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THE DAILY ASTORIAN



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70 Help Wanted



Are you looking to make a difference in someone's life?

Coast Rehabilitation Services is seeking caring and compassionate people who are seeking rewarding opportunities as he/she assists adults with disabilities to lead quality lives of their choosing in a residential setting. Warrenton, Gearhart, and Seaside.

Successful applicants must be at least 18 years of age, have a High School diploma or GED, and pass a criminal background check, pre-employment drug test, and pre-employment physical. You must also possess a valid driver's license. Applications can be obtained and returned at our admin office at 89451 Hwy. 101 in Warrenton.

70 Help Wanted



Distribution Department

Opportunity to work part-time in the packaging and distributing department at **The Daily Astorian**. Duties include using machines to place inserts into the newspaper labeling newspapers and moving the papers from the press. Must be able to regularly lift 40 lbs. in a fast-paced environment. Mechanical aptitude helpful and the ability to work well with others is required. Pre-employment drug test required. Benefits include paid time off (PTO), and a 401(k)/Roth 401(k) retirement plan.

Pick up an application at The Daily Astorian
at 949 Exchange St. or send resume to EO Media Group, PO Box 2048, Salem, OR 97308-2048,
e-mail: hr@eomediagroup.com

Specialty Services

We urge you to patronize the local professionals advertising in The Daily Astorian Specialty Services. To place your Specialty Services ad, call 325-3211.

WE DELIVER!

Please leave a light on or install motion detector lights to make your carrier's job easier. Thanks!
THE DAILY ASTORIAN

70 Help Wanted

Clatsop Community Action (CCA) is seeking:

Program Navigator Intake Specialist
40 hours/week with benefits
Hourly Rate: Depending on Experience

Employee acts as the primary Point-of-Service and initial program screening for all Clatsop Community Action client and/or professional walk-ins and phone calls. The employee is often the first person both clients and professionals encounter with the agency and works to consistently pre-screen and subsequently triages for social services program appropriateness and eligibility. Programs pre-screened with face-to-face assessments utilizing Service Point client data mainframe system. The Program Navigator must be able to provide information, internal and external community social service referral and advocacy where appropriate, in a warm, non-judgmental, professional manner. The employee must consistently help clients feel welcomed, respected, and comfortable that their concerns or issues are being addressed.

This position is at times very fast-paced and requires organizational skills, interviewing skills and extensive data entry and reporting.

Bookkeeper-Office Manager
40 hours/week with benefits
Hourly Rate: Depending on Experience

Clatsop Community Action (CCA) seeks energetic individual to perform bookkeeping and office management tasks. Position requires Associates Degree or equivalent work experience, i.e., 5 year's bookkeeping experience, 5 years' experience using Quickbooks business software; 2 years' experience as an office manager, non-profit fundraiser experience a plus. Experience with Microsoft Office Suite; spreadsheet applications, reporting, budget proposals, supply ordering, and other duties as assigned.

Applications and full job descriptions may be acquired at 364 9th Street, Astoria, OR 97103. Submit completed applications and resume to same address, attention Director. 503-325-1400. CCA is an Equal Opportunity Employer.