

HELP WANTED

...continued from page four
for proper documentation to complete services. Requires highly organized and detail oriented individual with great customer service skills who can work independently. High School Diploma and two years of medical office and electronic health record experience required. Excellent benefits package including medical, dental and vision for employee, employee and spouse, or employee and children paid in full. Background check and pre-employment drug screen required. Applications are available at www.morrowcountyhealthdistrict.org or at the Patient Business Office at Pioneer Memorial Hospital, 541-676-9133. EEOE. 10-5-2C



ASSISTED LIVING FACILITY ADMINISTRATOR

Willow Creek Terrace Assisted Living Facility in Heppner has openings for an Administrator of the facility. Starting salary \$72,476 - \$82,000 DOQ. The position is Monday - Friday 40 hrs/wk plus on-call. Position benefits include paid sick leave, vacation, paid medical & vision insurance. Duties will include the administrative authority, responsibility and accountability of directing the operation of the assisted living facility. Must be able to obtain NAB certification, Food Handlers, First Aid, CPR, state certification. Background check required. Applications are available by contacting jodif@mcoh-d.org or by calling 541-676-2932. Please include resume listing experience and qualifications. EEOE. 10-5-2C

TEMPORARY RECEPTIONIST

Morrow County Health District is accepting applications for a temporary full time Receptionist at Pioneer Memorial Clinic from late September through December. \$23.01 - \$26.04 DOQ. Duties include positively interacting with patients in person and on the phone, scheduling appointments, greeting patients and obtaining current information, operating various computer software programs, collecting payments and more. Requires highly organized individual with great positive attitude and excellent customer service skills. High School Diploma and two years general office experience required, medical office experience with electronic health record software preferred. Must have excellent interpersonal and communication skills and be a team player. Pre-employment drug screen and background check required. Applications are available at www.morrowcountyhealthdistrict.org, at Pioneer Memorial Hospital, or by contacting Human Resources, 541-676-2923. EEOE. 10-5-2C

PATIENT FINANCIAL COUNSELOR

Morrow County Health District has a full-time opening for the Patient Business Office located at Pioneer Memorial Hospital in Heppner for a Patient Financial Counselor. The Patient Financial Counselor meets with patients and family members to determine eligibility for

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enrollment in health plans and programs of aide and financial assistance. This position also performs general duties including answering main hospital switchboard, admissions and self-pay accounts receivable follow-up.

The position requires significant computer experience with Microsoft Office programs required and other software experience helpful. Prior medical office experience, especially with Electronic Health Record and billing processes a plus. Starting wage range \$23.01 to \$25.41 DOQ with step increase after 4-month probationary period. Excellent benefits package including health insurance with medical, dental and vision for employee, employee and spouse, or employee and children at no cost. Also paid sick, vacation, holidays, life, AD&D coverages, retirement, more. Background check and drug screen required. For more information, contact Juli Kennedy, 541-676-2955. Applications available at www.morrowcountyhealthdistrict.org thru the link on this page, or at Pioneer Memorial Hospital, 541-676-9133. EEOE. 10-5-2C



MAINTENANCE DIRECTOR

Morrow County Health District has an opening for a Plant Maintenance Director. Headquarters are at Pioneer Memorial Hospital in Heppner. \$62,774 - \$69,056 DOQ with additional compensation for related certifications/degree. The Facilities Director supervises an Environmental Services (Maintenance) staff of three employees and is responsible for all maintenance and repair work for Pioneer Memorial Hospital, clinic buildings in Heppner, Irrigon and Boardman, and works with the Ione School District to provide maintenance on the Ione Community Clinic, also the CEO's house, and for Willow Creek Valley Assisted Living in Heppner. The Director communicates and schedules visits from outside electrical, plumbing, HVAC and other contractors, and works with general contractors on District construction projects. This is a leadership position and requires leadership skills and experience.

Duties include Overseeing the condition, maintenance and safety of all buildings, physical plant machinery and equipment at all District locations; Inspects, tests, adjusts, and supervises repairs of all physical plant machinery, heating, cooling, piping, and electrical systems and records maintenance work performed; Supervises construction and repairs to building structures, walls floor, ceilings, cabinets, and furniture; Manages personnel actions including, but not limited to, hiring, performance evaluations, disciplinary process, submission of time cards, tracking of time and attendance and vacation coverage for all staff. Work collaboratively with the Human Resources Manager for assistance in areas related to personnel; Use computer to email internal and external contacts, search for needed items and information, generate reports, etc; Inspects, tests, cleans and may repair fire-equipment, alarms, switches and sensors; Inspects, adjusts, and authorizes repairs on miscellaneous hospital and clinic equipment including beds, autoclaves, centrifuges, and kitchen equipment; Maintains records of all inspections, tests, and repairs as indicated by OARs or Current Life Safety Codes. Oversees removal of ice and snow from walkways, roads, and parking lots during winter months, Responds to safety and security calls and prepares the department's annual budget with the Chief Financial Officer. Minimum of a high school diploma or equivalent, some college preferred Two to five years' experience in maintenance, electrical, or mechanical field required, with at least two years in a supervisory capacity preferred, health-care facility experience a plus. Maintenance, HVAC or related certifications and knowledge of electrical and building codes preferred. Must have knowledge of and be able to work with various chemicals that apply to job functions. Possess knowledge in the operation and repair of boiler systems. Valid driver's license required. Background check and drug screen required. Excellent benefit package with health insurance for employee, employee and spouse, or employee and children at no cost with family options available. Paid sick, vacation, holidays, retirement, more. Applications and complete job description are available online at www.morrowcountyhealthdistrict.org, at Pioneer Memorial Hospital, or by calling 541-676-9133. EEOE 10-5-2C

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izes repairs on miscellaneous hospital and clinic equipment including beds, autoclaves, centrifuges, and kitchen equipment; Maintains records of all inspections, tests, and repairs as indicated by OARs or Current Life Safety Codes. Oversees removal of ice and snow from walkways, roads, and parking lots during winter months, Responds to safety and security calls and prepares the department's annual budget with the Chief Financial Officer.

Minimum of a high school diploma or equivalent, some college preferred Two to five years' experience in maintenance, electrical, or mechanical field required, with at least two years in a supervisory capacity preferred, health-care facility experience a plus. Maintenance, HVAC or related certifications and knowledge of electrical and building codes preferred. Must have knowledge of and be able to work with various chemicals that apply to job functions. Possess knowledge in the operation and repair of boiler systems. Valid driver's license required.

Background check and drug screen required. Excellent benefit package with health insurance for employee, employee and spouse, or employee and children at no cost with family options available. Paid sick, vacation, holidays, retirement, more. Applications and complete job description are available online at www.morrowcountyhealthdistrict.org, at Pioneer Memorial Hospital, or by calling 541-676-9133. EEOE 10-5-2C



Fencing

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REAL ESTATE



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PUBLIC NOTICE

LEGAL NOTICE IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MORROW
In the Matter of the Estate of JAMES C. BLANKENSHIP, Deceased. No. 22 PB07058
NOTICE TO INTERESTED PERSONS
NOTICE IS HEREBY GIVEN That the undersigned has been appointed personal representative. All persons having claims against the estate are required to present them, with vouchers attached, to the undersigned personal representative at the office of Monahan, Grove & Tucker, 105 N. Main, Milton-Freewater, OR 97862 (attorneys for the personal representative), within four months after the date of first publication of this notice, or the claims may be barred. All persons whose rights may be affected by the proceedings may obtain additional information from the records of the court, the personal representative, or the attorneys for the personal representative. Dated and first published September 21, 2022. Gordon Blankenship, Personal Representative. Submitted by Samuel E. Tucker, OSB #763644 MONAHAN, GROVE & TUCKER Attorneys at Law 105 N. Main St. Milton-Freewater, OR 97862 Phone 541-938-3377 Fax 541-938-6112 sam@mgtlegal.com Published: September 21, 28, October 5, 2022 Affidavit

PUBLIC NOTICE

Request for proposal
Heppner Water Control District requests proposals to remove Russian Olive trees from Shobe Creek. Project location is the SE fork of Shobe Creek from the HWY 207 bridge south approximately 580 x 50 feet, in and along the creek. Cut and remove all trees and brush on both sides of the creek. All trees and limbs are to be removed from the property. A fence on the west side of the creek is to be completely removed. The fence on the east side of the creek is to be removed and replaced to pre-existing condition upon completion of project. Costs of individual steps must be estimated with the cost of the total project. Project to be completed by March 31, 2023. Proposals to be submitted in writing to HWCD PO Box 127, Heppner, OR 97836 marked RFP by October 31st 2022. Published: September 28, October 5, 12, 2022 Affidavit

PUBLIC NOTICE

The City Council of the City of Heppner will hold an executive session per ORS 192.660 (2) (f) at approximately 7:40 PM on October 10, 2022 to discuss a personnel issue. This meeting is closed to the public. Should you need any additional information on either of these meetings, please contact: Heppner City Hall 111 N. Main Street PO Box 1173 Heppner OR 97836 541-676-9618 heppner@cityofheppner.org October 5, 2022

Public Notice

October 14th, Bobbi Childers, Morrow County Clerk will do a public test of Morrow County vote tally system, before the November 8, 2022 General Election. This is a public test, public is welcome to attend. Test will be in room 102, at 1pm., in the Morrow County Courthouse, Heppner, Oregon.

Bobbi A Childers
Morrow County Clerk
October 5, 2022

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