

# Classifieds/Bids

#### Acute Care Coordinator On-Call (Mental Health Consultant)

On-call Acute Care Coordinator positions are available for various shifts within the Department of Community and Family Services. These positions will assure timely access to appropriate behavioral health services, promote optimal treatment outcomes through clinical review and utilization management, increase member satisfaction, facilitate the utilization of cost effective behavioral health care services and provide consultation to acute care providers regarding managed care behavioral health services. Work location is downtown Portland. Requires two years professional experience in the provision of mental health services to children and/or adults AND Master's degree in the mental health field AND must be Qualified Mental Health Professional (QMHP) as defined in Oregon Administrative Rules 309-032-0535. It is highly desirable that applicants have experience in the provision of chemical dependency treatment services. Licensed Clinical Social Worker or Licensed Professional Counselor desirable. Salary is \$20.24 per hour. Send resume and cover letter to Verity, Multnomah County Department of Community and Family Services, ATTN: Peggy Loveless, 421 SW 6th Ave., 5th Floor, Portland, OR 97204. Resumes must be received by July 15th.





FACILITY **OPERATOR** 

Immediate opening for full and Parttime 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

#### The Workforce Investment Board of Portland. Multnomah, Tillamook and Washington Counties invites applications for the position

of President. Salary range is \$90,000 to \$150,000 per year based on ex-

Please visit our website at www.worksystems.org for complete details.

worksystems inc. is an equal opportunity employer and offers a complete benefit package. All qualified individuals are encouraged to submit their credentials for this exceptional career oppor-

## Secretary

Secretary for busy Health Services/Wellness Clinic at residential vocation/education training program for youth ages 16-24. Background in appointment scheduling and health insurance billing preferred. Teamwork, flexibility and ability to model employability skills required. High School diploma or equivalent, one-year related secretarial experience including word processing and/or data entry experience, and typing speed of 60 words per minute required. Medical office/insurance background preferred. Please submit resume and cover letter to:

**Human Resources** 31224 E. Historic Columbia River

Hwy. Troutdale, OR 97060

Responses Must Be Received No Later Than Friday, July 13, 2001 As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.



#### Clark County, Washington **Job Opportunities**

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

#### Capital Improvements **Environmental** Permitting Manager \$4,323-\$6,110/mo. DOQ Care Manager \$3,638-\$5,139/mo. DOQ

GIS Technician I/II/III Tech | \$14.07 - \$17.97/hr.DOQ Tech II \$15.51-\$19.82/hr.DOQ Tech III \$17.12-\$21.87/hr. DOQ

Office Assistant I \$10.05-\$12.83/hr DOQ Wastewater Operator II

\$18.13-\$21.27/hr 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 Multnomah County Health Department is currently recruiting for the following position:

#### Financial Partnership Specialist Clinic Health Assistant-Bilingual Spanish

Clinic Health Assistant Environmental Health Specialist-Bilingual Spanish Preferred

Application materials and formal job announcements are available at: www.co.multnomah.or.us/ jobs/, in person or by mailing a self-addressed stamped envelop requesting application forms to: Multnomah County Human Resources Division, 1120 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



## Clinical Records Supervisor

This position works in the Medical Records office of the Department of Community and Family Services. The Medical Records office ensures client confidentiality of all the Division's clinical records in accordance with Federal and State laws and regulations and County and Department Rules. The Medical Records Supervisor is responsible for the overall maintenance and quality of Behavioral Health client records. See job announcement for specific job duties. Requires national certification in medical Records as a Registered Health Information Technician or a Registered Health Information Administrator and three years of increasingly responsible office operations experience. Equivalent to the completion of the twelfth grade is required. Salary range is \$33,163-\$46,428 annually. Apply by August 3, 2001. Further information and application materials re available at www.co.multnomah .or.us or by calling (503) 988-

## **Employment**

5035

The Oregon Air National Guard has several part-time positions available. Let the Oregon Air Guard provide you with the experience to enhance your civilian marketability! Not only will the Air Guard train you, but pay you to learn! For more information on pay, travel, training & various educational benefits call 1-800-392-1801 & inquire about our enlistment eligibility.

## Washington County



Administrative Assistant \$2,821-\$3,429/month

Closes July 20, 2001

Appraiser I

\$2,891-\$3,515/month Closes July 20, 2001 **Mental Health Services** 

Coordinator I \$2,964-\$3,602/month

Closes July 20, 2001

Sanitarian I \$3,038-\$3,692/month Closes July 20, 2001

Senior Public Health Nutritionist

\$3,611-\$4,389/month Closes July 20, 2001 Cail (503) 846-8606/TTY (503) 846-4898 for information or see our website: www.co.washington.or.us. 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

#### Clinical Records Supervisor

This position works in the Medical Records office of the Department of Community and Family Services. The Medical Records office ensures client confidentiality of all the Division's clinical records in accordance with Federal and State laws and regulations and County and Department Rules. The Medical Records Supervisor is responsible for the overall mainte-3 nance and quality of Behavioral Health client records. See job an-ge nouncement for specific job duties. Requires national certification in medical records as a Registered Health Information Technician or a Registered Health Information Administrator and three years of increasingly responsible office operations experience. Equivalent to the completion of the twelfth grade is required. Salary range is \$33,163-\$46,428 annually. Apply by August 3, 2001. Further information and application materials are available at www.co.multnomah or.us or by calling (503) 988-5035.



## **Foundation Specialist**

240 day .6 FTE position 24 hours week flexible work schedule Closes: 7/23/01

## **Principal Special Education**

Training & Education Center 230 Day position Closes: 7/18/01

Registered Nurse/Direct 1-1 Student Care

Full-Time and Part-time positions Closes: 7/20/01

For vacant classroom assistant positions call job hotline 503-257-

To be part of the Multnomah Education Service

District team obtain application materials including Minimum qualifications M-F 8:00-5:00 in person or via mail send self-addressed stamped legal envelope (\$.64) indicating position

to: Mulnomah ESD, Attn. Receptionist, 11611 NE Ainsworth Circle, Portland, OR 97220 or via WEB @ www.mesd.k12.or.us Application materials will not be

An Equal Opportunity Employer & **Drug Free Work Place** 

## Walt Walker 1974 P.C.C.

Sheet Metal/Husband of Crissy. Dick Weber Your Welding/Dixer Brother would love to see you.

Message (360) 892-8730

Oregon Education Association, a professional labor organization, is seeking FT sec for its Tigard office. Required: type 55 wpm, advance MicroSoft Word for Windows w/aptitude and willingness to learn new program, Access and Excel, strong math skills w/attn. To detail, able to operate various office equipment, excellent grammar & punctuation skills, Need a self-starter who can help employer meet deadlines with heavy workload demands while maintaining professional attitude. Starting salary range: \$26,684-\$32,818. Benefits: paid vacation, FF medical, dental & vision, retirement, etc. Minority applicants encouraged to apply. Send resume by July 21 to: Karyl Gothe, OEA, 6900 SW Atlanta St., Portland, OR 97223, or fax to 503-495-2143. Visit our web site at www.oregoned.org

#### Receptionist:

Full-time. Bi-lingual Spanish/English. Three (3) years experience in office setting preferred. Computer experience. Detail and task oriented, ability to cope well with stress. Ability to work effectively and demonstrate respect for all people. Ability to work independently as well as with a team. Application and Job Description available at Albina Head Start 3417 NE 7th Ave. Closing date July 18, 2001.

#### Construction

Clackamas area Excavation Company has employment opportunities for experienced Pipe layers, Laborers and Equipment Operators. Must have valid driver's license. Women and minorities are encouraged to apply. Please send resume' to: PO Box 1990 Clackamas, Oregon 97015 or fax to: 503-557-5748.

**Equal Opportunity Employer** 

## 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.portoportlandor.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**

#### **Sub Bids Requested For** Sherwood ALF

Sherwood, Oregon 1-Story Wood Frame, Slab on Grade, 38 Units of Assisted Living.

Bid Date: July 20, 2001, by 3:00 PM Walsh Construction Co., CCB #11398

2905 SW First Avenue, Portland, OR 97201 Phone: (503) 222-4375 Fax: (503) 274-7676 Contact: Don Geddes, Brent Stutz or Cathy Adams Plans available at: Walsh Construction Co., DJC Plan Center, Construction Market Data, Inc., SW Dodge @ Center Print, Salem Contractor's Exchange, Oregon Contractor, OAME (Oregon Association of Minority Entrepreneurs), and Construction Data Trades Excluded: Earthwork/Utilities, Concrete Labor, Rough Carpentry Labor, Plumbing, HVAC and Electrical Bidder Design: Fire Protection and Low Voltage Systems

Please call Walsh Construction Co. For bid forms and instructions.

Emerging Small Business Enterprises, Minority Business Enterprises and Woman-owned Business Enterprises are encouraged to bid on this work.

Subsidized Units May Be Available At This Time If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to Equal Housing Opportunity.

## St Vincent De Paul Emanuel Plaza

2800 NE Williams Portland, Oregon 97227 (503) 288-3186

## **Public Notice** Solicitation Of Interest **Annual Fall Combined Fund Drive**

Multnomah County School Dist. No. 1 is soliciting proposals from qualified agencies to be included in the annual Fall Combined Fund Drive. Complete application packets outlining procedures and qualifications criteria may be obtained by contacting Lew Frederick, Director of Public Information, 501 N Dixon, Portland, OR 97227 or by calling (503) 916-3011.

## **BOARD POLICY 3.30.037 SOLICITATIONS – COMMUNITY CAMPAIGNS.**

Campaigns among students and/or employees by community organizations for the purpose of raising funds may be conducted only upon authorization of the Board. Fund-raising campaigns shall be authorized only when sponsored by organizations, which contribute significantly to social service, conservation or cultural aspects of community life. Fund-raising campaigns selected shall have objectives, which are primarily educational and shall be designed to help students understand the role and importance of voluntary social service and cultural agencies in community life. Such campaigns shall stress, as well, the importance of voluntary contributions to humanitarian services and cultural resources. The District will permit three sanctioned fund drives each year, as follows:

1. FALL - COMBINED FUND DRIVE

A. Participation. Schools and department shall participate annually in the combined campaigns, which shall be coordinated by the Office Public Information and Communication.

Standards of Eligibility. An organization eligible for participation in the Portland School District combined community drive must be an organization which is either (1) a joint fundraising organization which is a federation of five or more constituent organizations providing or supporting health, education, conservation or human welfare services predominantly in Oregon and with significant services in Multnomah County, or (2) a fundraising organization which is disbursing/granting funds to five or more constituent organizations providing or supporting health, education, conservation or human welfare services predominantly in Oregon and with significant services in Multnomah County which is not disbursee/grantee of a fundraising organization.

Completed applications must be returned to the above address no later than 3:00 p.m., Friday, July 27, 2001. Michael J. Hutchens

Director of Purchasing Multnomah County School District No. 1 501 North Dixon Street Portland, OR 97227