



City of Portland

HOUSING CONSTRUCTION COORDINATOR

Salary: \$28.57 - \$37.87 Hourly

This Housing Construction Coordinator in the Portland Housing Bureau (PHB) is responsible for inspecting and evaluating single family, residential properties to determine construction and rehabilitation needs, including health, hazard, safety, habitability or code issues. For more details or to apply, please go to <www.portlandoregon.gov/jobs>. EEO/Affirmative Action Employer.

RECEPTIONIST

Job Share (4.5 hours/day — afternoons)

Great opportunity for someone wanting an interesting part-time job! This position creates a professional first impression of Travel Portland by greeting clients, answering incoming calls, and directing calls and/or clients to the appropriate person or extension. Staff in this position also provide administrative support for a range of projects. Full benefits including medical, dental, sick leave, vacation and holidays. Position closes 4/28/2015. Contact <www.travelportland.com/about-us/jobs> for application instructions.

PCC CASCADE CAMPUS JOB FAIR

Tuesday, April 28, 2015
11a.m. – 3p.m.

Portland Community College
Cascade Campus Gym
705 N Killingsworth St.
Portland, OR 97217

- Connect with 80+ local employers
- Participate in professional development seminars
- Free and open to the public

pcc.edu/cascadejobfair



Portland Community College

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DreamPATH
<http://pccjobfair.actionpath.me>



BROOKS STAFFING
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BI-LINGUAL IVF COORDINATOR

We are seeking a Chinese IVF Coordinator for our rapidly growing fertility clinic in NW Portland. This position is full-time, working Monday-Friday, 8:00am - 4:30pm, with occasional variation & weekends.

Responsibilities for this position include, but are not limited to: interpreting for Chinese patients in the clinic as needed, reviewing lab results with patients, providing cycle instructions, preparing IVF calendars, inputting data into an electronic medical record (EMR), & facilitating appointments and travel arrangements for visiting patients.

A successful candidate would have superior customer service skills, be organized, possess excellent time management skills, and have great attention to detail (both written and verbal).

Qualifications: RN preferred -- will consider other with medical or IVF experience; Bachelor's degree or equivalent preferred; Fluency in Chinese (preferably Mandarin) & English -- both written & verbal; At least one year of experience in a medical receptionist or billing specialist position; Ability to empathize with others in stressful situations; Experience with Centricity, Word, Excel, Powerpoint, and Outlook preferred.

How to Apply: If you are qualified and would like to be considered for this position, please send résumé and cover letter of interest by e-mail to <HR@portlandivf.net> with 'Chinese IVF Coordinator' as the subject line.



INTAKE SPECIALIST

Children's Center is a nonprofit child abuse intervention center that takes pride in uniting the community as champions for children & families in Clackamas County. We are seeking a full-time **Intake Specialist** to triage and process referrals for assessments of children suspected of abuse or neglect. Visit <www.childrenscenter.cc> for a full job posting, requirements & application details under the "Get Involved" tab.



DIRECTOR OF MARKETING

Clark College, in Vancouver, Washington, is accepting applications for **Director of Marketing**. This position will be responsible for marketing college programs. Closing date is April 27, 2015. For complete position description, requirements, and to apply, access our website at <www.clark.edu/jobs> or contact Clark College Human Resources, 1933 Fort Vancouver Way, Vancouver, WA 98663, (360) 992-2105.



Metro

Metro operates the **Oregon Convention Center, Oregon Zoo, Portland's Centers for the Arts and Expo Center** and provides transportation planning, recycling, natural area and other services to the region.

Visit <www.oregonmetro.gov/jobs> for current listings and a link to our online hiring center.

Metro is an Affirmative Action / Equal Opportunity Employer

BIDS, SUB-BIDS & PUBLIC NOTICES

REQUEST FOR BIDS

METRO ON-CALL ASBESTOS ABATEMENT RFB 2950

Metro is requesting bids for On-Call Asbestos Abatement for the Metro-wide use.

Sealed bids are due no later than 2:00pm, May 5, 2015, in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736, Attention: Karen Slusarenko, Procurement Analyst, RFB 2928.

Services include: provide on-call asbestos abatement services for both residential and commercial properties owned by Metro. This includes all Metro facilities, sites and venues including approximately 28 residential sites throughout the Metro Region, park facilities, nature parks, and boat ramps.

Bids can be viewed and downloaded from the Oregon Procurement Information Network (ORPIN), at <<http://orpin.oregon.gov/open.dll>>.

This project will be subject to prevailing wage requirements as established by the Oregon Bureau of Labor and Industries (BOLI). By submitting a bid, all bidders certify that they will pay and comply with minimum prevailing wage requirements of ORS 279C.800-279C.870 as of January 1, 2015 and Amendments effective April 1, 2015 and if applicable 40 U.S.C.276a.

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 extends equal opportunity to all persons and specifically encourages minority, women-owned and emerging small businesses to access and participate in this and all Metro projects, programs and services.

Metro and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, creed, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status. Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <www.oregonmetro.gov>.

CHIROPRACTOR

Seeking chiropractor who is licensed in the state of Oregon and fluent in Japanese and English to provide chiropractic care to Portland Aikikai athletes in Portland, Oregon. Requires D.C. degree and undergraduate B.Sc. degree, and 24 months chiropractic clinical experience.

Please send résumés to TY Barker at <portlandaikikai@gmail.com>.



City of Portland

HOUSING BUREAU DIRECTOR

Salary: \$109,889 -157,310 per year
Closes: 5/11/2015

The City of Portland is recruiting applicants for the Housing Bureau Director. The Housing Bureau Director is responsible for directing and managing the overall operations of the City's Housing Bureau including affordable housing, homelessness, and homeownership programs. To learn more about the position and to apply, please visit our website at <www.portlandoregon.gov/jobs>. EEO/Affirmative Action Employer.

BIDS, SUB-BIDS & PUBLIC NOTICES

PUBLIC NOTICE

HOUSING AUTHORITY OF WASHINGTON COUNTY (HAWC)

NOTICE IS HEREBY GIVEN that the Housing Authority of Washington County (HAWC) will accept applications for its Section 8 HCV (S8HCV) and Public Housing (PH) waitlists beginning at 12:01am on Saturday, May 2 and ending at 11:59pm on Saturday, May 9, 2015. HAWC will randomly select 2,500 applications received during this period to be placed on each waitlist.

If your name is already on the waitlist, you do not need to reapply. HAWC plans to deplete the current waitlist before serving clients who submit applications in May.

Applications will be available online at <www.waitlistcheck.com/OR945> beginning 12:01am on Saturday, May 2 and ending at 11:59pm on Saturday, May 9, 2015. Applications will **not** be prioritized by date, and people may **apply at any point** during the opening and have an equal chance of being selected for a waitlist. Applications will be selected for waitlists using a **random lottery**.

HAWC is working with local organizations to provide computer access from May 2 to May 9. More information and locations with internet-connected computers is on HAWC's website at <www.co.washington.or.us/housingprep>.

Households may apply for the S8HCV waitlist, the Public Housing waitlist, or both waitlists. Eligible households earn less than 50% of the area median income for their household size. **ONLY ONE** application per household will be accepted for each waitlist. Duplicates will be removed before the lottery. Once a household is on the waitlist, priority is provided for homeless households, domestic violence victims, and seniors and persons with disabilities with fixed or no income.

Applications may be submitted any time during the acceptance window. **EVERYONE** who submits an application during this time will have an **equal chance** of being placed on a waitlist. Applications will be selected using a random lottery — so date and time will NOT be a factor.

If you have questions about the waitlist opening, you can contact HAWC at <housing_waitlist@co.washington.or.us> or write to HAWC at the address below.

REASONABLE ACCOMMODATIONS

If you need special accommodation to submit an application, write to HAWC at:

Attn: Waitlist Opening
Housing Authority of Washington County
111 NE Lincoln Street, Suite 200-L MS 63
Hillsboro, OR 97124

Requests for special accommodation should be made **before** May 2, 2015 if at all possible. The application window may not be extended.

There is never a fee to apply for HAWC assistance. If someone asks you for money to apply for housing, please report it to the Housing Authority. HAWC is committed to providing assistance without discrimination on the basis of race, color, religion, sex/gender, sexual orientation and gender identity, national origin, disability, age, source of income, marital status, and familial status.