

# JOBS & CLASSIFIED ADVERTISING

## DEPARTMENT MANAGER TEEN-PARENT PROGRAM

Apply At:

**AMA Office**  
1425 N.E. Dekum  
Portland, Oregon 97211  
(503) 285-0493

Resume Accepted

Closing Date: July 25, 1988  
Equal Employer Opportunity

## ELIGIBILITY SERVICES SUPERVISOR (X7012) ADULT AND FAMILY SERVICES DIVISION (AFS)

Salary: \$1,739-\$2,217/Monthly  
Excellent Benefit Package

State of Oregon, AFS need an energetic and innovative person with excellent management/supervisory skills to be Eligibility Services Supervisor in our KLAMATH FALLS branch office in Klamath Falls, Oregon. The person filling this position will be responsible for first-line supervision of staff providing delivery of services in the Public Assistance Programs.

**QUALIFICATIONS:**  
You must have two years experience: ... managing, supervising, or leading other people; OR ... determining client eligibility for financial and other public assistance; OR, ... providing advice and counsel to applicants/clients in obtaining and maintaining public assistance or other social services; OR, ... providing job preparation/job search/placement to clients of a social service agency or other employment service agency; OR ... providing any or all of these elements.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience. Obtain the State of Oregon Applications (PD100s) and Announcement #OC880487 from Personnel Center, 775 Court Street, Salem, Oregon 97310. FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT.

Applications with attachments must be submitted to Adult & Family Services, Personnel Services Section, 516 Public Service Bldg., Salem, Oregon 97310. Applications must be postmarked by the closing dates to be accepted.

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## EMPLOYMENT

### ASSISTANT TO THE EXECUTIVE DEAN

Bachelor's degree in Business and Accounting, Criminal Justice, or a closely related field is preferred.

At least two years experience as a line supervisor required. Experience in college security or patrol officer is preferred.

Duties will include: supervise campus safety personnel, develop a work schedule, interact with local law and fire agencies, plan budget.

Salary Range: \$25,900 to \$35,500  
Starting Salary: \$25,900 to \$29,500  
Close Date: August 17, 1988

### INSTRUCTOR

#### Early Childhood Education

Master's degree in ECE or Child Development is required. Two years experience as a Head Teacher in an ECE/Child Development Lab Program preferred.

Day care experience supervising ECE students preferred. Duties will include supervising and evaluating students; teaching parent/child participation classes, supervising two assistant teachers.

Salary Range: \$23,500 - \$37,500  
Starting Range: \$23,500 - \$25,500  
Closing Date: August 8, 1988

Send resume and letter of intent to:

Director of Personnel Services  
Portland Community College  
12000 S.W. 49th  
Portland, OR 97219

Affirmative Action/  
Equal Opportunity Employer

## COUNSELING

### FAMILY INDIVIDUAL GROUP

FEE: Sliding Fee Scale

Evenings  
281-9626

Linda Thompson, M.S.W.

## PORTLAND OBSERVER

"The Eyes and Ears of the Community"  
288-0033

## COUNSELING

### CHEMICAL DEPENDENCY SENIOR COUNSELOR

Experience with group therapy required for residential treatment program. Requires 3 years experience as CD counselor. Responsibilities include group therapy sessions, maintenance of client records, consultation with other staff. Salary commensurate with experience for this position. Request application & position information from:

Ecumenical Ministries of Oregon  
0245 S.W. Bancroft  
Portland, OR 97201

Do not send resumes. Position may close anytime after 7/25/88.

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## EMPLOYMENT

### BOOKKEEPER - Full Charge Downtown

Minimum 3 years experience in computer environment. Thorough knowledge of accounting - CR, AR, CD, AP and PR. Strong organizational skills. Ability to work accurately under pressure. 10 key by touch. Full-time. Salary \$-16,800/annually.

### ASSISTANT CARETAKER Camp Westwind (near Lincoln City)

Live on-site, care for 17-20 horses. Skills required in areas of boating, carpentry, cleaning, maintenance, plumbing. Able to work well with volunteers and diverse groups. Full-time 9 months/Part-time 3 months. Salary \$725-\$800/month.

### DIRECTOR

#### Women's Resource Center Downtown

Administrator for adult female offender residential program, juvenile residential program, women's shelter and outpatient counseling services. Develops and monitors 4 program budgets (625K). Develops, negotiates and ensures implementation of contracts for services with governmental agencies. Supervises 4 program directors. Liaison to other YWCA services and broader community. Value and understanding of the social, political, psychological and environmental issues which affect women is required. Full-time. Hiring range of \$19,000 - \$21,000/annually.

### NIGHT DESK CLERK Downtown

Switchboard operator, monitors resident activity, ensures building security, reports unusual occurrences to Resident Director. Crisis intervention skills necessary. 11:15 p.m. - 7:15 a.m. Sunday thru Thursday, \$3.50/hour plus full benefits.

### RESIDENT DIRECTOR Downtown

Overnight back-up for residence and crisis shelter programs. Crisis intervention, supervision, problem solving and good verbal communication skills required. Full-time. Salary DOQ.

### SECRETARY/RECEPTIONIST Northeast

Minimum 1 year office experience with 60 wpm typing required. Computer knowledge helpful. Ability to work with diverse people and under pressure required. Coordinates community information & Referral Service. Union position. Full-time. Salary \$36.39/hour.

ALL positions offer full benefits. Applications may be obtained from centers listed below. Work site is listed in ad. No resumes or calls.

#### Downtown YWCA

1111 S.W. 10th  
Portland, OR 97205

#### Northeast YWCA

5630 N.E. Union  
Portland, OR 97211

#### St. Johns YWCA

8010 N. Charleston  
Portland, OR 97203

ALL positions close at 5:00 p.m., Wednesday, August 3, 1988.

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### EXECUTIVE DIRECTOR State Juvenile Services Comm.

We will be accepting applications through August 1, 1988. If you have any questions about the hiring process please contact Jeff Milligan, Acting Executive Director, 373-1283.

### LICENSED CHILD CARE

My home, St. Johns area. Fenced playyard. Mon-Fri. 286-4990

## EARN EXCELLENT MONEY AT HOME

—Assembly Work—  
Jewelry • Toys • Others  
Call 1-619-565-1657  
Ext. T30260R (24 Hours)

## INSURANCE

### BLUE CROSS AND BLUE SHIELD OF OREGON

Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:

#### DENTAL CLAIMS SUPERVISOR

The major function of this position is to insure accurate & timely processing of Blue Cross & Blue Shield of Oregon dental claims.

Qualified candidates must possess strong interpersonal skills with previous claims supervisory experience highly desirable.

Other requirements include:

- Experience with personnel related issues.
- Ability to motivate & train employees.
- 3-5 years insurance background with a clear understanding of the claims processing procedures.
- Medical and/or dental terminology.
- CRT experience.

#### FINANCIAL ACCOUNTANT/ PROGRAMMER

This position conducts studies of present accounting systems & procedures to identify the most effective means of collecting & manipulating financial data.

Qualified applicants will design & implement improved systems to enhance efficiency and maintain current financial accounting user controlled EDP systems.

This position requires a minimum of 15 hours accounting course work & 2 years accounting experience. Proven ability to program using software languages, i.e., Easytrieve Plus, SAS, OMNI-CALC, & Lotus 1-2-3 and Focus.

#### DATA ANALYST

This position is responsible for processing quarterly, monthly & weekly production reports requiring the Data Analyst to be familiar with FAS, Easytrieve Plus, Displaywrite 4, and Lotus 1-2-3.

Working under daily deadline pressure is consistent with this position, requiring the applicant to be flexible in a changing work environment.

Qualified Data Analysis will possess excellent verbal & written communication skills and assume responsibility for working independently as well as within the structure of a team environment.

#### TYPOGRAPHER

Typographer candidates will have 6 months experience operating Compugraphic MCS Powerview or 1 year on MCS composition equipment with working knowledge of Power Page preferred, or 2 years experience on other composition equipment with working knowledge of semi-automatic pagination preferred. A typing speed of 60 wpm is required. Position is on swing shift.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salaries. Flex-time work hours available. For additional information on job openings please call our Job Information Number of 225-5402, or apply in person to:

#### Blue Cross and Blue Shield of Oregon

Human Resources Dept., 5th Fl.  
100 S.W. Market  
Portland, OR 97201

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#### MANAGEMENT OPPORTUNITY

##### SUPERVISOR

##### House of Lloyd

House of Lloyd has combined two party plans, toys and candles. We now have an opening for a Supervisor in your area. No experience necessary. Work your own hours, no investment, free training, no boundaries, travel opportunities.

Call Now 1-800-835-2246, Ext. 210.

#### — MANICURIST NEEDED —

New nail salon in N.E. metro area. 6 openings. No experience necessary. Commission only.  
Call 281-5966 281-5728

## ADP SYSTEM ANALYST

Salary: \$12.08/hourly

Position in Management Information Services Unit. Must have two (2) years of experience working as a full-time Programmer or one (1) year experience equivalent to a System Analyst. Position is limited 1040 hours. Submit state application or resume by August 5, 1988 to:

### Vocational Rehabilitation Division

Personnel Unit  
2045 Silverton Rd., N.E.  
Salem, OR 97310

Females, Handicapped and Minorities encourage to apply.

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## PROPERTIES MANAGEMENT

### CONTRACTS SPECIALIST Aviation Planning and Properties

The Port of Portland has an excellent opportunity for a seasoned professional with experience in commercial properties contract management. This individual will be responsible for management and further development of the contract management system and coordination/processing of all documentation dealing with contract functions of property managers for the Aviation Properties Department.

Qualified individuals will have coursework or equivalent experience in data and contract management related to commercial property and real estate management. Strong computer experience and knowledge a must. Knowledge of airport rules and regulations and PDX ordinances, legal terminology/functions, and familiarity with WANG word processing preferred.

In addition to a competitive benefits package, the Port offers a starting salary of \$17,900 per year. Qualified applicants may apply in person at 700 N.E. Multnomah Blvd., 12 floor, or call for application materials at 231-5000, ext. 700. Applications must be received or postmarked by 5:00 p.m., Friday, July 22, 1988.

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### MENTAL HEALTH NURSE

Perform a wide variety of nursing and psycho-social services for chronic mentally ill clients. Includes medication monitoring, treatment planning and interdisciplinary case review. Work closely with case managers an medical staff. Master's degree in nursing or behavioral science, license to administer medicine. Experience can be substituted for academic training. Contact the Personnel Officer, N/NE Community Mental Health Center, 5019 N. Williams, Portland, Oregon 97217. Closing date July 29, 1988.

Minorities encouraged to apply/  
Equal Opportunity Employer

### VISTA RESEARCH DEVELOPER (Fundraiser)

APPLY AT:  
1425 N.E. Dekum  
Portland, Oregon 97211  
(503) 285-0493

Closing Date: July 25, 1988

Equal Opportunity Employer

## WASHINGTON COUNTY JOBS

### OPERATIONS ENGINEER

Salary: \$2,888-\$3,510/mo.

### SANITARIAN

Salary: \$1,771-\$2,154/mo.

### RESIDENTIAL SERVICES AIDE

Salary: \$1,387-\$1,687/mo.

### INSPECTION TECHNICIAN

Salary: \$1,581-\$1,914/mo.

Call (503) 648-8607 for information. County application forms required. Apply by July 29, 1988 to Washington County Personnel.

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## Newly Expanded Day Care Center Needs:

### TEACHERS & TEACHER'S AIDE & A COOK

Teachers: Must have a certificate in E.C.E. or equivalent.

Aide: Must have experience working in a Day Care Center.

Must be dedicated, hard-working and full of energy.

Only those that meet qualifications need to apply.

Call 287-5656

Between 7:30 a.m. - 11:30 a.m.  
Equal Opportunity Employer

## PRODUCTION

### MECHANICS

Major manufacturer of large mining and earth moving equipment has openings. Qualified individuals must be able to read blueprints, work all shifts and have their own tools.

MECHANICS: Minimum 2 years experience in hydraulic, air and electrical systems. Skill in fitting, modifying engines, transmissions, converters, axles, etc. Starting rate \$7.50/hourly.

We have a production incentive plan and a comprehensive employee benefit package. Qualified individuals are encouraged to apply between 7:30 a.m. - 4:30 p.m. Mon-Fri. at the Personnel Department.

### WAGNER MINING EQUIPMENT COMPANY

4424 N.E. 158th Ave.  
Portland, OR 97230

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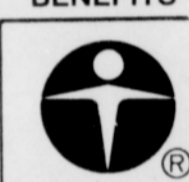
## BUSINESS OPPORTUNITY

OPEN a ladies/childrens apparel or one price (\$9.99) shoe store. First quality name brands only. Investment starting at \$14,750 includes opening inventory, fixtures, supplies and training. Call Ed Brandt, The Fashion Concept, at (214) 634-7000.

### SECRETARIAL SECRETARY/ WORD PROCESSING

ALL SYSTEMS  
AND SOFTWARE  
55 WPM MINIMUM

### EXCELLENT BENEFITS



## MANPOWER Temporary Services

Call For An Appointment:

Jantzen Beach 285-1415  
Vancouver 690-8410  
Portland 226-6281  
Salem 585-6147

LOCALLY OWNED &  
OPERATED SINCE 1956

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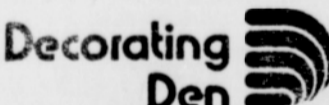
## OPPORTUNITIES

### Be A Decorator

America's fastest growing interior design company, is now offering opportunities in Oregon.

- Complete training • Primary or secondary income potential • Flexible hours • Low investment & overhead

Call Now (503) 620-3399



## MARKETING SPECIALIST

# Success Story

Portland Digital's success story has a remarkably simple plot. We had the vision—and resources—to bring to market the broadest range of compatible computers in the industry with the same architecture.

Within this kind of success to support you, you can apply your marketing savvy, your high energy and your proven track record to new challenges that could open doors to a dynamic new career path.

You'll be part of Digital's expanding field service organization contributing your professional ability and making an impact on business decisions with your contributions.

You will be a critical support to the Sales team in helping to position both hardware and software products during the sales cycle and you should be able to make specific recommendations and

## FINANCIAL SERVICES ASSISTANT

For the Financial Services Unit of the Legislative Administration Committee. Position assists in all phases of the accounts receivable and accounts payable function by reviewing financial and accounting source documents and records for accuracy and conformance with guidelines, entering data into computerized accounting records, verifying accuracy of accounting records, operating personal computer to design spreadsheets and enter financial information. Salary range \$1,323 - \$1,654/per month. A Legislative Administration Committee application is required. Application materials must be received by Aug. 5, 1988. Contact:

Personnel Services  
Legislative Administration  
Committee

S-401, State Capitol  
Salem, OR 97310  
(503) 378-8530

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## WANTED HAIRSTYLIST AND MANICURIST

With one year experience and clientele following both jobs. Commission only. Only serious need apply. References required. Contact Sabrina Anderson at 284-2374 or apply at:

Hair Elegance  
603 N.E. Killingsworth  
Portland, OR 97211

## LABORORS

LONG/SHORT TERM  
INDUSTRIAL JOBS  
AVAILABLE  
OWN CAR & HOME  
PHONE REQUIRED  
CALL FOR APPOINTMENT

## MANPOWER Temporary Services

Call For An Appointment:

Jantzen Beach 285-1415  
Vancouver 690-8410  
Portland 226-6281  
Salem 585-6147

## EXCELLENT BENEFITS

LOCALLY OWNED &  
OPERATED SINCE 1956

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## ANTIQUES & COLLECTABLES

### — WANTED —

Edison Cylinder Records  
And Phonographs  
659-7037 or  
644-6993

## BUSINESS OPPORTUNITY

\$38K INVESTMENT. Body and skin toning salons, 35 year industry, existing company's grossing \$160K yearly. Excellent for multilocation, absentee owners, turn key, complete training. Call (206) 885-9144 or 1-800-451-9272.

We are an affirmative action employer.

Be part of the story...now.

