

# Metro/Classifieds

## 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 are available at [www.co.multnomah.or.us](http://www.co.multnomah.or.us) or by calling (503) 988-5035



## 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 experience. Please visit our website at [www.worksystems.org](http://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 opportunity.

## Community Coordinator

PT-50%-Afternoon, Resp for the dvpmt and coord of support serves provided to families of children attending Buchman Elementary. Prim resp incl coord and implementation of the Buchman extended day prgm. Req Bach deg or equiv; min 4 yrs exp working w/school; ect. Entry Sal \$27,171-\$32,088 w/benefits. Apply in person at Portland Impact, 4707 SE Hawthorne. Questions call 503-988-6000. EOA/AA

OHSU/Partnership Project 503-230-1202 **HIV social work case manager.** Two positions—1.0 FTE and .5 FTE positions. MSW or equivalent with HIV experience. Bilingual in Spanish highly desirable. 31-35 K with excellent benefits. Call Julia Lager-Mesulam.

**Prevention Case Manager** – Use motivational interviewing with clients at high risk for HIV transmission. MSW or equivalent with HIV prevention experience, especially with MSW. Call Hyatt Yu. All positions close July 23. OHSU is an equal opportunity-affirmative action employer.



**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

**Restaurant Space For Rent**  
Seaside Factory Outlet Center  
•Prime location • Primary Food  
•Provider for over a million annual shoppers  
**1-503-201-4254**

## INSURANCE

**"strong, GROWING and friendly"**

These are just a few of the qualities that have made American Family Insurance one of the nation's top rated insurance companies. Our continued expansion offers you an opportunity in the following position at our Lake Oswego office.

### Casualty Claim Adjuster (PIP) Job ID 450

In this position you will investigate, negotiate and settle to conclusion Oregon PIP claims. The successful candidate should have at least 3 years of PIP experience, preferably in Oregon, a valid drivers license, good communication and customer service skills are a must.

We offer a competitive salary and benefits package. Please apply online at: [www.amfam.com](http://www.amfam.com) through our Career link to Job ID 450.

If you are unable to apply online, please submit a resume (with Job ID 450 listed on the cover letter), on plain white paper, using standard types and fonts, no bold or italic print to:

**AMERICAN FAMILY INSURANCE**  
AUTO HOME BUSINESS HEALTH LIFE  
Attn: Job ID 450  
Resume Processing Center  
P. O. Box 3600  
Nogales, Arizona  
85628-3600  
Equal Opportunity Employer

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

**Business Services Manager**  
**Fiscal Assistant-Business Services**  
**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/](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 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



State Farm Insurance is seeking energetic candidates to work in a fast paced office. Excellent verbal communication skills are required. Data entry and filing. Heavy phones. Customer service a priority. Competitive wage and benefits (med/dental/401K/retirement/+). Accepting applications for Milwaukie, Tualatin, North Portland  
Equal opportunity employer  
Mail or fax resume:  
State Farm Insurance  
P.O. Box 11007  
Portland, OR 97211  
Fax 503-247-4104

Advertise in  
The Portland Observer  
Call 288-0033

## Program Development Specialist

This position will support the Safe Schools Project, which is part of the School Mental Health Program within the Behavioral Health Division. The Safe Schools Project involves the provision of mental health services by Multnomah County mental Health consultants in designated Portland Public Schools. This position will provide ongoing support to this project and all project staff. This position provides planning, development, and monitoring support to the project listed above. Additionally, this position will take the lead in researching clinical best practices as it pertains to school mental health programs and research evaluation of school mental health programs. Requires three years of increasingly responsible administrative, managerial, program development and/or policy analysis experience and equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, sociology, public health, English, journalism, business administration or public administration or a related field. Position also requires excellent time management and word processing skills, broad knowledge of computer applications for the purpose of contract monitoring, understanding of grant related issues, familiarity with budgetary concepts and budget monitoring, management of financial information, experience in program planning and development, excellent time management skills. Starting salary is \$17.38 per hour (\$17.38 - \$21.27 per hour full range). Apply by July 27. 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.



## Oregon State University Centralized Career Services Career Advisor

This is a 12-month fixed-term position that will provide career advising to students, and expertise and leadership in internship and co-op education experiences. Minimum qualifications: Master's degree in Counseling, College Student Personnel administration or related area; 12 months of experience in a university career center; and expertise working with students throughout career development process. Competitive salary with excellent benefit package. To apply, send letter of interest relating qualifications to job responsibilities, current vitae, names, addresses and phone numbers of 3 references to: Mike Mays, Career Advisor Search Committee, 008 Kerr Admin Bldg, OSU, Corvallis, OR 97331-2127; or call (503) 737-0520. For complete announcement, visit <http://osu.orst.edu/admin/hr/jobs/academic/Q15.htm>. OSU is an AA/EEO. To ensure full consideration, complete applications must be received by August 13, 2001.

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](http://www.oregoned.org)

## Program Development Technician

There are two positions available. Both positions work within the Behavioral Health Division of the Department of Community and Family Services. One full-time position will support the Safe Schools Project and the Day Supported Classroom Project and one half-time position will support the Safe Schools Project. These positions will provide ongoing support to the designated project(s) and all project staff in the areas of data collection, data analysis and data reporting and will develop and maintain a computerized database. Additionally, the positions will assist in research design in the areas of school mental health and clinical best practices. Requires equivalent to the completion of the twelfth grade with additional course work or specialized training in social services, social science, public administration, business administration, mathematics, or a related field plus three years experience working with a variety of data management and reporting packages (see job announcements for specifics). Position requires some experience in program planning and development, excellent writing and speaking skills, and excellent time management skills. Starting salary is \$14.41 per hour (\$14.41-\$16.61 per hour full range). Apply by July 27. 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.



## Employment

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.

## 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.

Employment

*The State of Opportunity.*

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon jobs page at: [www.oregonjobs.org](http://www.oregonjobs.org). The State of Oregon and all its divisions are proud to be equal opportunity employers.

**OREGON DEPARTMENT OF TRANSPORTATION CAREER OPPORTUNITIES...JOIN OUR TEAM!**  
ODOT supports a vast range of innovative transportation products and services, touching the life of every Oregonian, every day.

Explore our variety of rewarding occupations...

- ADMINISTRATIVE/CLERICAL**
  - **Motor Carrier Support Unit Supervisor**  
Salary \$2,104 - \$2,964/month  
Announcement #OCOT1118, Salem
- CUSTOMER SERVICE/ENFORCEMENT**
  - **Driver & Motor Vehicle Investigator**  
Salary \$2,784 - \$3,870/month  
Announcement #OCOT1119, Salem
- ENGINEERING/ENVIRONMENTAL**
  - **Chief Construction Inspector**  
Salary \$32,724 - \$46,848/year  
Announcement #OCOT1317, Portland
  - **Bridge Maintenance Supervisor**  
Salary \$2,443 - \$3,438/month  
Announcement #OCOT1318, East Portland Bridge (I-5 Interstate & Steel Bridge)
  - **Maintenance Supervisor**  
Salary \$2,443 - \$3,438/month  
Announcement #OCOT1319, Portland
  - **Senior Construction Inspector/Senior Surveyor**  
Salary \$2,472 - \$3,545/month  
Announcement #OCOT1309, Portland
  - **Mapping/GIS Specialist**  
Salary \$2,243 - \$3,213/month  
Announcement #OCOT1403, Salem
  - **GIS/Web Specialist**  
Salary \$2,243 - \$3,213/month  
Announcement #OCOT1402, Salem
- **Junior Photogrammetrist**  
Salary \$2,727 - \$3,904/month  
Announcement #OCOT1404, Salem
- **Structural Design Engineer**  
Negotiable Annual Salary Up to \$59,868  
Announcement #OCOT1405, Salem
- **Senior Designer**  
Negotiable Annual Salary Up to \$59,868  
Announcement #OCOT1294, Salem
- **Hydraulics Designer**  
Underfill Option Available  
Negotiable Annual Salary Up to \$51,684  
Announcement #OCOT1406, Salem

**FINANCE**

- **Payments Technician**  
Salary \$2,102 - \$2,913/month  
Announcement #OCOT1361, Salem
- **Payments & Payroll Technician**  
Salary \$2,102 - \$2,913/month  
Announcement #OCOT1362, Salem

**HUMAN RESOURCES**

- **Executive Support Specialist 1**  
Salary \$1,920 - \$2,656/month  
Announcement #OCOT1364, Salem

**MANAGEMENT/PROFESSIONAL**

- **Specifications Unit Manager**  
Underfill Option Available  
Negotiable Annual Salary Up to \$74,232  
Announcement #OCOT1187A, Salem

**PURCHASING/CONTRACT MANAGEMENT**

- **Purchasing Analyst**  
Salary \$2,535 - \$3,520/month  
Announcement #OCOT1360, Portland
- **Contract Management Analyst**  
Salary \$2,535 - \$3,520/month  
Announcement #OCOT1365, Salem

**TRADES/MAINTENANCE**

- **Landscape Maintenance Specialist**  
Salary \$1,852 - \$2,535/month  
Announcement #OCOT1330, Portland
- **Roadway/Highway Maintenance Specialist**  
Salary \$2,013 - \$2,784/month  
Announcement #OCOT1332, Baldock

To apply you must obtain a copy of the appropriate announcement number, which provides full details, qualifications/requirements, and how to apply instructions. Call (503) 986-4030 [TTY (503) 986-3854 for the hearing impaired], or visit [www.odot.state.or.us/jobs](http://www.odot.state.or.us/jobs). As an AA/EEO employer, ODOT is committed to integrating the promotion and management of workforce diversity and affirmative action into every facet of our business.

[www.oregonjobs.org](http://www.oregonjobs.org)

## WASHINGTON COUNTY



## Clark County, Washington Job Opportunities

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

**DEVELOPMENTENGINEERING TEAMLEADER**  
\$4,323-\$6,110/MO. DOQ

**FINANCIAL ANALYST**  
\$3,638-\$5402/mo. DOQ

**PLANNERIII**  
\$24,11- \$28.74/hr. DOQ

**SR. PROGRAMMERANALYST**  
\$3,935 - \$5,023/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](http://www.co.clark.wa.us)  
**EQUAL OPPORTUNITY EMPLOYER**

Alberta Cooperative Grocery is hiring cashiers and a FT produce buyer. We're looking for natural foods or previous co-op experience. All are welcome to apply. Wages from \$8.00 - \$10.00 an hour based upon experience. Call 503-287-4333 for more information.

**ASSISTANT COUNTY COUNSEL**  
1 Part-time  
\$22.99 - \$27.95 / hour  
Closes August 10, 2001

**INSPECTOR II - Electrical**  
\$3,701 - \$4,499 / month  
Closes August 3, 2001

**MANAGEMENT ANALYST II**  
\$3,889 - \$4,727 / month  
Closes July 27, 2001

**PROBATION & PAROLE OFFICERII**  
\$3,350 - \$4,071 / month  
Closes July 27, 2001

**SENIOR PROGRAM EDUCATOR**  
\$3,3611 - \$4,389 / month  
Closes July 27, 20010

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: [www.co.washington.or.us](http://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



## 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.or.com](http://www.portofportland.or.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

## Advertisement For Bid

Sealed bids for the Oak Creek Building Steam System Extension Project will be received by the Oregon State Board of Higher Education until 2:00 PM local time, August 14, 2001. Bids will be opened and publicly read aloud on August 15, 2001 at 2:00 PM local time. All bidders must be registered with the Construction Contractor's Board. Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-8410.