

Metro/Classifieds



Claims Coordinator

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are recruiting for a Claims Coordinator who will, maintain the health plan benefit matrix and the claims payment system, act as a liaison with CareOregon's third party administrator (TPA) for claims, provide training to internal and external users on the plan benefit matrix and provide claim administration management assistance to the CareOregon Director of Claims. Essential duties of this position include: first point of contact for claims TPA regarding system administration and claim administration; working with claims TPA to resolve claim and/or written claim and system administration instructions and/or procedures; building and maintaining health plan benefit matrix and claims processing applications; providing technical support and guidance to internal and external customers and overseeing the design, testing, and implementations of claims processing applications.

Three to five years experience in health insurance administration or any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Supervision and/or Medicaid experience is a plus.

Hiring range \$34,452 to \$45,993 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS, 522 SW 5th Ave., Suite 200, Portland, OR 97204, or you may fax it to (503) 416-1462.

EQUAL OPPORTUNITY EMPLOYER



Asthma Intervention Assistant/Translator

Part time - 20 hr. week

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Job duties include providing client services and administrative support to the asthma counselor. This position will work in the field providing translation services at training and during in-home visits for Spanish speaking families as well as performing administrative duties to support the asthma program. One to two year's work or volunteer experience in social services or public health, OR any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Normal hiring range 11.62 to 15.52 per hour. Send cover letter and resumes to CareOregon HR - AIA, 522 SW 5th Ave., Suite 200, Portland OR 97204-2119 or FAX to 503-416-1462. May close at any time.

EQUAL OPPORTUNITY EMPLOYER



Claims Specialist

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making, initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are recruiting for a Claims Specialist, who will respond to telephone and written inquiries regarding claims and provider issues from members, providers, agencies, vendors and physician staff. Provide feedback and resolution in a timely manner. Essential duties of this position include. Delivering direct customer service to all CareOregon members, clinics, OMAP providers, as well as out of state providers and other non-OMAP plans; acting as first point of contact for claims appeal from providers and members; resolving claims in accordance with CareOregon claims appeals procedures; researching member and provider claim appeals for payment, eligibility, authorization and errors, or other discrepancies.

Two years experience in medical claims adjudication or health insurance customer service; or any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Health insurance claims processing experience is a plus.

Hiring range \$24,177 to \$32,276 annually. This position will be open until filled. Please submit cover letter and resume to CareOregon, HR-CS, 522 SW 5th Ave., Suite 200, Portland, OR 97204, or you may fax it to (503) 416-3720.

Washington County



Accounting Assistant II

\$2,284-\$2,778/month

Closes June 15, 2001

Residential Counselor

\$2,854-\$3,467/month

Closes June 15, 2001

Senior Accounting Assistant

\$2,522-\$3,064/month

Closes June 15, 2001

Water Resources Aide

\$2,400-\$2,915/month

Closes June 15, 2001

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

Program Coordinator-

Metropolitan Family Service

Closing Date: 06/25/01

Experience Corps-needs 1 F/T self-directed community organizer to coordinate teams of older adults providing services that support students in meeting state education benchmarks, address social and emotional needs of young people, and strengthen community and family support at schools and youth-serving organizations. Experience w/ older adults or volunteer programs a plus; coordinating educational, social service programs; Competitive sal/benefits. Resumes: Stefana Sardo, 1808 SE Belmont Ave, PDX, 97214 FAX, 503-232-9178 EOE.

Assistant Director of Minority Recruitment Advertisement

The Assistant Director of Minority Recruitment will coordinate outreach efforts to students of color. Responsibilities include: Coordinating programs and activities that promote enrollment, especially the recruitment of students of color to Portland State; serving on university committees and community organizations that are relevant to the support of students of color; and representing Portland State University on the OUS High School Visitation Program, high school and community college visits, college fairs and nights, and other student recruitment events. Minimum qualifications for the position include a Bachelors degree; at least three years of successful and progressively responsible experience in student services at the college level; experience effectively recruiting students of color; excellent written skills and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability and customer-service orientation. Position requires frequent evening and weekend hours plus travel several weeks per year. Preferred: Master's degree in a related field. This position is a full-time, fixed term 12-month renewable appointment, effective July 1, 2001. Salary is competitive, commensurate with experience, and PSU offers an excellent benefits package. Review of applications will begin on June 18, 2001. To apply: Submit a letter of application; resume; one-page recruitment plan describing your best practices for recruiting students of color; and name, address and telephone of three professional references to:

Linda Etter
Office of Admissions and Records
Portland State University
PO Box 751
Portland, OR 97207-0751
(503) 725-5539
etter@pdx.edu

Portland State University is an Affirmative Action/Equal Opportunity Institution

Employment

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

Health Services Specialist-HIV

Care Services Administration

Clinical Health Assistant-

Bilingual Spanish

Operations Supervisor-Dental

Office Assistant Senior-HIV

Services Planning Council

Fiscal Specialist I

Administrative Secretary-

Planning And Development

Application materials and formal job announcements are available at: 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, 120 SW 5th 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



Advertise in the Portland Observer



Join a dynamic organization that is dedicated to public service! Clark County has a number of challenging positions available for qualified and talented individuals. We are looking for candidates to fill current and future open positions in several areas such as:

- Office Administration
- Information Technology
- Finance and Management
- Law Enforcement & Public Safety
- Environmental Services
- Planning & Development
- Road Operations and Maintenance
- Civil Engineering

Clark County provides a generous benefits package with medical, dental, life insurance, paid holidays, vacation & sick leave. For more detailed information about current job openings check out website: www.co.clark.wa.us or call our job hotline: 360-397-6018. Application materials for all positions are available @ Clark County Human Resources, PO Box 5000, 1013 Franklin St, Vancouver, WA 98665-5000 TDD 360-397-6032.



Clark County, Washington
Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.

FINANCIAL ACCOUNTANT

(Sr. Management Analyst)
\$3,823 - \$5,402/mo. DOQ

Job information, applications, and benefits information are available from:

Clark County Human Resources
1013 Franklin St, Vancouver WA
Job Hotline: (360) 397-6018
TDD: (360) 397-6032
www.co.clark.wa.us

EQUAL OPPORTUNITY EMPLOYER

The Sunnyside School District has an opening for Director of Migrant Student Records System. BA required, Master's preferred. 3 years experience in the Migrant Education Program or 5 years in an educational setting preferred. Salary \$65,778-\$75,778. Request application at Sunnyside School District, 1110 S. 6th St., Sunnyside, WA 98944, (509) 837-5851. SSD complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability.



Clark County, Washington
Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.

GIS ANALYST

\$4,015 - \$5,679/mo. DOQ

INTERNAL PERFORMANCE AUDITOR

\$3,638 - \$5,402/mo. DOQ

Job information, applications, and benefits information are available from:

Clark County Human Resources
1013 Franklin St, Vancouver WA
Job Hotline: (360) 397-6018
TDD: (360) 397-6032
www.co.clark.wa.us

EQUAL OPPORTUNITY EMPLOYER

Sub-Bids Requested

MULTNOMAH COUNTY - MCDC Booking Remodel

Bid Package: #1 - Doors, Frames & Detention

Equipment / Low Voltage Security

Pre-Bid: June 7, 2001 at 10:00am

Bids Due: June 21, 2001 at 2:00p.m.

Bid Documents - Willamette Print & Blueprint (503/223-5011)



HOFFMAN CONSTRUCTION COMPANY OF OREGON

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888

805 SW Broadway, suite 2100 - Portland, OR 97205 - CCB License #28417

We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.

Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>

SUB-BIDS REQUESTED

Grading, Drainage, Structures, Paving & signing

Cascade Locks - Hood River Interchange Section

Columbia River Highway

Hood River County

Bid Date: June 7, 2001 @ 9:00 AM

Kiewit Pacific Co.

P.O. Box 1769

Vancouver, WA 98668

Phone: (360) 693-1478

FAX: (360) 693-5582

We are an Equal Opportunity Employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned Businesses, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

Bond in full amount required unless specifically waived at Prime Contractor's option.

Run Dates: May 31 - June 6, 2001

Request for Bids

Supply Reconditioned 55-gallon steel drums

RFP #01B-27-REM

Metro is requesting bids for supplying reconditioned 55-gallon steel drums (RFB #01B-27-REM) for hazardous waste disposal. Potential bidders may obtain bid documents by contacting the Regional Environmental Management Department at Metro, 600 NE Grand, Portland, Oregon 97232-2736, to the attention of Ray Barker, Management Assistant, no later than 11:00 a.m. Monday, June 11, 2001, at which time they will be opened and publicly read aloud in Room 275 at Metro Regional Center, also located at 600 NE Grand Avenue, Portland, Oregon 97232-2736.

All bids must conform to the RFB format and be complete including the use of any required forms. Metro may accept or reject any or all bids, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest.

Metro and its contractors will not discriminate against any person(s) based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status. Metro extends equal opportunity to all persons and specifically encourages minority and women-owned businesses to access and participate in this and all Metro projects, programs and services.

Oregon State University

Request for Qualifications

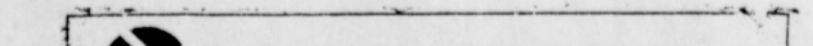
Engineering Building Design

Oregon State University (OSU) is seeking qualifications from architectural firms interested in providing design through construction contract administration services for a new building for the departments of Computer Science and Electrical and Computer Engineering in the College of Engineering. The new building will be located on OSU's main campus in Corvallis, Oregon and is anticipated to contain approximately 200,000 square feet. Additionally, the selected firm may be asked to provide space programming services.

To be considered, firms must submit their RFQ response to the University no later than 5:00 PM Local Time, Tuesday, June 26, 2001. Mail your request for information to Lori Fulton, Manager, Capital Construction Projects, Oregon State University, 100 Adams Hall, Corvallis, Oregon, 97331-2001. Fax requests will be accepted at (541) 737 3724.

OSU is an AA/EEO employer and encourages the submittal of responses from women, minority-owned and emerging small business enterprises.

OSU may reject any response not in compliance with all prescribed public contracting procedures and requirements, and may cancel this solicitation or reject any or all responses upon a finding of OSU it is the public interest to do so.



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 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