



# Classifieds/Bids

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

**Community Health Nurse/  
HIV Nurse Case Manager  
Health Information  
Specialist 2 – HIV/Hepatitis C  
Education & Outreach Program  
Clinical Health Assistant –  
Bilingual Spanish  
Psychiatrist – Corrections  
Health  
Health Services  
Administrator**

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 forms to:

Multnomah County  
Human Resources Division,  
1120 SW 5<sup>th</sup> Avenue,  
First Floor 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



## Residential Remodeling Design Design Associate II

We're looking for an experienced design assistant who likes working as part of a team and solving creative challenges. Neil Kelly Co., a nationally recognized design/build remodeling firm, has an immediate opening in its Remodel division.

This person will be largely responsible for drafting layouts, elevations, and construction details for residential and light commercial projects. Working knowledge of CAD systems required; board drafting a plus. Experienced in assisting with the writing of specifications, subcontractor bid procurement, sample selection and jobsite inspections. Degree in interior design, interior architecture, or housing preferred. Waged position with benefits. Must have own vehicle, valid driver's license, good driving record and automobile liability ins.

Job description available on request. One of Oregon Business Magazine's 100 Best Companies to Work For. Drug-free workplace. Send Resume and cover letter referencing job #1005C to:

Diane Stark,  
Human Resources Dept.,  
Neil Kelly Company,  
804 N. Alberta St.,  
Portland, OR 97217,  
fax to 503-288-7464,  
or email to [dstark@neilkelly.com](mailto:dstark@neilkelly.com).

## Maintenance Worker

needed for residential treatment facility for children. Min. 3 yrs exp. **Full benefit pkg.** Apply: M-F, 8:30am - 4:30pm, No Calls Please.

Trillium Family Services,  
Parry Center for Children,  
3415 SE Powell Blvd.,  
#9 Tri-Met busline,  
Non-smoking facility, EOE.

Social Services/Social Change/  
Domestic Violence.

**\* Brandley-Angle House**  
is seeking an **\* Executive Director** \$40,000 to \$50,000 per year plus benefits. Application packets required and available by calling 503/296-8225 or at One Stop, 3034 NE MLK Jr. Blvd.  
**Closing Date: Wednesday, December 27, 2000.**  
EEO/AA/Feminist Employer.

**Employment**

## Program Director

The Dougy Center for Grieving Children, a non-profit, seeks a Program Director for its N/NE Site. Responsible for coordinating grief support groups for children, teens and adults who have experienced a death, recruiting and training volunteers, community presentations, responding to crisis and referral calls, and more. At least 3 years experience working with children and families preferably in N/NE Portland.

Public speaking and good written communication skills required. Experience and familiarity with programs in N/NE Portland a plus. Respond with resume and salary requirements to

PO Box 86852,  
Portland, 97286  
or by fax 503.777.3097.

## Case Manager

Case Manager needed to design and document case plans, as well as to provide counseling services and agency collaboration to meet student needs (housing, childcare, food, transportation) in a vocational training school in Portland. Requires individual with a bachelor's degree in counseling, social work or related field and minimum of one year related experience. Please send resume and letter of interest to:

## Human Resources

31224 E. Historic Columbia River Hwy. Troutdale, OR 97060

**Responses Must Be Received  
No Later Than Fri., Dec. 1, 2000**

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

## FINANCE DIRECTOR

Are you stuck in a ho hum job & downtown parking? Do you want something better?

How about a job that change the world for the better? How does a casual office surrounded by the beauty of Forest Park sound? Audubon Society of Portland, one of the largest and most respected conservation organizations in the Pacific NW, is seeking a Finance Director to provide accounting & financial planning. Responsibilities incl: overseeing & directing budget & coordinating program budget design; & bookkeeping. Ideal candidate will have exper/ability in: directing accounting & financial planning; bookkeeping (CPA preferred); bachelor's degree or 3-5 years related work; & accounting software. Competitive salary & excellent benefits, incl health/dental & generous leave. Visit [www.audubondportland.org](http://www.audubondportland.org) or call 503-292-6855 (9-5 M-F) for application and descrip. Deadline: 4:00 pm Dec 6.

## Washington County

### Residential Counselor

Bilingual and non-bilingual  
\$2,854 - \$3,467/month  
Closes December 8, 2000

### Senior Administrative Specialist

\$2,400 - \$2,915/month  
Closes December 8, 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



**Attention:  
Work From Home!**  
\$500-\$1,500+ P/T; \$2000-\$7000+F/T.  
Will Train. Free booklet.  
1-888-206-9134  
; [www.free2live.net/wellspring](http://www.free2live.net/wellspring)

## Accounting Clerk

The Accounting Clerk is responsible for supporting a variety of Accounting Department activities and reports directly to the Accounting Manager.

Wondering if you have what it takes, here's the list of essential qualifications:

Excellent organizational skills  
Good judgement, resourceful, friendly and a positive attitude  
Able to adapt to a rapid changing environment Initiative and willingness to be proactive Detail oriented

Must enjoy working with numbers  
Proficient in Microsoft Excel and Word, and comfortable in a computing environment; willing to learn new programs as necessary.

If you think you're a good fit, please forward your resume, cover letter and compensation history by November 27<sup>th</sup> to:

Recruiter  
KVO Public Relations,  
A Fleishman-Hillard Company  
e-mail: [jobs@kvo.com](mailto:jobs@kvo.com)  
(text only email preferred)  
200 SW Market Street,  
Suite 1400  
Portland, OR 97201

We offer competitive benefits and a unique corporate culture. Check out our website at [www.kvo.com](http://www.kvo.com)  
KVO Public Relations is an Equal Opportunity Employer.

## Intake Specialist

Full time needed to provide advocacy and support services for homeless/abused women. Client intake, I&R, data entry, group work, one-on-one support. 1 yr exp. Working with homeless/abused women required. Bilingual (English/Spanish) preferred. Bachelors degree in social work or related field preferred. Salary range: \$1897 - \$2500/mo w/ benefits. Closes Dec. 1. Application is required and may be obtained at: Catholic Charities, 231 SE 12<sup>th</sup>, Portland, OR. Equal Opportunity Employer.



## Contracting Coordinator

CareOregon is a growing, progressive Medicaid managed care health plan located in downtown Portland. We are looking for a motivated and enthusiastic person to join our Network development Team. We are currently recruiting for a Contracting Coordinator to negotiate, develop and coordinate contracts with various medical providers throughout the state of Oregon. The person selected for this position will be required to negotiate contract language and terms, coordinate various contracting functions including contract production, contract development, and contract amendments; as well as oversee the accuracy and maintenance of provider relations, or customer service, or health care administration required. Experience in working with models and operations of managed care required. Valid driver's license and ability to travel required. Bachelor's degree in business or Health Care Administration preferred.

Please submit cover letter and resume to  
CareOregon-HR-CO  
522 SW 5<sup>th</sup> Ave., Suite 200,  
Portland, OR 97201,  
or fax to (503) 416-3721.  
Positions may close at any time.

EQUAL OPPORTUNITY EMPLOYER

## Duplex For Rent

2 Bdrm, Avail. 12/11/2000  
\$575 Mo. \$500 Dep.  
5015 NE 15<sup>th</sup>  
Bus Lines  
503-249-1756



## 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

## Maintenance Worker

needed for residential treatment facility for children. Min. 3 yrs exp. **Full benefit pkg.** Apply: M-F, 8:30am - 4:30pm, No Calls Please.

Trillium Family Services,  
Parry Center for Children,  
3415 SE Powell Blvd.,  
#9 Tri-Met busline,  
Non-smoking facility, EOE.



## CareOregon

### Credentialing Assistant

CareOregon is a growing, progressive managed care health plan located in downtown Portland. We are looking for enthusiastic people to join our team. Our excellent benefits include fully paid health-dental and matched 401k.

We are currently recruiting for Credentialing Assistants join our Network Development Team to produce contracts and credentialing applications, you will communicate with provider offices regarding completion of credentialing and recredentialing applications and maintain a provider database. One year experience in health plan credentialing, medical staff office, or human resources office required. One year experience with high production word processing Access or other database preferred. Excellent oral and written communication skills and ability to work in a team environment with diverse groups necessary. Please submit cover letter and resume to

CareOregon HR CA,  
522 W 5<sup>th</sup> Ave, Suite 200,  
Portland, OR 97201,  
or fax to 503 416 3721.  
Positions may close at any time.

EQUAL OPPORTUNITY EMPLOYER

## Residential Assistant

YWCA of Greater Portland seeks a Residential Assistant to cover the graveyard shift in the Yolanda House Program. Prefer experience working in a shelter, residential or emergency setting. Knowledge of conflict resolution & problem solving, and ability to establish rapport with diverse populations. Must be able to pass a criminal background check. Must complete an agency employment application. Application and resumes can be mailed or faxed to: YWCA, Attn: Human Resources, 1111 SW 10<sup>th</sup> Ave, Portland, OR 97205; Fax #503-294-7399. EOE

## Housing Specialist II

FT position. Duties include being the liaison with housing providers and landlords, coordination of housing education and counseling, technical assistance in housing laws and regulations and advocacy regarding low-income housing issues. \$11.00-\$13.50 entry wage. Apply at Portland Impact, 4707 SE Hawthorne. Questions call 503-988-6000. EOA/AA

## Request For Proposal Rock Creek Campus Comprehensive Programming Expansion & Renovation Portland Community College

### Section 1

#### A. Legal Advertisement

##### Announcement of Request for Proposals (RFP):

Sealed proposals will be received at the Purchasing Office, Portland Community College, Room 1513, Capital Center, 18624 NW Walker Road, Beaverton, Oregon 97006, until **2:00 PM, Pac. Time, Friday, December 15, 2000** for the **Rock Creek Campus Professional Services Project**.

The College intends to enter into a **Professional Services Agreement** with the successful proposer to provide all services required for the **PCC Rock Creek Campus Comprehensive Programming Expansion and Renovation** work which includes approximately 84,000 sq. ft. of new construction and 54,000 sq. ft. of remodel, plus the remodel/renovation of the 10, 500 sq. ft. **PCC Cafeteria Building into office area** at our CAPITAL Center complex located at 185<sup>th</sup> and Walker Road. Services are to include; but are not necessary, plus full professional services related to all other phases of a typical Professional Services Agreement.

In order to be considered for selection, fifteen (15) copies of your response to this RFP must arrive at the time and place designated above, with one copy clearly marked "**Original Copy - Rock Creek Campus Professional Services Project**", and signed by a corporate officer or business partner authorized to do so. The College will require twenty (20) working days from the due date to review and evaluate the proposals. At that time, all firms that responded to the RFP will be notified of their status in the process. Those firms chosen for further consideration will then be invited for a personal interview. The interview process may be two tiered depending on the wishes of the College Review Committee. Once the interviews have been completed, the College Review Committee will make their final selection knowing pending Board approval action on February 15, 2001 at which time the final decision will be announced.

The Board of Directors of Portland Community College District reserves the right to reject any and all proposals and to waive irregularities.

No proposer may withdraw their proposal after the deadline set for openings thereof, before award of a Professional Services Agreement, unless that award is delayed for a period greater than sixty (60) days from the date the submittals are due. Each proposal must contain a statement as to whether the proposer is a resident proposer, as defined in ORS 279.029.

Minority-owned, women-owned and emerging small business enterprises will be afford full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

The Board of Directors of the Portland Community College District and the officers and staff of the College are committed to encourage that women and members of ethnic minority groups are represented and employed in the College's contracts and agreements.

Responses to this RFP must be directed to the following office:

Stan W. Straub, Contracts  
Capital Center - WCWTC #1513  
18624 NW Walker Road  
Beaverton, Oregon 97006  
Published: Daily Journal of Commerce  
The Asian Reporter  
The El Hispanic News  
The Portland Observer  
The Scanner  
State of Oregon Vendor Information Program (VIP)  
Date: November 14, 2000

#### B. Project Description

Portland Community College intends to enter into a **Professional Services Agreement** with the successful proposer to provide all Professional Services for the **Rock Creek Campus Comprehensive Programming Expansion and Renovation** work, plus the **CAPITAL Center Café Building Remodel** into an office complex. Work includes, but is not necessarily limited to, Planning Review, Master Plan review and coordination with Washington County Programming, Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding and Negotiation Phase and Construction Administration Phase plus any contingent or additional services which may be required during the life of the agreement including but not necessarily limited to landscape design, interior design and furniture selection, cost/claim evaluation and negotiations, services in connection with any public hearings, assistance with CM/GC contractor selection processes including review of CM/GC contractor's subcontract bids and sub-bids, assistance the College may need in contract and construction administration and professional support in any legal proceeding which may grow out of any construction projects resulting from this agreement. Life of the project will extend for roughly six (6) years or until all construction has been completed and projects accepted by the College.



## PORT OF PORTLAND

### Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by visiting the Port's website at [www.portofportland.com](http://www.portofportland.com) or by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett Street, Portland.

The Port of Portland is an  
Equal Opportunity Employer

Come visit us on the web at  
[www.portlandobserver.com](http://www.portlandobserver.com)