

Portland Observer JOB FINDER

Tektronix Opportunities

Food Service Attendant

On call, temporary cafeteria work available both day and swing shift. Prior experience in food preparation and serving helpful. These jobs can lead to permanent positions.

Keypunch Operators

We have immediate permanent openings for swing shift Keypunch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with 129 IBM card punch or Infocore key to disc desirable.

Part Time Assembler

Part time positions available for electronic assembly work. Good vision and the ability to do detailed work required. Training will be provided.

Clerk Typist

Will perform diversified clerical, statistical, skilled duties. Average typing ability required.

Secretary

Will perform advanced secretarial, stenographic and clerical duties. Two years' secretarial training or experience required. Above average typing ability, and shorthand and transcription skills necessary.

Benefits include liberal insurance and retirement programs, educational park and profit sharing plan.
Apply at Tektronix Industrial Park or write to: TEKTRONIX, INC., P.O. Box 500-P, Beaverton, OR 97077.
An equal opportunity employer m/f.



NUTRITION PROJECT DIRECTOR

\$1235-\$1575/ month, college-level trng. in social service admin., program evaluation, or gerontology; training in nutrition and/or dietetics, exp. in food service mgmt., exp. working with senior programs preferred or equiv. comb. of exp. and trng., must possess an Oregon drivers license. Last filing date, Dec. 15, 1978. Apply Washington County Civil Service, 150 N. First Avenue, Room 305, Hillsboro, Oregon 97123. An EO Employer, women and members of minorities urged to apply.

COMMUNITY DEVELOPMENT SPECIALIST (Human Resources Specialist III)

Approx. \$1,425 to start. This is primarily a liaison position in the social service planning area of the Bureau of Human Resources Aging Services Unit. Major responsibilities consists of performing as the staff liaison to the Area Agency of Aging citizen advisory committees. The employee will conduct and participate in citizen advisory committee meetings; prepare and present staff reports on program activity and progress; prepare grant applications, modifications and ordinances; collect and analyze demographic data. Work involves considerable public contact and the employee must be willing to attend meetings outside of regular working hours.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than December 15, 1978.

An Equal Opportunity Employer

GRAPHICS ILLUSTRATOR II

Approx. \$1,430 to start. The person in this position is responsible for directing the graphics support work of a bureau. Work involves supervision of design work and arranging for duplication. Work also involves supervising the graphics staff, assigning work, negotiating contracts with consultants and vendors, preparing and monitoring the unit's budget and expenditures.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than December 15, 1978.

An Equal Opportunity Employer

QUALITY Home Remodeling Cedar Decks Fencing Storm Windows
284-2607



She's unmarried. She's pregnant. She needs help. She should call 221-0598

Birthright

free confidential counseling for pregnant girls
Mayer Building at 1130 S.W. Morrison

friend to friend help

CITY OF PORTLAND CLERK III

\$849 approx. to start. This job takes advanced and varied skills at office related tasks. Meet public, explain methods, adjust bills, process permits, write letters and reports, compute payroll. Work varies depending on Bureau and may include supervision. Applicants must pass Civil Service examination.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

Apply before January 5, 1978.

An Equal Opportunity Employer

CITY OF PORTLAND FIELD REPRESENTATIVE

\$1,193 approx. to start. Field Representatives are responsible for making investigations and inspections to determine compliance with City codes and regulations; reporting violations; explaining City requirements to property owners, business proprietors, neighborhood groups and the general public; and attempting to obtain voluntary compliance. Interested applicants must have: skill in interpreting and applying codes, ordinances and regulations; skill in performing basic mathematical computations, including percentages; skill in preparing records, reports, and correspondence and skill in dealing effectively with the public. The examination will consist of a written test weighted 50% and an interview weighted 50%.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

No later than January 5, 1978.

An Equal Opportunity Employer

SECURITY OFFICER

Responsible for effecting secure and safety procedures for protection of employees, patients, visitors and hospital assets.

Prefer some college related courses in security and loss prevention. At least 3 years security experience preferably in hospitals or with a public oriented facility. Must be able to write clear, concise and complete reports. Drivers license with satisfactory driving record. Willing to work varied shifts, holidays and weekends. Competitive salary.

Apply between 9 am to 2 pm.

Employee Relations
Good Samaritan Hospital & Medical Center
2183 N.W. Northrup

An Equal Opportunity Employer

PHYSICAL THERAPIST

To work in a comprehensive rehabilitation unit using team approach to treat spinal cord injuries; cerebral vascular accidents; amputees; head injuries; extremity fractures; joint replacements and miscellaneous neuromuscular disorders. Minimum one year experience. Excellent benefits. Apply between 9 am to 2 pm.

Employee Relations
Good Samaritan Hospital & Medical Center
2183 N.W. Northrup

An Equal Opportunity Employer

ENGINEERING TECHNICIAN I

\$967-\$1235/ per month, A.A. Degree in Eng. Tech. from a recognized tech. school or equiv. comb. of exp. and trng.

ENGINEERING TECHNICIAN 2

\$1120-\$1429/ month, A.A. degree in Eng. Tech. from a recognized school and 2 yrs. exp. related to eng. or equiv. comb. of exp. and trng. Apply Washington County Civil Service, 150 N. First Avenue, Room 305, Hillsboro, Oregon 97123. An EO Employer, women and members of minorities urged to apply.

HOTEL POSITIONS Sheraton-Portland at Lloyd Center

Accepting applications for: Host/Hostess-Cashier (exp.); Bussers; Waiter/Waitress (exp.); Maintenance Engineer (plumbing and electrical exp.); Night Desk Clerk (exp. given preference); full and part-time. Good work references, neat appearance. Good fringe benefits. Apply in person, 1000 N.E. Multnomah.

An Equal Opportunity Employer

DELIVER PHONE BOOKS EARN EXTRA \$\$\$\$

For Christmas delivering the new Portland telephone directory. Must be 18 or older and have own vehicle.

Work your available 5 daylight hours. Call 228-3618, 8:30-4:30, Monday-Friday.

GUARDS PINKERTON'S, INC.

Immediate openings in Portland and vicinity. Uniforms and training will be furnished. Car and telephone required. Apply in person between 9 a.m. and 4 p.m., Mon-Fri, 4105 N.E. Tillamook. Vets bring DD214.

An Equal Opportunity Employer

ACCOUNTING CLERK I

Basic Accounting work. Keeps records, prepares information for data processing, prepares hand-written checks. High School + 1 year experience or equivalent. \$777 + fringes.

ACCOUNTING CLERK II

Sub-professional accounting work. Applies elementary accounting and bookkeeping principles, prepares records, supervises Clerk I. High School + 3 years experience or equivalent. \$865 + fringes.

Bring resume and complete Housing Authority application form no later than 4 p.m., December 18, 1605 N.E. 45th. 249-5532. All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, sexual orientation or political affiliation.

An Equal Opportunity Employer

MEDICAL REVIEWER COORDINATOR

Responsible for reviewing claims referred to Medical Affairs for UCR determination. Assist in establishing and modifying review guidelines and criteria and in training of appropriate personnel. Assist in design and implementation of special projects. Must be currently licensed as an RN in State of Oregon. Administrative experience and previous claims processing experience helpful. Must have ability to communicate effectively in written and oral form. Call 225-5272 for appointment. Blue Cross of Oregon.

C.E.T.A. VI POSITION AVAILABLE

Carpenter/Designer wanted to design and remodel old dining hall, kitchen and courtyard of non-profit restaurant. Experience with carpentry, drafting or drawing preferred. Monthly salary \$650/month.

Pick up job description and apply at Main Housing Office, Portland Student Services, Inc., 1802 S.W. 10th.

An Equal Opportunity Employer

Invitation to Bid

INVITATION TO BID

The City of Portland encourages bidding by Minority and small business enterprises and will assist you in understanding and participating in the City's bid process.

For information on the formal bids listed below or City purchasing in general contact the Purchasing and Stores Division, Room 113, City Hall, 1220 SW 5th Avenue, Portland, Oregon 97204 or phone 248-4001.

Formal Bid Projects presently advertised:

BID NO.	DESCRIPTION	BID OPENING DATE
40	Furnishing Hydro-Electric Turbines & Generators	01/18/79
73	Improvement of Parking Lot at Central Services	12/19/78
80	Construction of S.E. Relieving Interceptor	01/18/79
81	RFT - Consultant Services for Minority Business Information System	01/02/79
82	Live Street Trees	12/28/78
83	Live Street Trees	12/28/78
84	Live Nursery Trees	12/28/78
--- ANNUAL SERVICE CONTRACTS ---		
77-A	Industrial Clothing & Laundry Service	12/19/78
78-A	Licensed Electrician	12/21/78
79-A	Licensed Plumber	12/21/78

BID NO. 80

Inviting proposals for: S.E. Relieving Interceptor, Phase 2, Unit 2 Pumping Station.

Sealed proposals will be received in Room 113, City Hall, Portland, Oregon 97204 until 2:00 P.M. January 18, 1979 for furnishing all materials, equipment and labor for construction of Southeast Relieving Interceptor, Phase 2, Unit 2 Pumping Station for the Bureau of Sanitary Engineering.

Plans and specifications may be obtained at the above address. For additional information, call Carlton Chayer, Buyer, Purchasing Division, 248-4002.

No proposal or bid will be considered unless accompanied by a certified check, cashier's check or a bid bond, payable to the City of Portland for an amount not less than ten percent (10%) of the aggregate amount of the bid as guaranty that the bid shall be irrevocable for the period specified in the proposal. Said bond to be forfeited as fixed and liquidated damages should the bidder seek to revoke his offer for any reason not authorized by law and not consented to by City within the irrevocable period, or neglect or refuse to enter into contract and provide a suitable bond for the faithful performance of the contract, in the event the said contract is awarded to him.

NON-DISCRIMINATION: No proposal or bid will be considered unless the bidder is certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland. All bidders not currently certified should file the required documentation with the Contract Compliance Division, Room 209, City Hall, 1220 S.W. Fifth Avenue, Portland, Oregon 97204, 248-4696, at least five (5) days prior to the Bid Opening. Failure to achieve certification by the Bid Opening Date and Time shall result in the return of your Bid Unopened.

The City of Portland reserves the right to reject any and/or all bids in whole or in part, and to waive irregularities not affecting substantial rights.

The successful bidder shall be required to certify that he is in compliance with ORS 279.350 relative to prevailing wage rates.

Prequalification of bidders will be required for this project.

Federal Funds will be used in this project and federal provisions relating to Equal Employment Opportunity and the Davis-Bacon Act apply.

Harold F. Vaughan
Purchasing Manager
City of Portland

New headstart centers open

Due to an increased Health, Education and Welfare federal grant, AMA (Albina Ministerial Alliance) Child Development Division is opening five new Head Start centers on January 16, 1978.

Locations: Dekum Court — N.E. 27th and Saratoga; Lexington Court — 72nd and Lexington; Sunnyside Methodist Church — 3520 S.E. Yamhill; Sellwood United Methodist Church — 1422 S.E. Tacoma; and Hillsdale Terrace — 6775 S.W. 26th.

The centers offer a full day program for low-income families who have children between the ages of three-five years. The program is designed to meet the Head Start guidelines in providing education, cultural and social development for children whose parents are in school,

training or entering the job market. A few hours of every day are spent in educational activities such as reading readiness, concept understanding or numbers. The children are taken on enrichment trips throughout the area. Free breakfast, lunch and an afternoon snack are provided as well as transportation on a limited basis. Supportive services from a Health Coordinator, Education Coordinator, Speech Therapist and a Social Service Supervisor are offered. Parent involvement and participation in all phases of the program are encouraged.

For more information contact the Child Development Division — 1425 N.E. Dekum — 283-1267. Contact person — Karen Gorton — Social Service Supervisor.

Vocational programs open

Winter quarter openings exist for new students in automotive, welding, and machine shop training programs at Mt. Hood Community College.

"We have space for up to ten new students in each of four training programs during the day, but our evening programs are filled," said Lee Matthews, MHCC industrial training chairman.

Matthews said the specific programs with openings for the winter quarter are auto parts technology, import auto technology, welding, and machine shop technology. For information, call 667-7470.

Winter quarter registration is underway and new students should contact the college's admissions office


for registration details. Welding is a one-year program with training for employment in both acetylene and arc welding.

The auto parts and import auto programs provide the option of two-year associate degree training or one-year certificate training.

Machine shop technology is a two-year associate degree program with a major emphasis on the actual operation of industrial equipment and tools used by machinists.

Matthews said jobs are available in these areas for men and women who have the necessary training. He said students interested in the machine shop program must have had some previous experience in the machine shop field or have completed basic machine shop classes.

Beatrice TRAMMELL



RAISED IN BRUNSWICK, GA, AND EDUCATED IN TUSKEGEE — SHE BECAME EQUALLY FAMOUS AS A PIONEER IN SOCIAL WORK, AS WELL AS IN NURSING / AS A GRADUATE FOR HER LOCAL DEPT. OF HEALTH, IN 1935, SHE HELPED DR. WINCHESTER PERFECT A CURE FOR MALARIA / MARRIED TO GUY R. TRAMMELL IN 1937, SHE WAS ONE OF THE FIRST TWO NURSE-MIDWIVES TO BE TRAINED & USED UNDER THE ROSENTHAL FUND