



# Classifieds/Bids

## Employment

General 235

### Medical Records Technician/Sr.

The Senior Records Technician is responsible for the maintenance of all client records for the Development Disabilities Division of the Dept. of Community & Family Services, including paper and computerized records. Responsibilities include maintaining the computerized master client index, protecting client confidentiality, and ensuring the quality of documentation of client records according to federal and state laws, regulations, and professional standards. Requires two years of increasingly responsible experience working with medical records, including the release of confidential record information and subpoenas/court orders and equivalent to an Associate Arts or Applied Science degree from an accredited college with major coursework in medical records or a related field. Applicants must be currently certified and credentialed as an Accredited Record Technician or Registered Records Administrator. Starting salary is \$15.42 per hour (\$15.42-\$17.87 per hour full range).

Apply by October 20. Further information and application materials are available at: [www.co.multnomah.or.us](http://www.co.multnomah.or.us) or by calling (503) 988-5035



The Multnomah County Health Department is currently recruiting for the following positions:

**HEALTH SERVICES SPECIALIST - HEPATITIS C INTEGRATION PROGRAM HEALTH EDUCATOR PROGRAM DEVELOPMENT SPECIALIST - HIV DIVISION LABORATORY SPECIALIST PSYCHIATRIST (PART-TIME) - CORRECTIONS HEALTH**

Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/), in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5th Avenue, First Lobby, PO Box 14700, Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries.

Multnomah County Health Department is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer



### Leadership Position

Creative, energetic person needed to supervise staff working with youth, families and young children. Exciting opp to work w/ a dynamic team in a SE non-profit agency. 1yr exp in staff and prgm supervision & 4yr exp in human svcs. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

## Employment

General 235

### CUSTOMER SERVICE REPRESENTATIVE

Salem Area Mass Transit is seeking one Full-time Customer Service Representative to provide route and schedule information to customers and sell bus passes. Bilingual applicants with Spanish/English skills are preferred. Starting wage \$10.80 per hour. Come in or call 503-588-2424 to obtain official application form and detailed vacancy announcements, which lists qualification requirements. Visit our web site at: [www.cherriots.org](http://www.cherriots.org). Send completed form to Salem Area Mass Transit District, Human Resources Division, 3140 Del Webb Ave NE, Salem, OR 97303. Application must be received by District by 5:00 p.m. October 27, 2000.

An Equal Opportunity Employer.

### WASHINGTON COUNTY

Mental Health Specialist II \$3,651 - \$4,438 / month Closes October 20, 2000

### Survey Technician III

\$3,201 - \$3,934 / month Closes October 20, 2000

Call (503) 846-8606/TTY (503) 846-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.

### APPLY TO:

Washington County Human Resources Division 155 N. First Avenue, Suite 320 Hillsboro, OR 97124



### SOCIAL SERVICES

EMPLOYMENT, The National Council on the Aging is Recruiting For "Low Income" Seniors (55 and better)

Who love Children for Training to Work in Childcare Centers as Assistant Teachers & Teachers. Must be able to pass background check.

Call (503) 241-4644 in N.E. Portland

### Job Position #1: Fiscal Administrative Assistant

32 hr/wk. Duties include central purchasing, property mgmt, mail distribution, liaison b/w vendors, minute taking, reception coverage, maintaining central files and general ofc support. Must be willing to work until 8 PM. \$10.50 - \$12.00 entry wage.

Apply at Portland Impact, 4707 SE Hawthorne. Questions 503-998-6000. AA/EOE

## Employment

General 235

### Volunteer Coordinator - Part time

This position is responsible for recruitment and retention of volunteers. Also develops volunteer training curriculum. Prefer experience with volunteer coordination. Prefer knowledge and/or experience of pornography and prostitution as commercialized exploitation of women and children. Prefer demonstrated experience working in communities of color. \$12 per hour and benefits. Women of color are urged to apply. Send resume and cover letter to: Council for Prostitution Alternatives, 1811 N.E. 39th Avenue, Portland, OR 97212. Or fax to 503-288-7065. AA/EOE. Deadline is October 27th.

### Sexual Assault Prevention Coordinator - Part-time

This position responsible for developing sexual assault response for prostituted women, conducting educational outreach activities, crisis intervention, and partnering with community agencies. Prefer knowledge and/or experience of pornography and prostitution as commercialized exploitation of women and children. Prefer demonstrated experience in sexual assault prevention and working in communities of color. \$12 per hour and benefits. Women of color are urged to apply. Send resume and cover letter to: Council for Prostitution Alternatives, 1811 N.E. 39th Avenue, Portland, OR 97212. Or fax to 503-288-8056. AA/EOE. Deadline is October 27th.

### Adopt-A-Family Project Coordinator

AD: Volunteers of America of Oregon, a not-for-profit social service organization with a 104-year history serving this community is hiring Coordinator for the Adopt-A-Family Project. Looking for self-motivated team player who wants to make a difference in people's lives and has some organizational skills. This is a temporary, full-time position (approximately 12 weeks) coordinating the agency's annual Adopt-A-Family project that matches families in need with prospective donor families will enjoy the spirit of the holiday season. Needs skills in working with people, computer literacy, good verbal and written communications send a letter and resume to:



Volunteers of America of Oregon, Inc. 537 SE Alder Street, Portland, Oregon 97214, referencing: "Adopt-A-Family Coordinator." Position open until filled. Equal Opportunity Employer.

The Portland Observer is the place to be

## Employment

General 235

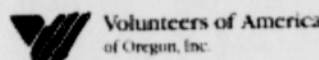
### Social Services

Early Head Start needs your dedication to children and families in Southeast Portland. Join a team of childcare professionals as a:

**Community Coordinator:** This person will develop positive relationships with community agencies and maintain a high profile for Early Head Start, serving prenatal mothers and children birth to three years of age. Publicizes services, develops resource files, public speaking, volunteer recruitment and management, parent involvement activities, and recruiting services for income eligible families. BA in Human Services or related field + 5 years community experience. Starting rate of pay - \$13.25/hr. Deadline: Wednesday, October 18, 2000, 4:00 pm.

Those with experience in social service programs for children and families, previous head Start experience, and bilingual/bicultural skills, will be seriously considered for this position.

To apply, please submit your resume and letter of interest to EHS, Attention: Cynthia Henry, 537 SE Alder, Portland, OR 97214



### General 235



### PARKING FACILITY OPERATOR

Immediate opening for full and Part-time attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a Positive attitude. \$8.00 + starting wage Huge overtime potential Advancement opportunities Medical, Dental, 401K available Applicants must submit to drug test and background check. Apply in person daily between 12-1, Monday - Friday. 130 SW STARK Portland, OR

## Employment

General 235

### Account Technician (Accounts Payable) - City of Milwaukie, OR.

Salary: \$2,447 to \$3,162 per month, DOQ, with excellent benefits.

**Minimum Requirements:** Education Equivalent to an associate's degree in accounting, bookkeeping or related field; or any equivalent combination of education and experience.

**Prior Work Experience:** Must have a minimum of 3 years experience including accounts payable and customer service, prefer some experience in other areas such as accounts receivable and payroll. Application materials include a cover letter outlining your qualifications for the position, a City job application and employment application acknowledgment form, and current resume including work history and salary for last ten years. The City of Milwaukie Human Resources, 10722 SE Main Street, Milwaukie, OR 97222 must receive all applications materials, no later than

**4:00 PM, Wednesday, October 25, 2000.**

For more information: (503) 786-7507 or TDD # (503) 786-7555 or FAX # (503) 652-4433 or e-mail [richardsc@ci.milwaukie.or.us](mailto:richardsc@ci.milwaukie.or.us) Prior to hiring, require satisfactory completion of mail background investigation & drug test. All qualified applicants encouraged to apply. EOE

### Full-time Case Manager for OHSU Partnership Project.

Requires MSW or equivalent and HIV experience. \$28,000 - \$33,000 with excellent benefits. Call Hyatt at 503-230-1202 to apply. Equal Opportunity Employer.

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All Classified Ads and Bids will be accepted up until 5 p.m., Friday.

Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd