

# 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.)

<b>AUTO CARE</b> <b>James Car Wash &amp; Detailing Shop</b> 2415 N.E. Alberta St. Portland, Oregon 97211 287-9321	<b>BEAUTY/BARBER SUPPLIES</b> <b>ja'bell's</b> <i>Beauty &amp; Barber Supplies</i> (Retail & Wholesale) Manager - Horace T. Johnson Cosmetology Consultant - Sandra Bell <b>5832 N.E. Union Avenue</b> <b>Portland, Oregon 97211</b> (503) 281-6393 Open: Mon. thru Sat. 9 a.m. - 6 p.m.	<b>CHILD CARE</b> <b>LICENSED CHILD CARE</b> My Home St. Johns Area Fenced Playyard Monday thru Friday 286-4990	<b>CONTRACTING-GENERAL</b> <b>Silco Construction Co.</b> 8614 N. Crawford Portland, Oregon 97203 286-8155 <b>Dale Ramsey Construction</b> P.O. Box 1082 Corvallis, Oregon 97339 (503) 753-2012	<b>JEWELRY REPAIR</b> <b>National Gold &amp; Silver</b> <i>14K Gold &amp; Sterling Silver Jewelry</i> 620 S.W. Broadway Portland, Oregon 97205 248-2156 Bruce McKay - Graduate Gemologist	<b>RESTAURANT</b> <b>BESAW'S</b> <i>'There is a great place to eat</i> 2301 N.W. Savier 288-3764 Open 24 Hours <b>Cleo's</b> <i>Ethnic Cuisine Southern Style</i> 3041 N. Williams • Portland 284-7150
<b>BEAUTY/BARBER SUPPLIES</b> <b>Mrs. C's Wigs</b> Wholesale & Retail <i>Beautician &amp; Student Discounts</i> (Betty Cabine, Proprietor) Tues.-Sat. 11:30 a.m.-6:00 p.m. 707 N.E. Fremont • Portland 281-6525		<b>CLASSES/TRAINING</b> <b>NURSING</b> New CNA Class Starts Sept. 6, 1988 Lloyd Center Area Portland, OR Mariynn White, R.N., Training Director 287-0066	<b>FASHION CONSULTANTS</b> <b>Debonaire Production</b> <i>Fashion Consultants</i> P.O. Box 12088 Portland, Oregon 97212 284-7188	<b>LOCKSMITHS</b> <b>Walnut Park Lock &amp; Key</b> 533 N.E. Killingsworth Portland, Oregon 288-6338	<b>Mayas Tacqueria</b> Fresh Home Cooked Mexican Food 1000 S.W. Morrison on 10th 226-1946

# JOBS & CLASSIFIED ADVERTISING

## EDUCATION

**LANE COMMUNITY COLLEGE**  
**ASSISTANT DIRECTOR FINANCIAL AID**  
 Application & jobs description are available at:  
 Personnel Services  
**Lane Community College**  
 4000 E. 30th Avenue  
 Eugene, OR 97405  
 LCC Applications must be post marked no later than Sept. 30, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

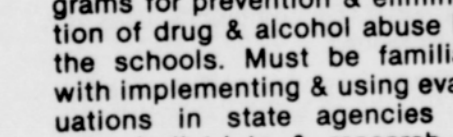
## EDUCATION

**RESEARCH ASSOCIATE**  
 Western Center for Drug-Free Schools & Communities  
 NW Regional Educational Lab  
 The Western Center for Drug-Free Schools & Communities provides assistance to schools, districts, state agencies & institutions of higher education in the area of prevention of drug & alcohol abuse. The successful candidate will participate in the development & use of evaluation methods for local & state programs funded under the federal Drug-Free Schools & Communities Act.  
 Additional duties include providing workshops & consultations, preparing reports, documents, instructional materials, proposals & annual reports; providing resources on technical issues pertaining to the evaluation of drug & alcohol programs & exploring opportunities to provide services to clients thru needs assessments, proposal development & professional contacts.  
 Qualifications: Doctorate degree in educational evaluation or related field, Master's degree & exceptional experience considered in lieu of doctorate. Two (2) years experience in Tasks related to evaluation & technical assistance functions. Experience with state or local programs for prevention & elimination of drug & alcohol abuse in the schools. Must be familiar with implementing & using evaluations in state agencies & school districts & research & evaluation design. Experience with microcomputer applications including database management, word processing & statistical analysis software. Experiences & skills working with school administrators, teachers & community groups. Experience working with minority populations required. Must be able to travel frequently by air & spend considerable time in the field.  
 Salary: \$29,971-\$32,000/annum plus excellent benefits.  
 Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Friday, 9/23/88. In letter, indicate you are applying for the above position.  
 Apply to Personnel Department  
**Northwest Regional Educational Laboratory**  
 101 S.W. Main St., Suite 500  
 Portland, OR 97204  
 Equal Opportunity Employer

## EDUCATION

**EXECUTIVE ASSISTANT 2 TRAINING SPECIALIST**  
 Salary: \$2,094-\$2,656/Monthly  
 Announcement #OC880564  
 Excellent Benefit Packages  
**ADULT AND FAMILY SERVICES DIVISION**  
 State of Oregon, AFS is recruiting for an Executive Assistant 2, Training Specialist who will be located in the Staff Development Unit in the Central Office in Salem, Oregon. We are looking for applicants with excellent communication, interpersonal and training skills.  
**QUALIFICATIONS:**  
 Three (3) years of experience determining eligibility for public assistance entitlement programs including Aid to Dependent Children (ADC) and Food Stamps. Your background must have afforded you the knowledge, skills and abilities identified in the examination questionnaire attached to the announcement.  
 In ADDITION to the required experience listed above you must have a Bachelor's degree or 3 additional years of pertinent experience.  
**TO APPLY:**  
 Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310.  
 Follow the instructions on the announcement. Submit your State of Oregon Application (PD100) to:  
**Adult and Family Services**  
 Personnel Services Section  
 516 Public Service Building  
 Salem, Oregon 97310  
 Indicate the announcement number and title of the position applied for on the PD100 in the box provided.  
 Applications must be postmarked by September 15, 1988 to be accepted.  
 An Equal Opportunity Employer

## GROCERY



**OPPORTUNITIES ARE JUST BEGINNING**  
**AT Plaid Pantry/AM PM.** We are recruiting enthusiastic people to share our success and help us grow. We offer full and part-time positions with opportunities for fast advancement, wage increases and benefits. Get your career started today by applying at any Plaid Pantry/AM PM store near you.  
 Equal Opportunity Employer

## HELP WANTED

Contact Low Income Families Emergency Center, 284-6878 if interested apply at 2746 N.E. Union. Must have desirable qualifications listed below. Good benefits.  
 • Must have a valid Oregon driver's license and insurable.  
 • Must have ability to work with clients from varied backgrounds in a pleasant and effective manner.  
 • Must have ability to coordinate time.  
 • Simple record reporting helpful.  
 • Must be able to do some heavy lifting.  
 • Light maintenance experience helpful.  
 • Must be responsible and consistent.  
 • Good attendance is required.  
 Must apply on or before 9/12/88 at 2746 N.E. Union Ave., Portland, OR 97212.  
 Equal Opportunity Employer

**TYPISTS**  
**Hundreds Weekly At Home!**  
 Write:  
**P.O. Box-16, Clark, NJ 07066**

## PORT OF PORTLAND

**INSURANCE AND CLAIMS SPECIALIST HUMAN RESOURCES**  
 The Port of Portland has an immediate opening for an individual with experience in benefits administration, use of microcomputers and paradox, multimate, and lotus 1-2-3 software. Background in liability claim administration/adjusting a plus.  
 The insurance and claims specialist will be responsible for:  
 • Administration, coordination, and liaison services for claims processing, analysis, and reporting, both internally and externally for employee benefit claims, property, liability, and marine claims.  
 • Providing on-going processing of all benefit continuation under regulations and policies.  
 • Insurance premium accounting and processing.  
 • Administration and liaison services for third-party recovery claims.  
 • Maintenance of the certificates of insurance computer program.  
 In addition to a starting salary range of \$19,700 to \$24,300, the Port offers a comprehensive benefits package. Qualified individuals may apply at the Port of Portland Employment Office at 700 N.E. Multnomah, or call 231-5000, ext. 700 for complete application materials. All applications must be received by 5:00 p.m., Friday, September 2, 1988.  
 Equal Opportunity Employer

## INSURANCE

**SAIF Corporation**  
**Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions.**  
**UNDERWRITING ASSISTANT \$1,549 MINIMUM PORTLAND BRANCH OFFICE**  
 The individual in this position will process new coverage documents, handle policy endorsement changes, process policy renewals and cancellations  
 Applicants should have one year of experience that has provided a working knowledge of basic underwriting practices and operations: Oregon Workers' Compensation Law; and Oregon business law. Candidates should also possess excellent communication skills as well as basic math skills.  
**EXAMINER TRAINEE \$1,405 MINIMUM EUGENE BRANCH OFFICE**  
 The individual selected for this position will be in a trainee status for a minimum of six months. During this time, the trainee will be provided with on-the-job training and formal classroom training. Training will consist of learning the examiner duties and responsibilities which include the management and processing of assigned number of disability and non-disability claims insuring that compensation and medical benefits are paid timely.  
 Applicant must have a minimum of two year's college; a Bachelor's degree is preferred. Applicants must have demonstrated oral and written communication skills and ability to analyze, use logic and evaluate adverse facts. Candidates must also be willing to continue their education through insurance training programs.  
 We offer an excellent benefits program. To be considered for these positions you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5 p.m., September 1, 1988 to request your applicant packet. No resumes please.  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:  
**SENIOR MEDICAL UNDERWRITER**  
 The Senior Medical Underwriter will be a Registered Nurse with a broad knowledge of medical conditions for the purpose of underwriting health insurance.  
 Qualified applicants currently will be licensed in the State of Oregon, be proficient in both written & oral communication skills, and have demonstrated leadership & problem solving background. The ability to handle stressful situations in a professional manner is a must.  
**MEDICAL CLAIMS ANALYST**  
 Your knowledge of medical terminology, ICD-CPT coding, CRT skills, and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst. Position will begin October 3.  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please send resume to:  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**RESOURCE DEVELOPMENT ASSISTANT**  
 Coordinates thrift store operation & assists director with PR, resource development & fund-raising for a nonprofit. Strong skills in organization & communication required. \$1,201/Mo. + benefits.  
**RESOURCE DEVELOPMENT DIRECTOR**  
 Management position with overall responsibility for Public Relations, resource development & fundraising for a non-profit. Previous experience, required. \$1,775/monthly + benefits. Pick up or call for application at:  
**WCCAO**  
 245 S.E. 2nd  
 Hillsboro  
 (503) 648-6646  
 And submit by 5:00 p.m., Tues. 9/6/88.  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:  
**SENIOR MEDICAL UNDERWRITER**  
 The Senior Medical Underwriter will be a Registered Nurse with a broad knowledge of medical conditions for the purpose of underwriting health insurance.  
 Qualified applicants currently will be licensed in the State of Oregon, be proficient in both written & oral communication skills, and have demonstrated leadership & problem solving background. The ability to handle stressful situations in a professional manner is a must.  
**MEDICAL CLAIMS ANALYST**  
 Your knowledge of medical terminology, ICD-CPT coding, CRT skills, and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst. Position will begin October 3.  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## HYDROELECTRIC PLANT OPERATOR

Salary: \$18.38/Hourly  
 Three (3) years experience in a generating station or plant with equipment similar to that at Carmen-Smith or Leaburg; experience may include operation and maintenance duty. A minimum of one (1) year as a hydro plant operator in charge of a shift may be substituted for one (1) year of education and/or training. Completion of an EWEB-approved three-year operator training program which includes electrical, mechanical and hydraulic theory with on-the-job training. Valid driver's license required.  
 Send resume to:  
**Eugene Water & Electric Board**  
 P.O. Box 10148  
 Eugene, OR 97440  
 Attn.: Personnel  
 Position closes on September 12, 1988 at 5:00 p.m.  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon is currently accepting applications for the following positions:  
**SENIOR MEDICAL UNDERWRITER**  
 The Senior Medical Underwriter will be a Registered Nurse with a broad knowledge of medical conditions for the purpose of underwriting health insurance.  
 Qualified applicants currently will be licensed in the State of Oregon, be proficient in both written & oral communication skills, and have demonstrated leadership & problem solving background. The ability to handle stressful situations in a professional manner is a must.  
**MEDICAL CLAIMS ANALYST**  
 Your knowledge of medical terminology, ICD-CPT coding, CRT skills, and experience in a doctor's office or hospital setting may qualify you for a position as a Medical Claims Analyst. Position will begin October 3.  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please send resume to:  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please send resume to:  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please send resume to:  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## INSURANCE

**Blue Cross and Blue Shield of Oregon**  
 Blue Cross & Blue Shield of Oregon offers an excellent employee benefits package, flexible work hours, and competitive salary. Please send resume to:  
**Blue Cross and Blue Shield of Oregon**  
 Human Resources Dept., 5th Flr.  
 100 S.W. Market  
 Portland, OR 97201  
 Equal Opportunity Employer

## MANAGEMENT

**PROGRAM EXECUTIVE C ASSISTANT MANAGER PERSONNEL & TRAINING**  
 Current opening, State of Oregon Employment Division in the Personnel & Training Cost Center in Salem. \$2,333-\$2,976/Monthly + liberal fringe benefits including fully paid family health & dental insurance, & fully paid retirement. Because this position is assigned confidential duties the incumbent will be excluded from the Collective Bargaining Unit.  
 You must have four years of management, staff technical or professional experience directly related to developing & implementing personnel, training, & labor relations programs in a large organization. In addition: You must have a Bachelor's degree or 3 more years of pertinent human resource experience.  
 For recruiting announcement & required state application, call (503) 378-3253. Applications must be returned to Employment Division, Personnel & Training Unit, 875 Union St., N.E., Salem, OR 97311 by 5 p.m., Sept. 16, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

## MENTAL HEALTH

**CHEMICAL DEPENDENCY COUNSELOR II**  
 In Hillsboro with non-profit. Provide counseling to female victims of violence involving issues of alcohol, drugs & violence. Provide A/D counseling & anger control treatment to the perpetrators. Minimum of three (3) years documented experience as a progressively responsible service provider. If recovering, minimum four years continuous sobriety. Experience with domestic violence, staff training & bilingual English/Spanish preferred. Driver's license & reliable insured transportation required. Flex hours. Minimum travel required. \$8.64/hrly + excellent fringe benefits. Closes 9/6/88, 5 p.m.  
 Send resume to: Sharon White  
**Oregon Human Development Corp**  
 9620 S.W. Barbur, Suite 110  
 Portland, OR 97219

## MENTAL HEALTH

**COUNSELOR**  
 CODA INC. seeks qualified applicants for Counselor in Drug Treatment Services program to provide structured, intensive outpatient treatment for felony offenders. Responsibilities include diagnosis, evaluation & treatment to a caseload of mandated clients. Individual, group & family counseling. Maintaining client records. Bachelor's degree in Health Services & two years experience. Experience in treatment of criminal mandated clients preferred. Salary range \$1,185-\$1,649/monthly.  
**COUNSELOR**  
 CODA INC. seeks qualified applicants for vocational counselor in methadone treatment program for opiate addicted clients. Responsibilities include vocational counseling & program development, management of a caseload & related case management services. Prefer Master's degree or Bachelor's degree in health services & two (2) years experience. Applications and screening questions are available at:  
**CODA Inc.**  
 210 N.E. 20th  
 Portland, OR 97232  
 Closing date: Sept. 8, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

## MENTAL HEALTH

**COUNSELOR**  
 CODA INC. seeks qualified applicants for vocational counselor in methadone treatment program for opiate addicted clients. Responsibilities include vocational counseling & program development, management of a caseload & related case management services. Prefer Master's degree or Bachelor's degree in health services & two (2) years experience. Applications and screening questions are available at:  
**CODA Inc.**  
 210 N.E. 20th  
 Portland, OR 97232  
 Closing date: Sept. 8, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

## MENTAL HEALTH

**COUNSELOR**  
 CODA INC. seeks qualified applicants for vocational counselor in methadone treatment program for opiate addicted clients. Responsibilities include vocational counseling & program development, management of a caseload & related case management services. Prefer Master's degree or Bachelor's degree in health services & two (2) years experience. Applications and screening questions are available at:  
**CODA Inc.**  
 210 N.E. 20th  
 Portland, OR 97232  
 Closing date: Sept. 8, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

## MENTAL HEALTH

**COUNSELOR**  
 CODA INC. seeks qualified applicants for vocational counselor in methadone treatment program for opiate addicted clients. Responsibilities include vocational counseling & program development, management of a caseload & related case management services. Prefer Master's degree or Bachelor's degree in health services & two (2) years experience. Applications and screening questions are available at:  
**CODA Inc.**  
 210 N.E. 20th  
 Portland, OR 97232  
 Closing date: Sept. 8, 1988.  
 An Affirmative Action/ Equal Opportunity Employer

## PUBLIC WORKS DIRECTOR FOR THE CITY OF STAYTON, OREGON

We are looking for an individual with strong management skills to join the City's administrative team. If you understand municipal finances and budgeting, are able to analyze and resolve problems in leadership, planning, management, and maintenance, if you work well with individuals at all levels of employment and enjoy working with and for the public, we would like to hear from you.  
 Salary range is \$27,000 to \$30,000, depending upon experience. Bachelor's degree in civil engineering, business administration, and/or closely related fields is required. Minimum of five years progressively responsible experience in the full scope of municipal public works functions, including supervisory responsibility, or any satisfactory combination of experience and training.  
 Please send letter of interest, resume, and three letters of reference to the City Administrator, CITY OF STAYTON, 362 N. Third Avenue, Stayton, Oregon 97383. Closing date is September 20.

## U.S.D.A. FOREST SERVICE

**MT. HOOD NATIONAL FOREST MOTOR VEHICLE OPERATOR**  
 Will soon be seeking a Motor Vehicle Operator (WG-7). Duty station will be Ripplebrook Construction and Maintenance shop 26 miles S.E. of Estacada, OR. Seeking experienced heavy truck driver, with reliable work record. Primary duties are driving 10 yard (54,000 GVW) dump trucks which pull trailers (20,000 GVW) for the purpose of hauling gravel, ditch material, asphalt, and water; and transporting heavy equipment over steep narrow Forest roads with heavy log haul and recreation traffic. Operation will occur in all types of conditions; dust, mud, snow and ice. Operator will work in conjunction with rock spreaders, laydown machines, loaders and backhoes. Other duties as assigned. No phone calls, please.  
 Send Resume and Cover Letter To:  
**Motor Vehicle Operator Mt. Hood National Forest**  
 2955 N.E. Division  
 Gresham, OR 97030  
 The Mt. Hood is an Equal Opportunity Employer  
 Qualifying Veterans will receive preference

## VOCATIONAL REHABILITATION

The East Portland Branch of Vocational Rehabilitation Division is currently seeking applicants for a part-time contracted position. 2 years experience as a Vocational Rehabilitation Counselor 2 is required providing full range of services to a specialized caseload of handicapped clients referred from the AFS - New Jobs Projects. Applications and additional information may be obtained by contacting: Sue Westwood, (503) 257-4412.  
 Minorities, Handicapped and Females are encouraged to apply. The State of Oregon is an Equal Opportunity Employer.

## WASHINGTON COUNTY

**PBX OPERATOR**  
 Salary: \$1,141-\$1,387/Monthly  
 Call (503) 648-8607 for information. County application forms required. Apply by Sept. 9 to Washington County Personnel.  
 Equal Opportunity Employer

## WASHINGTON COUNTY

**PBX OPERATOR**  
 Salary: \$1,141-\$1,387/Monthly  
 Call (503) 648-8607 for information. County application forms required. Apply by Sept. 9 to Washington County Personnel.  
 Equal Opportunity Employer

## WASHINGTON COUNTY

**PBX OPERATOR**  
 Salary: \$1,141-\$1,387/Monthly  
 Call (503) 648-8607 for information. County application forms required. Apply by Sept. 9 to Washington County Personnel.  
 Equal Opportunity Employer