

PROFESSIONAL SERVICES DIRECTORY

Phone 288-0033 — To Place Your Ad

Ad Rates: 5 Lines - 1 Week — \$7.50 4 Weeks — \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

<p>AUTO REPAIR Eddie's Auto Repair 625 N.E. Killingsworth "Low Rates, While You Wait" Portland, Oregon 281-7591</p> <p>Mutfler & Brake Service Most Cars/Light Trucks — Complete Brake Jobs — Hours: 8 a.m.-5 p.m. • Mon.-Sat. 4525 N.E. Union • Portland 281-4010</p>	<p>BEAUTY / BARBER SUPPLIES Mrs. C's Wigs Wholesale & Retail <i>Beautician & Student Discounts</i> (Betty Cabine, Proprietor) Tues.-Sat. 11:30 a.m.-6:00 p.m. 707 N.E. Fremont • Portland 281-6525</p> <p>Unity of Love Beauty Salon 6720 N.E. Union Ave. Portland, Oregon 97211 283-5440</p>	<p>CATERING D'Jon Enterprise <i>Reasonable rates for large or small groups. Please call evenings between 4 p.m. - 8 p.m. in Portland</i> 281-9703</p> <p>Franklin's Ready Ribs Hours: 11 a.m. - 11 p.m. 445 N.E. Killingsworth Portland, Oregon Call for Information 284-1634</p>	<p>CHURCH ORGANIZATION Bethel A.M.E. Church 5828 N.E. 8th Ave. Portland, Oregon 97211 285-9583</p> <p>CONTRACTING-GENERAL Silco Construction Co. 8614 N. Crawford Portland, Oregon 97203 286-8155</p> <p>Dale Ramsey Construction P.O. Box 1082 Corvallis, Oregon 97339 (503) 753-2012</p>	<p>FASHION CONSULTANTS Debonaire Production <i>Fashion Consultants</i> P.O. Box 12088 Portland, Oregon 97212 284-7188</p> <p>Uniquely Yours! Boutique & Nail Salon 517 N.E. Killingsworth (One blk. East of Union Ave.) 281-5966 or 281-5728</p>	<p>RESTAURANT The Long Goodbye Live Music 300 N.W. 10th St. Portland, Oregon 227-1991</p> <p>Cleo's <i>Ethnic Cuisine Southern Style</i> 3041 N. Williams • Portland 284-7150</p> <p>Franklin's Ready Ribs 445 N.E. Killingsworth Portland, Oregon 284-1634</p>
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JOBS & CLASSIFIED ADVERTISING

<p>BOYS & GIRLS AID SOCIETY INTAKE COUNSELOR COORDINATOR FOR PREGNANCY COUNSELING 37-1/2 Hours Per Week</p> <p>This professional clinical position may require some evening & weekends. Salary \$17 - 20k D.O.E. & Benefits.</p> <p>Pregnancy Intake Counselor Coordinator has primary responsibility for developing, providing and/or coordinating, assuring intake service; including clinical services, educational public relations activities. Volunteer development coordination & supervision, community networking, information & referral in Portland area.</p> <p>Education: MS Degree Required MSW Preferred</p> <p>Experience: Must be familiar with issues around unplanned pregnancy including adoption choice, have ability to make accurate unbiased assessment & provide support to young women in crisis. Solid clinical experience with adolescent and young women. Requires ability to establish rapport with young women essential.</p> <p>Familiarity with data collection procedure helpful. Position requires ability to keep accurate records. Some work with volunteers and public speaking required.</p> <p>Interest applicants apply with: Atten.: Vickie Selander Mon.-Fri. 9:00 a.m. - 5:00 p.m. Resume OK 2301 N.W. Glisan Portland, OR 97210</p>	<p>ADMINISTRATIVE ASSISTANT 2 UNIT SECRETARY Salary: \$1,435-\$1,818/Monthly Excellent Benefit Packages Adult and Family Services Division Announcement Number OC880508 Exciting and challenging new human services program seeks highly skilled Administrative Assistant. Tremendous opportunity for professional, take-charge person with outstanding organizational and communication skills. Position will support six executive positions and coordinate office operations. Qualified applicants need to be personal computer literate and type 60 wpm. Shorthand or brief hand preferred. THIS IS A LIMITED DURATION POSITION, FUNDED THROUGH JUNE 30, 1989 ONLY.</p> <p>QUALIFICATIONS: You must have ... four (4) years of progressively responsible clerical experience involving coordination and/or technical evaluation. College level coursework may be substituted on a year for year basis for up to two of the four years experience.</p> <p>NOTE: Experience with the Job Training Partnership Act (JCPA) is highly desirable. Preference may be given to candidates with this experience.</p> <p>TO APPLY: Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310. Indicate the announcement number, OC880508, the class number, CO022, and title of the position applied for on the PD100 in the box provided. Follow the instructions on the announcement.</p> <p>Please apply immediately as the announcement could close at any time. Equal Opportunity Employer</p>	<p>EMPLOYMENT DIRECTOR Supervise and direct operations of Employment Dept., establish and maintain partnerships with local employers, excellent verbal & written skills, knowledge of LAN system operation, minimum 3 years employment experience and direct supervisory experience, \$25-30K annually. Resumes to:</p> <p>Personnel Director Urban League of Portland 10 N. Russell Portland, OR 97227 Closes August 12th, 1988 Equal Opportunity Employer</p> <p>COUNSELOR Immediate opening, minimum 2 years experience with at-risk juveniles required. GGI or PPC experience helpful. Resumes will be accepted until Aug. 12, 1988. Send or deliver resume with references and salary history to:</p> <p>Frontier I School 5131 N.E. Union Ave. Portland, OR 97211 Atten.: Treatment Director No phone calls, please! Equal Opportunity Employer</p> <p>BANKING Oregon Bank has the following opportunities available for qualified individuals committed to the highest level of client service:</p> <p>CUSTOMER SERVICE REPRESENTATIVE (Commercial Teller) Part-Time</p> <p>SECRETARY COMMERCIAL LOAN OFFICER</p> <p>We offer an excellent flexible benefits program & highly competitive salaries commensurate with experience. Call our Job Opportunity Line at (503) 796-3878 for a complete list of our available positions.</p> <p>OREGON BANK Personnel Dept. 1001 S.W. 5th Ave. Second Floor P.O. Box 3066 Portland, Oregon 97208</p> <p>APPLICANT HOURS 9:00 a.m.-1:00 p.m. Monday-Friday Equal Opportunity Employer</p>	<p>MENTAL HEALTH SPECIALIST III Case Manager for adult CMI clients. Ability to relate to minority population. Master's Degree in Mental Health field with supervisory practicum or B.S. Degree and 2 years experience or any equivalent combination of experience and training. Comprehensive salary and benefits.</p> <p>Resume to: Atten.: Rodney R. Harry Personnel Officer N/E Community Mental Health Center 5019 N. Williams Ave. Portland, OR 97217 249-0066</p> <p>Minorities encouraged to apply. Equal Opportunity Employer</p> <p>SAIF Corporation Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:</p> <p>ATTORNEY Portland Branch Office</p> <p>The individual in this position will work with contested federal longshore claims, prepare cases for hearings and represent the organization in administrative hearings before administrative Law Judges and the Benefits Review Board. Significant Federal Longshore trial experience or administrative hearings experience required. Workers' compensation or insurance defense background preferred. Applicants must be a member of the Oregon State Bar.</p> <p>UNDERWRITER \$1,707 Minimum Medford and Portland Branch Offices</p> <p>The individuals in these positions will be responsible for risk selection, pricing, servicing and training. Applicants must have a minimum of two years experience in workers' compensation insurance underwriting practice; strong negotiation, communication, and analytical skills are essential. A valid Oregon driver's license is required. A minimum of two years of college is preferred.</p>	<p>CHIEF OF ENGINEERING Portland Development Commission is seeking a Chief of Engineering to manage its engineering function. You will act as construction manager for major commercial and industrial projects, supervise engineering staff, be the technical advisor to project staff and consultants, supervise the preparation of plans and specifications for development projects to insure successful bidding sound construction within budget and on time. Experience as a construction manager for large construction projects such as bridges, shopping centers, office buildings is a must. Salary range \$37,000 - \$46,700.</p> <p>Please send resume to Portland Development Commission, 1120 S.W. Fifth Ave., Suite 1102, Portland, OR 97204. Equal Opportunity Employer</p> <p>BANKING PROOF MACHINE OPERATORS</p> <p>First Interstate Bank of Oregon has a number of immediate openings on the swing shift for individuals seeking a 24-hour work week.</p> <p>These openings, in downtown Portland, require excellent 10-key by touch and basic math skills. Training in all other duties will be provided. Work week will be Monday, Tuesday, and Friday, beginning at 2 p.m. We offer a competitive salary, plus 9% shift differential, benefits, free parking and cafeteria service.</p> <p>Apply in person at 1300 S.W. 5th Avenue, Portland, OR 97201, 13th Floor.</p> <p>To find out about other career opportunities with First Interstate Bank, call our Employment Opportunity Line, 225-3271.</p> <p> Equal Opportunity Employer</p>	<p>TCI CABLEVISION OF OREGON, INC. an Equal Opportunity Employer, currently has an opening for the following position:</p> <p>TELEMARKETER (Part-Time)</p> <p>QUALIFICATIONS: Must be able to work evenings. Previous experience in telemarketing and experience working on a commission only basis.</p> <p>One (1) year minimum of work experience required. Salary: commission only. Training not provided.</p> <p>Applications accepted until position(s) filled - two available. Interested parties may submit applications/resumes by mail to:</p> <p>TCI Cablevision of Oregon, Inc. P.O. Box 8677 Portland, OR 97207 Atten.: Marketing</p> <p>Interviews will be arranged based on selection of potential candidates from applications/resumes submitted. No interviews will be granted from telephone or walk-in requests. Qualified applicants not hired at this time will be considered for future openings if they so desire.</p> <p>Equal Opportunity Employer</p> <p>MULTNOMAH COUNTY COMMUNITY PROJECTS LEADER (Part-Time) Salary: \$9.67/hourly/days</p> <p>Supervises offenders sentenced to the Community Service Forest Project; requires one year of experience; apply by August 12, 1988.</p> <p>SOCIAL SERVICES PLANNER \$11.69/hourly</p> <p>Responsibilities include developing annual reports, preparing grant applications, preparing biennial Mental Health Implementation Plan, participating in revision of Social Services Division policy and procedures manuals, serving as liaison for advisory boards and responding to legislative issues; apply by August 12, 1988.</p> <p>Where to Apply: Multnomah County Employee Services Room 1430 1120 S.W. Fifth Avenue Portland, OR 97204 Equal Opportunity Employer</p>
<p>INSURANCE BLUE CROSS AND BLUE SHIELD OF OREGON</p> <p>Blue Cross and Blue Shield of Oregon is currently accepting applications for the following positions:</p> <p>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.</p> <p>GROUP ACCOUNTING SUPERVISOR The Accounting Supervisor coordinates all combined bill setup activities, customer relations and problem resolutions for the Group Accounting Department.</p> <p>Qualified candidates must have a minimum of 2 years accounting experience, excellent oral & written communication skills and accounting courses or equivalent experience. 10-key and CRT experience required. Prior supervisory experience desired.</p> <p>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:</p> <p>Blue Cross and Blue Shield of Oregon Human Resources Dept., 5th Flr 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>MENTAL HEALTH COUNSELOR 5</p> <p>CODA INC. seeks qualified applicants for counselor position in drug treatment services program. Position will supervise a structured intensive outpatient program for felon offenders. Graduate training in human services, 2 years supervised human service experience, and experience in supervision of staff & treatment of criminal mandated clients.</p> <p>EAR COUNSELOR CODA INC. seeks experienced professional for full-time position in our Employee Assistance Resource Program. Responsibilities include, providing crisis intervention, short term counseling, assessment, referral & educational training to corporate clients. Prefer Master's degree in social work, psychology or related field, and min. two years counseling experience. Salary range - \$1,339 - \$1,875/monthly plus excellent benefits.</p> <p>NURSING RN/LPN CODA INC. seeks EMT/RN/LPN for full-time position in drug treatment program. Responsibilities include, assessment skills, medication dispensing, maintenance of medication records, crisis intervention, participation in multidisciplinary team.</p> <p>Closing Date: August 11, 1988 Applications and screening questions are available at:</p> <p>CODA, INC. 210 N.E. 20th Portland, OR 97232 An Affirmative Action/ Equal Opportunity Employer</p>	<p>COUNSELORS The State of Oregon Vocational Rehabilitation Division is recruiting to establish a list of qualified Vocational Rehabilitation counselors. These jobs are located thru-out the State. These positions assist physically and/or mentally handicapped persons in the development of rehabilitation programs thru guidance and counseling.</p> <p>Those interested should contact any local Oregon Employment Division office or local VRD office to obtain a copy of the State recruiting announcement which contain the State minimum qualifications, as well as an application form.</p> <p>Applications should be sent to:</p> <p>State of Oregon Vocational Rehabilitation Division Personnel Unit 2045 Silvertown Rd., N.E. Salem, OR 97310</p> <p>No later than August 9, 1988.</p> <p>The State of Oregon is an Equal Opportunity Employer, Minorities, Disabled and Females are encouraged to apply.</p>	<p>EXAMINER \$1,707 Minimum Portland Branch Office</p> <p>The individual in this position will manage and process an assigned number of disability time loss claims insuring that compensation and medical benefits are paid timely. Medical bills will be reviewed and payment authorized when appropriate.</p> <p>Applicant must have two years college and one year of workers' compensation claims adjusting experience; Organization and procedures; ability to exercise judgment in applying procedures; to communicate effectively; and to evaluate technical, medical and industrial information. Workers' compensation insurance claims examiner experience strongly preferred.</p> <p>We offer an excellent benefit program. To be considered for these positions, you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5:00 p.m., August 4, 1988 to request your applicant packet. (Please specify which branch you are interested in). No resumes, please.</p> <p>Equal Opportunity Employer</p>	<p>BANKING TELLERS Peak-Time</p> <p>First Interstate Bank of Oregon Has several immediate openings for peak-time tellers to work at the following branches:</p> <ul style="list-style-type: none"> • Clackamas • Gresham • Hollywood-Rose City • Lloyd Center • Gateway • East Portland <p>Requires previous public contact/retail sales, teller, or cash handling experience. Must be willing to work flexible hours.</p> <p>Salary range is \$4.85 - \$10.06/hr., commensurate with experience. Qualified candidates may apply in person at the above branches, or in the Human Resources Department on the 13th floor of our Headquarters building at 1300 S.W. 5th, Portland, between 10:00 a.m.-4:30 p.m., Monday-Friday.</p> <p>To find out about other career opportunities with First Interstate Bank, call our Employment Opportunity Line, 225-3271.</p> <p> Equal Opportunity Employer</p>	<p>ADMINISTRATION DIRECTOR OF PLANNING, DEVELOPMENT AND INTERGOVERNMENTAL RELATIONS</p> <p>Performs senior management level work involving application of administrative & operational policies, procedures & coordinating of departmental functions. Provides administrative direction, coordination & control over housing development programs, planning & forecasting, and intergovernmental affairs.</p> <p>PREFER Bachelor's degree in Public Administration, Urban Planning or related field + 4 years relevant experience; or Master's degree in Public Administration or Urban Planning.</p> <p>SALARY: \$39,894/year</p> <p>SEND resumes to: P.O. Box 13220, Portland, OR 97213, or apply in person at Housing Authority of Portland, 1605 N.E. 45th, Portland.</p> <p>Deadline: August 8, 1988 Affirmative Action/ Equal Opportunity Employer</p>