

Jobs Classifieds

HOUSING AND RESOURCE Developer

North/Northeast Community Mental Health Center is pleased to announce an opening for Housing and Resource Developer position for the chronically mentally ill adult population in N/NE Portland. Develops and enhances housing resources. Experience with government agencies, regulations, and requirements pertaining to residential resources. Duties include: Develop residential resources, alternatives to hospitalization, grant writing, training and support to residential providers.

Qualifications: 1) Masters degree in Mental Health or allied field with one year experience in housing development and planning; 2) Bachelor's degree in mental health or allied field and three years experience in housing development and planning; 3) Knowledge of chronically mentally ill population necessary.

Starting Salary range: \$17,850-\$18,549.

To apply: Call and request an application from:

**North/Northeast Community
Mental Health Center**
310 N.E. Oregon
Portland, OR 97232
(503)239-8871

Closing Date: May 15, 1985

Women and minorities encouraged to apply. Affirmative Action, Equal Opportunity Employer.

FINANCIAL DATA And Systems Analyst Staff Assistant

Full-time position available in not-for-profit organization. Experience in university or medical school finance office useful. Duties involve administrative and financial systems analysis and the preparation of financial, statistical and costing reports. Familiarity with computerized systems and federal research grants management useful. Send resume to:

**Medical Research Foundation
of Oregon**
505 N.W. 185th Avenue
Beaverton, Oregon 97006
645-1141 ext. 251
Equal Opportunity Employer

ACCOUNTING CLERK Drake Willock Division

A leading manufacturer of kidney dialysis equipment is seeking a Senior Accounting Clerk with 3-5 years experience in standard cost and general accounting.

This position reports to the Cost Accounting Manager and is responsible for the general internal audit of accounts payable processing, journal entry preparation, cost accounting reporting, budget and general ledger account analysis, closing reports, and special project.

To apply, please forward your resume to
**Drake Willock Division,
CD Medical Inc.**
Attention: Employee Relations
13520 SE Pheasant Court
Portland, OR 97222
No Phone Calls, Please
*An Equal Opportunity,
Affirmative Action Employer*

CLINICAL SECRETARY North/Northeast

Community Mental Health Center is pleased to announce an opening for Clinical Secretary. Duties include: supervision, maintain client files, prepare clinical reports, and correspondence. Coordinate clerical services for clinical staff, significant amount of contact with agency clients. Experience with transcription from dictating equipment, type 75 wpm, work well under pressure.

Qualifications: 1) 5 years experience in medical or mental health records; 2) 1 year supervisory experience.

Starting salary range: \$13,467-\$13,933.

To apply: Call and request an application from:

**North/Northeast Community
Mental Health Center**
310 N.E. Oregon
Portland, OR 97232
(503)239-8871

Closing date: May 13, 1985

Women and minorities encouraged to apply. Affirmative Action, Equal Opportunity Employer.

CITY OF PORTLAND Construction

Equipment Operator I
\$1,766/mo. to start.

Credit Relations Representative
\$1,198/mo. to start.

Emergency Communications
Operator Trainee
\$6.45/hr. to start.

Telephone-Telemetry Technician
\$1,813/mo. to start.

Apply by 5:00 p.m., May 10, 1985.

All positions include City-paid benefits.
RESUMES WILL NOT BE ACCEPTED.

Apply to

Portland Civil Service
1220 S.W. Fifth Avenue, First Floor
Portland, Oregon 97204

or

Urban League
10 N. Russell
Portland, Oregon 97227

HOUSE FOR RENT 1241 N.E. 74th

\$300 mo., 2 Bdrms.

Call any day except Monday or Tuesday,
252-6864, after 6 p.m.

HELP WANTED

\$20,000 Yearly Possible

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Carrier employment examinations.
Free details. Write:

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Box 3006
Hattiesburg, MS 39403

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1009 N.E. Holland
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McMinnville
Call (503)434-6505

JOBS

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