

Jobs**Classifieds****Jobs****Classifieds****COUNSELOR**

The BOOST Program at PSU is seeking applications for a Counselor. Minimum qualifications include a B.A. or B.S. degree in Psychology, Sociology, Communications or related field. Prior experience in working with high school students and adults wishing to pursue post-secondary education. Salary: \$17,000 yearly. for a detailed job description, phone 229-3815.

To Apply:

A letter of application, resume and two letters of recommendation should be sent to the BOOST Office, 219 Shattuck Hall, PSU Campus. Application materials should be postmarked no later than January 31, 1986. Applications can be mailed to the following address:

Jewel Hunter
Secretary

BOOST Program

Portland State University
P.O. Box 751
Portland, OR 97207

PSU is an Equal Opportunity/Affirmative Action Employer. Qualified Minorities, Women and Members of Other Protected Groups are Encouraged to Apply.

ASSISTANT DIRECTOR**Oregon State Library Services
for the Blind and Handicapped
in Salem**

Responsible for the supervision of the general operations of the library. Supervisory and library experience required. Masters in library science preferred. Salary range \$1,367-1,738/mo.

Contact:

Kathleen McHarg
Oregon State Library
State Library Building
Salem, OR 97310-0645
or phone 1-378-3849

EXECUTIVE SECRETARY

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for the position of Secretary to the Director in their Special Projects Department. Qualified applicants must have 2 to 3 years secretarial experience in an administrative environment, type 65 WPM, dictation transcribing experience, excellent grammar, spelling, punctuation, and composition skills. 8100 word processing, shorthand, and business college background are preferred.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and Blue Shield
of Oregon**

Personnel Department
5th Floor
100 S.W. Market
Portland, OR 97201

Equal Opportunity Employer

**BOOKKEEPING CLERK AND
DATA PROCESSING CLERK**

Trainee positions at no cost to you through Portland Private Industry Council. In order to qualify you must live in the City of Portland and be low income. Data processing clerks must type at least 35 WPM. Interested applicants must attend orientation session at 520 S.W. 6th, 4th floor promptly at 9 a.m., Mon., Jan. 27. Plan to stay until 4 p.m. Bring PROOF of address, Social Security number and date of birth. Bring welfare and food stamp I.D. if applicable. People with disabilities are encouraged to apply.

HEALTH**CLINIC/OFFICE ASSISTANT**

\$1144-\$1390/mo

Provides Spanish/English translation services for Washington County Health Dept. interviewing clients and in exam rooms; performs basic health screening tests. Makes appointments, assists clients in filling out forms, does filing, operates switchboard. Bi-lingual Spanish/English required. Requires increasingly responsible exp. providing general assistance in various programs within a public or community health agency. County application forms required. Resumes NOT accepted. Please apply by January 31, 1986 to **Washington County Personnel** 150 N. First Ave., Room B-2 Hillsboro, OR 97124

An Equal Opportunity Employer

NUTRITION COUNSELOR

(Sr. Community Health Worker)
\$1144-\$1390/mo.
WIC Program

Provides specialized assistance to low income pregnant/nursing women, infant & preschool children; performs & interprets simple health screen tests; interview clients & provides nutrition counseling. Bi-lingual Spanish/English required. Req. increasingly responsible exp. providing general assistance in various programs within a public or community health agency. County application forms required, resumes NOT accepted. Apply by January 31, 1986 to: **Washington County Personnel** 150 N. First Ave., Room B-2 Hillsboro, OR 97124



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