June 16, 1999

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Multnomah County **Health Department**

is currently recruiting for the following positions:

Health Educator **Tobacco Prevention Program** \$17.16 per hour. Apply by June 25.

Information & Referral Database Technician \$13.81 per hour. Apply by June 25.

Senior Data Analyst 4 Positions (full-and part-time). \$37,371 to \$52,320 annually.

Apply by July 2. Clinic Health Assistant 4 Positions (full- and part-time).

\$10.55 per hour. Apply by June 25.

Community Health Nurse (RN) **Bilingual Preferred** Various Positions (full and part-time) \$16.75 to \$23.85 per hour. Open Continuous.

Pharmacist

2 Positions. \$49,435 - 57,574 annually. Open until filled.

Dental Clinic Coordinator \$30,746 to \$43,044 annually. Apply by June 25.

Health Clinic Operations Supervisor \$30,746 to \$43,044 annually. Open until filled.

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a selfaddressed stamped envelope requesting application forms to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland, OR 97293-0700. Assisted access to Multnomah County job information and website is available at Multnomah County Libraries. Equal Opportunity Employe

Lab Assistant

(Entry Level Position) Donor testing laboratory is accepting resumes for future openings. Lab Assistants receive & prepare samples for testing, handle record maintenance & customer service.

Salmon Corps **Corps Member Position Openings**

The award winning Salmon Corps Program is looking for young adults (ages 18-25), to serve the Portland community by restoring salmon and watershed habitat. The program provides a great opportunity to learn about environmental and social issues facing the Pacific Northwest and be a part of the community solution. Service begins October 11, 1999 and runs 11 months. Salmon Corps members learn life, job, conservation, teambuilding and leadership skills; receive up to 18 college credits, a GED or high school diploma if needed, child care, health care, a \$4,725 education scholarship, and a living stipend. Please call Mikael Kuhn at 503.249.0820 for further information and an application or stop by the office located at 2030 NEMLKJr. Blvd. Portland, OR 97212.

Drive Hunger Out Of Oregon!

Driver/Warehouse Assistant energetic, reliable person for pickup and delivery of product in Portland Metro area and statewide, warehouse duties, and assist with special events. Job includes loading/unloading trucks, maintenance of inventory records, and routine truck maintenance. Supervision of volunteer projects. Requires excellent driving record (CDL-B), minimum of 6 months experience driving 24' straight truck, and proficiency in operating forklifts and other warehouse equipment. Complete application by 6/25/99 at Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

A/D Counselor

possibilities:

- Must be CADC certified. African/ American Cultural specific setting. Duties include Assessment, Groups, 1-1 counseling & record mgmt. Send resumes to: PCR, 3716 NE MLK JR Blvd., or 97212 or FAX: (503-288-8168) ATT: Sandra Cheeks
- Vending route for sale: Snickers Bars. 50 Locations. \$800-\$1200 solid monthly income.
- Cost \$2995. www.vendingroutes.com 1-800-963-6123.

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 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

Assistant Auditor

The Portland Observer

Work for One Tough Mother!



Field Merchandising Program Manager

Columbia Sportswear Company, the world's largest manufacturer of outerwear and sportswear is seeking a Manager for its Field Merchandising Program. In this position you will contribute to the development and management of a visual merchandising strategy which impacts consumer awareness and brand recognition at retail point-of-sale. Responsibilities also include conceiving and implementing National Field Merchandising programs and managing the National Field Merchandising Team.

Qualified candidate will possess a Bachelors degree or equivalent in Visual Merchandising, Marketing, or a related field or equivalent work experience. A minimum of 3-5 years general merchandising experience and 3-5 years experience in retail/ marketing sales/management.

Please send resume and salary history to: Columbia Sportswear Company, Human Resources, Dept: FMMGR, PO Box 83239, Portland, OR 97283 or FAX to (503) 735-4597. Equal Opportunity Employer

Administrative Assistant

Seeking motivated, organized, detail-oriented individual to provide essential support to dept. managers mailings, including correspondence, special projects & meeting/office coordination. Requires excellent oral & written communication skills, knowledge of office systems, 50+ WPM & computer experience (WordPerfect, Access and QuattroPro). Able to maintain confidentiality & work independently and as part of a team. Send cover letter with salary requirements and resume to Oregon fFod Bank, 2540 NE Riverside Way, Portland, OR 97211 by 6/23/99. Equal Opportunity Employer.

Teacher

time 10-month position. BA or BS degree with prior experience with young children. See ww.catlin.edu or send resume, cover letter, & 3 letters of recommendation by June 25, 1999 to: E.J. Waltenbaugh, HR Manager, Catlin Gabel School, 8825 SW Barnes Rd. Portland, OR 97225.

Account Executive Expanding National Wholesale Mortgage Lender seeks Account

Executive for Portland surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume with salary

requirements to: HR Dept., Washtenaw Mortgage Company

315 E. Eisenhower, Ste. 12 Ann Arbor, MI 48108 or fax to: 734-662-9517 www.washtenawmortgage.com



NKAWA WE

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Fleet Manager

Principal Executive/Manager E

Nanny Opportunities!

Earn money while experiencing another area of the country. Immediate placement opportunities available for one year commitment. Earn \$250-\$400 per week, plus room, board and airfare. Call Childcrest at 1-800-937-NANI, for more information.

Internet Secrets and Help

Amazing Tips and Tricks 1-900-226-5889 ext. 8894 \$2.99/min must 18 yrs. Serv-U (619) 645-8434

Volunteer Action Center Coord.

Energetic, outgoing individual to recruit, schedule & train volunteers

for VAC and provide support for other volunteer projects. Excellent communications skills, computer proficiency & experience coordinating volunteers required. Work schedule includes regular evening and weekend hours. Send cover letter with salary requirements and resume to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 7/2/99. Equal Opportunity Employer.

THE MOST IMPORTANT STEP IN ANY JOURNEY IS THE FIRST ONE. MAKE IT COUNT! New Jobs updated every Friday on WWW.KPNW.ORG Explore our website. You can review jobs, complete an application & request referrals on-line. Or visit our employment office. EMPLOYMENT OFFICE 500 NE Multnomah St., Portland, OR 97232 Hours: Monday - Friday 8am-3:30pm Phone: (503) 813-4701 • Dental • Nursing • Radiology • Pharmacy Laboratory • Office • Healthcare Management · Information Management · Computer Medical Receptionist Medical Assistants KAISER PERMANENTE Drug Free Workplace • AA/EOE

Office Specialist 2 **District Office Specialist**

Top-notch clerical, computer, public relations and team skills are needed in our District 2B Maintenance Office in Portland. You will provide office organization, clerical and support services to the District Manager, District Office Manager, and field crews. Includes accounting, personnel, customer



service, reception and administrative duties. Requires two years of general office or clerical experience which included word processing, typing or other generation of documents, or an equivalent combination of education and experience. Typing over 40 wpm, Windows and public contact experience experience. Typing over 40 wpm, windows and public contact experience preferred. Salary \$1,663 - \$2,292/month + excellent benefits. Announcement #OCDT9363. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is June 28, 1999

Highway Maintenance Specialist **Drawbridge Maintenance Crew**

Make the most of your maintenance, equipment operation and team skills for this permanent position in Portland. As a member of the Drawbridge Maintenance Crew, you will perform maintenance and repair of the drawbridge and other structures and ensure safe and efficient traffic and pedestrian control to facilitate drawbridge operation. Requires general familiarity with common hand tools and laboring techniques; routine maintenance of equipment; operation of motorized equipment; or an equivalent combination of training and experience. Must have a valid driver's license and a good driving record; must have or obtain Class A CDL within 6 months of hire. Shift work required. Salary \$1,465 \$2,638/month, depending on experience or training, plus excellent fits. Final applicants must pass drug screen and physical abilities benefits. Final applicants must pass drug screen and physical admittes test. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit your local employment department office for a State Employment Application (PD100). Send completed application to ODOT, District 2B Maintenance Office, Attr: Interstate Bridge, 9200 SE Lawnfield Rd, Clackamas, OR 97015. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is

Friday, June 25, 1999, at 5:00 p.m. **OREGON DEPARTMENT OF**

Kindergarten Assistant Teacher full

Position requires attention to detail and ability to work in fast pace environment. Training is provided. \$9.35 an hr PLUS benefits and shift differential if applicable. Various shifts (both part-time & full-time; days & evenings) may become available. Send resume with cover letter to:

American Red Cross National Testing Laboratory, Dept F, Human Resources 12124 NE Ainsworth Circle Portland, 97220 • Fax# 261-7489 Equal Opportunity Employer

Edgefield Children's Center serves residential and day treatment programs to emotionally and behaviorally disturbed children ages 6-12. Valuing diversity in our workforce. The following positions are available:

Assistant Manager

Qualifications include a master degree in behavioral science, minimum of one-year experience in child/youth services preferably residential treatment. Administrative or management experience desired. Please call Charles Majuri @ 491-1673 for more information. Position is FT with agency benefits.

Treatment Coordinator

Qualifications include a bachelor's degree in behavioral science, child management skills, counseling skills, treatment planning skills: experience working with emotionally & behaviorally disturbed youth. Position is FT with agency benefits. For more information contact Charles @ 491-1673 or Shelly @ 491-0932.

Relief Child Care Worker

Ability to work with emotionally disturbed children. Various shifts and days. Please contact Shelly@ 491-0932 for more information.

Construction

States the

Superintendents/Foreman/Laborers Leading Trenchless Pipeline

rehabilitation Company seeks skilled individuals for full time long term empmt. Positions available throughout the west. Travel, CDL, underground construction experience preferred but not required. Apply at; 1705 Salem Ind. DR. NE

Salem OR 97303 Fax 503-364-3856 or Fax/mail resume No phone calls. EOE M/F (lob #3202)

As the entry level member within the Medicare Reimbursement and Audit Department, you will be responsible for performing desk reviews, field audits, and finalizations in accordance with generally accepted accounting principles (GAAP), federal regulations, and approved Health Care Financing Administration (HCFA) procedures. Requires a Bachelor's degree in Accounting. Previous work experience in accounting or health care services is a definite plus. Ability to develop working knowledge of the Medicare cost reporting forms as well as become familiar with generally accepted accounting principles, reimbursement regulations, manuals and other directives issued is necessary.

Claims Analysts (Job #999)

We are currently seeking dependable and enthusiastic individuals who will be responsible for the consistent, accurate, and timely application of contract benefits in claims processing. This will include analyzing and entering claims information in a timely manner, while maintaining confidentiality in all aspects of claims processing. You must have a High School diploma or equivalent. Working knowledge of ICD 9 and CPT 4 coding plus typing and 10-key proficiency are essential. Attention to detail is crucial in this position, as is the ability to perform under pressure while meeting company standards in a team environment. Strong verbal and written communication skills and a willingness to work overtime when needed are also required.

Medical Management Coordinator (Job #2575)

We're currently experiencing high growth due to a recent business acquisition and have several exciting opportunities available! As a Medical Management Coordinator, 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 precertification 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. The ability to exercise independent judgment and initiative is necessary, as is the ability to handle multiple tasks simultaneously and prioritize workload. Experience with the following would be helpful: utilization review, quality assurance, discharge planning, home health care, or HIT.

MSP Subrogation Analyst (Job #3192)

You will be responsible for the investigation and development of cases involving other group health insurance coverage, as well as making determinations of primary/secondary payer responsibilities under Medicare MSP Guidelines. Duties will include providing technical expertise and outreach to attorneys, insurance companies, employers and beneficiaries; documenting all activities and contacts; and processing claims and adjustments. Requires a High School diploma or GED, and a minimum of 2 years' experience in a business office setting, preferably in a hospital or clinic, or insurance agency. The successful candidate will have prior exposure to public speaking, and telephone experience working with assertive and often difficult professionals. Must have strong organizational, communication, and decision making skills, with the ability to meet stringent deadlines, working overtime when needed.

Provider Enrollment Coordinator (Job #3092)

You will coordinate, update, and maintain the contracting administration and enrollment processes participating professional and institutional provider panels to ensure eligibility, credentialing and reimbursement requirements are met. Duties include researching all provider applications and/or contracts to ensure eligibility requirements are met prior to panel approval; resolve provider file discrepancies; and maintain provider call sharing arrangements. Requires a High School diploma, GED or equivalent work experience, and medical insurance background. Ability to type 40-45 wpm accurately, and multi-task with little supervision necessary. Must have demonstrated verbal and written communication, problem-solving and organization skills.

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

> 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

projects. Req Engineering and two years' transportation engineering experience, or five years' engineering experience with either a PE, FE/EIT, PLS or FLS/LSIT. Salary \$3,349 - \$4,795/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9360. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for announcer application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 2, 1999.

The State of Apportunity.

 \mathcal{I}_{n} Oregon, opportunity means a variety of careers available statewide, competitive salaries and great benefits. Currently, openings exist in the

Strategic leader with fleet operations expertise wanted in Salem. Oversee

ODOT's statewide, 5,000-unit fleet of vehicles and equipment. Through five

managers, direct fleet repair shops and field mechanics in Salem, Bend and

La Grande, and the acquisition of all equipment and contracted services.

Develop strategic program plans, budgets, and policies. Address

communities and professional organizations regarding services and

programs. Requires: 3 yrs. fleet operations management experience with responsibility for developing and evaluating program rules/policies, goals/plans, and budgets. Salary \$45,912 - \$67,944 annually + excellent

benefits: health insurance; paid vacation; sick and personal leaves; 9 paid

#OCDT9276. Contact ODOT Recruitment at (503) 986-4030 (TTY (503)

986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for required application information and materials. ODOT is an AA/EEO

Contract administration and communication skills needed for this

leadership position in our Project Manager's office in Southeast Portland.

You will assist in directing the activities of a construction engineering office

crew responsible for ensuring contractor compliance with the terms of

transportation construction contracts and performing preliminary

engineering on future projects programmed for construction. You will also

assist with the execution and documentation of complex construction

or's degree in Civil or Transportation

employer committed to a diverse workforce. Deadline is July 6, 1999.

days; and full employer-paid retirement contribution. A

OREGON DEPARTMENT OF TRANSPORTATION

rs available statewide

Transportation Engineer 2 Senior Designer

Transportation Engineer 2

Assistant Project Manager

Advanced knowledge of field construction, location practices and principles and computerized design experience is needed for this leadership position with our Region 1 Technical Center Design Unit in Portland. You will design, write special provisions and prepare estimates for the roadway portion of major transportation projects and will provide guidance and training to other designers and CADD technicians. Requires registration as a Professional Engineer (PE) plus either a Bachelor's degree in Civil or Transportation Engineering and two years' related experience, or five years' engineering experience. Will consider Bachelor's degree and one year' related experience, or four years' engineering experience and ability to obtain PE registration within two years. Salary \$3,349 - \$4,795/month + excellent penefits: health insurance; paid vacation and sick leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9253. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 6, 1999.

Environmental Program Coordinator 2* Region 2 Environmentalist

Join ODOT's team of environmental professionals in Salem! This is a limited duration appointment with a scheduled end date of April, 2000. You will direct, plan and coordinate the Salmon Recovery and National Pollutant Discharge Elimination System (NPDES) programs throughout the Region's project selection and development, construction and maintenance activities. *Although this position is classified at the Environmental Program Coordinator 2 level, we encourage candidates who meet the minimum qualifications for a Environmental Program Coordinator 1 to apply as we may consider underfilling the position until the selected candidate meets the minimum qualifications for a Environmental Program Coordinator 2. Environmental Program Coordinator 2: Two years of environmental analysis or resource project management experience and a related Bachelor's degree. Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree. Underfill Option (Environmental Program Coordinator 1): Requires related Bachelor's degree OR three years of technical office, lab or field work experience developing environmental programs. Salary \$2,496 \$3,578/month (\$2,265 - \$3,248)/month for Environmental Program Coordinator 1) + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement cement #OCDT9295. Contact ODOT Recruitme at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is contribution. Ann June 28, 1999.

Environmental Program Coordinator 2 Cultural Resource Specialist - Historian

If you possess an appreciation for historic preservation, the ability to conduct solid historic research and excellent communication skills, this part-time position located in Salem may be the job for you! You will analyze and document the impacts of projects and other department activities on historic sites and structures in accordance with historic preservation laws and regulations. Requires two years of environmental analysis or resource project management experience and a Bachelor's degree with 30 quarter or 20 semester hours in Historic Preservation, Archaeology, Cultural Resources or a closely-related field. Three additional years of environmenta analysis or resource project management experience may substitute for the Bachelor's degree. Salary \$2,496 - \$3,578/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9296. act ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 2, 1999.

ADMINISTRATIVE SERVICES **Construction Project Manager 2 Construction Engineer**

The Department of Administrative Services, Facilities Division, is seeking an experienced Construction Engineer. This is a permanent, full-time position located in Salem. This position acts on behalf of State agencies and the Department in managing major construction projects. Requirements include three year's engineering or architectural experience which includes one year of experience as a Project Manager for projects nvolving building construction and site development; and a Bachelor's degree in Architecture, Civil Engineering, Construction Engineering or a closely related field; or three additional years' relevant engineering and/or architectural experience. Salary is \$2,763 to \$3,865 a month. For a detailed Job Announcement #LE990517, contact your local emplo office or call (503) 378-4688. Closing date is June 21, 1999.

OREGON DEPARTMENT OF HUMAN RESOURCES Mental Health and Developmental **Disabilities Services Division Oregon Developmental Disabilities Council**

Grants/Contracts Coordinator

The Oregon Developmental Disabilities Council is seeking an experienced person to provide administrative services. ODDC, based in Salem, is a small, friendly, interesting agency which advocates for persons with developmental disabilities. This full-time, permanent position pays \$2,516 to \$3,508 a month with excellent benefits. The position manages contracts, prepares the budget, tracks expenditures and generally supports the Executive Director. The position may also work on the web page. It is desirable, but not required that applicants will have experience in all these areas. For detailed information, obtain Job Announcement #LE990473 m the State web site at www.hr.das.state.or.us/jobs or call ODDC at (503) 945-9941. Closing date is June 29, 1999.

OREGON DEPARTMENT OF CORRECTIONS Personnel Officer 3

This position, located in ODOC Human Resources in Salem, provides comprehensive programs, tools, and services to achieve an effective and efficient workforce. Requires three years' professional-level Human Resources experience which included employee relations, classification, compensation, recruitment and selection, performance management and labor contract administration; a Bachelor's degree in Personnel Management or closely related field; or three more years' experience. Salary is \$3,152 to \$4,435 a month plus excellent benefits. **Oregon application** and Job Announcement #LE990516 may be obtained from any Oregon employment department or visit our web site at www.doc.state.or.us or call (503) 378-6013. Closing date is June 30, 1999.

Registered Nurses

ODOC has vacancies in Salem. RNs provide nursing care to inmates in the correctional institutions. Requires a valid Oregon Registered Professional Nurse License. Additionally, these specific vacancies require clinical experience in a mental health setting. Salary is \$2,921 to \$3,850 a month. Employment with ODOC affords you a variety of generous benefits, including vacation, sick leave, holidays, personal leave, complete health insurance, life insurance and participation in the Public Employees Retirement System. Job Announcement #LE970951 and State of Oregon employ pplication may be obtained through any Oregon employment department visit our web site at www.doc.state.or.us. For more specific formation, you may call Arthur Tolan at (503) 378-2438. app

Administrative Specialist 1

Program Assistant

is position, located at Mill Creek Correctional Facility in Salem, develops and delivers programs to assist inmates back into the community. Requires three years' clerical experience that included two years' performing typing, word processing, or other generation of documents, and lead work responsibility or coordination of office procedures. Salary is \$2,223 to responsibility of coordination of other proceedings, salary is variable to \$2,921 a month, plus excellent benefits. Oregon application and Job Announcement #LE990513 may be obtained from any Oregon employment department or visit our web site at www.doc.state.or.us or call (503) 378-6013. Closing date is June 21, 1999.

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 a more complete announcement listings, call the State job line (Oregonian Inside Line) (503) 225-5555 ext. 7777, TTY (503) 378-4672, visit your local employment department or visit our web site at www.hr.das.state.or.us/jobs. The State of Oregon and all its divisions are proud to be equal opportunity employers.