprise Foundation 333 NE Russell, suite 205, Portland, OR 97211. Or e-mail to mandrews@enterprisefoundation.org.

Warner Pacific College has an immediate opening for a Financial Aid Counselor. This is a regular staff position with full benefits.

The Financial Aid Counselor prepares financial aid packages; creates and maintains financial aid records, reports, and contracts; handles financial aid communications; schedules and assists with interviews and conferences; and conducts scholarship and financial aid research.

Requires: AA degree or equivalent; 3 years experience in financial aid or admissions; experience in financial aid packaging and FAFSA preparations; work with students of diverse backgrounds; and excellent communication skills.

Warner Pacific College is an accredited, Christian liberal arts college with a rich 60-year history, serving over 700 students. Review of applications is underway.

Send cover letter, resume, and personal statement of faith to: Human Resources Director

Warner Pacific College, 2219 SE 68th Ave., Portland, 97215; fax: 517-1350; e-mail: hrdonmat@warnerpacific.edu. Warner Pacific College is an Equal Opportunity Employer.

**Outreach Support Group Coordinator**

Domestic Violence program recruiting for half-time coordinator to implement outreach support groups for DV survivors. Responsibilities include program development of this new service area, intakes/screening, co-facilitation, scheduling volunteers/facilitator, and community outreach. Required: one or more of the following: experience with diverse populations, from a community of color, bilingual, or bicultural (cover letter MUST address how you meet this requirement). Resume/cover letter by Dec. 15 to Kris Billhardt, VOA Family Center Outreach, 6819 SE 82nd Ave., Portland, OR 97266.

Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.

**RADIO AIR PERSONALITIES-**

Full-Time And Part-Time-For Entercom Radio Stations. Must have at least 3 years experience. Send tape and resume to Human Resources, Entercom, 0700 SW Bancroft Street, Portland, Oregon 97201. EOE. Women and Minorities encouraged to apply.

**1999 LEGISLATIVE SESSION POSITIONS**

It's time to apply for the 1999 Legislative Session. Session starts January 11, 1999. The following positions are currently open:

- 2 Calendar Composers
- 2 Journal Editors
- 2 Reading Clerks
- 2 Sergeant-at-Arms
- 1 Assistant Sergeant-at-Arms
- 2 Distribution Managers
- 1 Office Assistant
- 7 Receptionists
- 15 Doorkeeper/Pages
- 25 Administrative Support Specialist 3

For application information contact: Karen Hupp  
Legislative Administration Committee  
140 State Capitol, Salem OR 97310  
(503) 986-1373  
Job Line (503) 986-1375  
<http://www.leg.state.or.us>  
Positions open until filled.



Rideshare/Commuter information is available  
Applications are also available at:  
The Portland Observer Newspaper  
4747 NE Martin Luther King Jr. Blvd.  
Portland, OR 97211

**WE ALL HAVE THE POWER TO SUCCEED.**

**STOCK AND MATERIAL HANDLERS**

American Honda Motor Co., Inc. is seeking experienced warehouse people to join our Portland, OR Parts Center team. Responsibilities include receiving, stocking and shipping parts and accessories to the Honda Dealer Network. Requires the ability to lift 50 lbs., work flexible hours, and previous warehouse experience.

American Honda offers competitive salaries, comprehensive benefits and the opportunity to grow with an industry leader. For consideration, send your resume AND salary history to: American Honda Motor Co., Inc., 1919 Torrance Blvd., M/S 100-1C-3A, Code PPR/JV, Torrance, CA 90501. Women and minorities are encouraged to apply. EOE.



AMERICAN HONDA MOTOR CO., INC.

Honda Is An Equal Employment Opportunity-Affirmative Action Employer.

**Retirement Living**

- Studio & 1-Bedroom Apartments with Full Kitchens
- Easy access to shopping and bus lines
- Dining Room, Beauty and Barber Shop
- Activities, Clubs, and Garden areas
- Safety, Security, and Companionship
- Federal Rent Subsidies for those that qualify

**Westmoreland's Union Manor**  
6404 SE 23rd Avenue  
Portland, Oregon 97202  
233-5671

**Marshall Union Manor**  
2020 NW Northrup Street  
Portland, Oregon 97209  
225-0677



**Kirkland Union Manors**  
3830 SE 84th Avenue  
Portland, Oregon 97266  
777-8101

**ATTENTION**

Have you been laid off???

- Plant Closure
- Downsizing
- Cyclical layoffs

Are you 50 years or older or a union member???

I AM CARES can help you FIND A JOB... and it's Free!

Through our Members First or Renew (Reemployment Network for Experienced Workers) Program, We Help You Find the Best Offer and Take the Right Job.

Call Now and See How We Can Help You...

Tony Ross  
Reemployment Specialist

**IAM CARES**

Cascade Plaza  
4134 N. Vancouver Ave. Suite 202  
Portland, Oregon 97217  
(503) 335-6161  
To See If You Qualify



**SECURITY OFFICERS**

NEEDED - FT/PT

- Earn up to \$8/hr.
- Positions now available in:  
• Downtown Portland  
• Hillsboro  
• North/NE/SE Portland area

We encourage women & minorities to apply.

**Initial**

Security (formerly Stanley Smith Security)  
10725 SW Barbur Blvd #110  
1-800-523-9908  
Equal Opportunity Employer  
M/F/H/V



**Parking Facility Operator**

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

We offer:  
\* \$7.00 starting wage\*  
\* \$10.50 overtime  
\* Opportunity  
\* Medical and Dental Health plan available  
\* Advancement potential  
Applicants must have valid drivers license, submit to drug test and background check.

Apply in person between 12:00 and 1:00 PM daily at City Center Parking at 215 SW 6th.

Univ. Coord./Advisor for Bilingual Teacher Pathway Program, Portland State U. Qualif: bilingual/bicultural, BA/BS, project mgmt. etc. for job description & application information call 725-4756 (Mary Wiltse) or <http://www.ed.pdx/employ>. Position open until filled. Review will begin immediately. PSU is an affirmative action/equal opportunity institution.

You can now find us on the Web! <http://www.portlandobserver.net>

**Office & Field Positions Available U.S. CENSUS BUREAU - CENSUS 2000**

The following full and part-time positions are open: Supervisors, office clerks, crew leaders, and enumerators/listers. Some jobs start immediately. Enumerators & crew leaders start in Jan '99. Salary varies depending on location of work and position. U.S. citizens given priority, field positions may require an automobile. Call your nearest Local Census Office Portland (503) 808-4169 or call toll-free 1-888-806-5878 press 2 for more information.

U.S. Dept. of Commerce/Census Bureau is an Equal Opportunity/Affirmative Action Employer

**EXECUTIVE DIRECTOR**

The House of Umoja, a non-profit residential and treatment agency serving gang-affected youth is seeking applicants for the position of Executive Director.

Responsibilities include:

Direction of all management, fiscal, program, and planning activities. Works closely with the Board of Directors to develop policies and strategies for the agency, holds primary responsibility for implementation of board decisions, and oversees the agency's fundraising activities.

Qualifications:

M.A. or M.S. in management, sociology, urban studies or related field and minimum of three years' experience as executive director or chief executive officer of social service, community development or equivalent organization. Candidates without M.A. or M.S. may substitute five additional years' experience in high level administrative position.

Applicants must have demonstrated abilities to:

- Work effectively with community members, leaders, organizations, funders and the media.
- Oversee development and maintenance of effective management systems.
- Obtain and utilize financial information and develop appropriate fiscal plans and strategies.
- Prepare governmental grant and contract applications and effectively negotiate contractual agreements.
- Work effectively with Board of Directors.

Position closes November 30, 1998

Mail resumes to: Attn: Personnel Chair  
Portland House of Umoja  
P O Box 11053  
Portland, OR 97211

**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:

**Accounting Floater**  
(Job #1769)

You will be responsible for providing backup for Payroll, Accounts Payable, and Disbursements and supporting the Supervisor of Accounts Payable in special projects involving research and problem solving and in overall staffing needs. Requires 2 years' general accounting experience and completion of 1 year of principles of accounting at the college level. Knowledge of Ledger accounting practices is necessary. Ability to operate a CRT, PG and 10-key calculator by touch, type 40 wpm, and work within strict time frames with minimal supervision is a must. Ability to work overtime as requested on short notice is necessary.

**Cost Analyst**  
(Job #1707)

You will prepare and file monthly, quarterly and yearly cost and budget reports as required by Regence and federal agencies. Additionally, you will analyze and explain budget variances, assist with the preparation of the annual corporate budget, as well as develop numerous allocation and distribution tables. Requires a Bachelor's degree, with an emphasis in Accounting, and at least 1 year of cost accounting or financial accounting experience, or you will need a minimum of 5 years' financial or cost accounting experience with proven technical and analytical skills. Knowledge of EDP applications, GAAP or CAS, and PCs (word processing, spreadsheets, general ledger software) is essential.

**Network Technician**  
(Job #1688)

You will maintain local and wide area networks, while adhering to the standards and guidelines established for the corporate network environment. Requires an Associate's degree in microcomputer hardware/software support or related field, or equivalent experience, and at least 2 years' experience in microcomputer, networking, and data communications support. Experience working on routers and running network test equipment necessary.

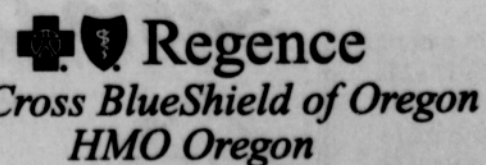
**Clinical Pharmacist Consultant**  
(Job #1886)

You will be responsible for advising and providing direction for the Medical Affairs and Pharmacy Services staff for case management, home health care, inpatient and outpatient hospital as each relates to prescription drug charges. Requires a minimum BA/BS degree in Licensed Pharmacy, Health Care Administration, Economics, Finance, or related degree, and 3 - 5 years' pharmacy experience in acute care setting. Strong clinical pharmacy background, and a minimum of 2 years' management or professional business experience in managed health care system, medical group, or hospital is necessary.

**Healthcare Analyst**  
(Job #341)

You will use your excellent analytical and communication skills to develop, coordinate and execute projects to support Regence's ongoing professional and institutional provider performance activities for

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.



For more information about career opportunities, call our Job Information Line: 1-800-231-1617 or visit our website at [www.bcsbo.com](http://www.bcsbo.com)

both the indemnity and managed care lines of business. Candidates must have at least five years of experience in the health insurance, medical, or pharmaceutical industry. Also, you must have a graduate degree in one of the following areas: Statistics; Economics; Management Science/Operations Research; Social Sciences; or Public Health, Administration, or Nursing with quantitative sciences. Additionally, you must have programming experience with SAS, SPSS, Systat, or Minitab statistical packages, as well as experience with UNIX and IBM or HP mainframes. Familiarity with Access, FoxPro, dBase, or other SQL database is required, as well as experience with a spreadsheet program.

**Customer Service Representative I**  
(Job #1730)

In our Salem Office, you will provide accurate and timely information to our customers, brokers, providers, and group administrators regarding benefits, contract administration, eligibility, claim payments and denials. You must have a High School diploma, GED, or equivalent work experience including at least 1 year of customer service experience (within the last 2 years; i.e. prior insurance experience through other insurance company, or in a doctor's office with patient accounts and insurance responsibilities). Demonstrated knowledge of medical terminology is required. Bilingual individuals are encouraged to apply.

**Medical Management Coordinator I**  
(Job #1406)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review. You will oversee medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. You must have a current Oregon RN's license and at least three years of active practice in a hospital setting or recent pre-certification experience. You must have knowledge of current medical and nursing standards of practice and a valid Oregon or Washington driver's license with a good driving record.

**Medical Management Coordinator II**  
(Job #1208) Portland Opening  
(Job #1208-M) Medford Opening

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review and quality management/improvement. You will oversee medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. You must have a degree from an accredited school of nursing and a current Oregon RN or LCSW license. You must have a strong medical background and clinical experience in medical review, managed care and case management. The ability to exercise independent judgment, initiative and discretion in confidential and sensitive matters is necessary, as is the ability to handle multiple tasks simultaneously and prioritize workload.