

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.)

AUTO REPAIR



Eddie's Auto Repairs
625 N.E. Killingsworth
Portland, Oregon
281-7591

BEAUTY / BARBER SUPPLIES

ja'bell's

Beauty & Barber Supplies
(Retail & Wholesale)
Manager - Horace T. Johnson
Cosmetology Consultant - Sandra Bell
5832 N.E. Union Avenue
Portland, Oregon 97211
(503) 281-6393
Open: Mon. thru Sat. 9 a.m. - 6 p.m.

CHILD CARE

LICENSED CHILD CARE

My Home
St. Johns Area
Fenced Playyard
Monday through Friday
286-4990

CHURCH ORGANIZATION

Bethel A.M.E. Church
5828 N.E. 8th Ave.
Portland, Oregon 97211
285-9583

CONTRACTING-GENERAL

Silco Construction Co.
8614 N. Crawford
Portland, Oregon 97203
286-8155

Dale Ramsey Construction
P.O. Box 1082
Corvallis, Oregon 97339
(503) 753-2012

FASHION CONSULTANTS

Debonaire Production
Fashion Consultants
P.O. Box 12088
Portland, Oregon 97212
284-7188

LOCKSMITHS

Walnut Park Lock & Key

533 N.E. Killingsworth
Portland, Oregon
288-6338

PRINTING

Kinko's
Open 7 Days A Week
1605 N.E. 7th
Portland, Oregon 97212
284-2129

RESTAURANT

BESAW'S

'There is a great place to eat'
2301 N.W. Savier
288-3764
Open 24 Hours

Cleo's

Ethnic Cuisine Southern Style
3041 N. Williams • Portland
284-7150

Mayas Tacqueria

Fresh Home Cooked Mexican Food
1000 S.W. Morrison on 10th
226-1946

JOBS & CLASSIFIED ADVERTISING

ACCOUNTING

CASH BOOK ACCOUNTANT

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Cash Book Accountant in the Financial Accounting Department. This position maintains general ledger account reconciliations, prepares journal entries, processes claim adjustments, and performs other general accounting functions.

Qualified candidates will have a minimum of 9 credit hours in accounting and 1 year accounting-related work experience. Knowledge of Lotus 1-2-3 and PC background are a plus. Fast & accurate 10-key is required along with CRT experience.

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

Equal Opportunity Employer

ACCOUNTING CLERK

Salary: \$7,9280 - \$9,5160/Hourly
Full-Time - Non-exempt

We're looking for a reliable clerical person to perform accounts payable, payroll and other accounting functions for Memorial Coliseum, Civic Stadium and the Portland Center for the Performing Arts.

You should have at least 1 year accounts payable and payroll experience. You must be proficient in the operation of 10-key, typewriter and other office machines. We prefer some computer experience. You must have a high school diploma or GED and we prefer 1 year of college level accounting or bookkeeping. You must have a valid driver's license and should be able to work occasional evenings and weekends. You must be willing to be CPR certified.

APPLY IN PERSON: Sept. 15 & 16, 1988, 8:30 a.m. to 5:00 p.m., Memorial Coliseum Personnel Office, 1401 N. Wheeler, Portland.

An Affirmative Action/
Equal Opportunity Employer

COMPUTER

COMPUTER TRAINING

For low-income workers age 55+. Earn while you learn, no fees. Must have basic typing skills.
Call 231-1285

Equal Opportunity Employer

WASHINGTON COUNTY

STOREKEEPER

Unified Sewerage Agency
Salary: \$9.43-\$11.48/Hourly
Orders stock items; receives, stores and distributes equipment and supplies; maintains purchasing and inventory records. Requires responsible experience in a purchasing, storekeeping, or inventory bookkeeping position. Agency application forms required, resumes NOT accepted. Apply by September 23, 1988 to:
Washington County Personnel, 150 N. First Ave., Room B-2, Hillsboro, OR 97124
Equal Opportunity Employer

REAL ESTATE

GOVERNMENT HOMES

From \$1.00 (U-Repair) delinquent tax properties and repo's. For current lists call 1-800-232-3457. Ext. 4552 also open evenings.

CONVENTION CENTER MANAGER

The Metropolitan Exposition-Recreation Commission is seeking an experienced individual with proven administrative and community relations skills.

The Center, a fully-funded 85 Million dollar project, is scheduled to open in September, 1990 and includes 150,000 sq. ft. of exhibit space, 28 meeting rooms, and a 25,000 sq. ft. ballroom.

The successful candidate should possess strong administrative, supervisory and organizational skills as well as good public relations skill. The candidate should also have a general working knowledge of operations procedures in facilities and a background in fiscal management as well as experience in dealing with consultants, architects and construction managers.

The Convention Center Manager will report directly to the General Manager of the Metropolitan Exposition-Recreation Commission.

Applicants must have a degree in business or public administration or a combination of industry-related experience & education in addition to 5 years progressively responsible experience in management and use of convention center facilities or similar complex. Management experience in arenas, stadiums & performing arts centers is also desirable.

Salary commensurate with experience. Excellent benefits package.

Send resume to:

Selection Committee
Metropolitan Exposition-Recreation Commission
P.O. Box 2746
Portland, OR 97208

Deadline: Wed., Sept. 30, 1988

All resumes will be dealt with confidentially.

The Metropolitan Exposition-Recreation Commission is an Equal Opportunity/Affirmative Action Employer

COORDINATOR/ ORGANIZER

Fellowship of Reconciliation Inter-Faith Peace & Justice Organization, Portland office. Need non-violence commitment. 30 hours/week; \$850/week & benefits.

Phone: 222-7293

ENGINEERING TECHNICIAN II

(3 month Temporary Full-Time)
Salary: \$8.84-\$9.95/Hourly

Inspects construction of subdivisions and street, storm drainage, and sanitary sewer projects for conformance with approved plans and City ordinances. Requires three (3) years of progressively responsible experience conducting inspections and surveying. Must be skilled in reading and interpreting plans and specifications and dealing effectively with contractors and the general public. Must have a valid driver's license at time of employment. Must submit a completed City of West Linn employment application on or before 4:00 p.m., Friday, September 23, 1988, to:

West Linn City Hall

22825 Willamette Drive
West Linn, OR 97068

Equal Opportunity Employer in compliance with the Immigration Reform Act.

COUNSELOR

Salary: \$1,232-\$1,715/Monthly
Plus Excellent Benefits

CODA, INC. seeks qualified applicants for vocational counselor in methadone treatment program for opiate addicted clients. Responsibilities included vocational counseling & program development, management of a caseload & related case management services. Prefer Master's degree or Bachelor's degree in health services & 2 years experience.

COUNSELOR

Salary: \$1,232-\$1,715/Monthly

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 and treatment to a caseload of mandated clients. Individual, group and family counseling. Maintaining client records. Bachelor's degree in health services and 2 years supervised human service experience. Experience in treatment of criminal mandated clients preferred.

COUNSELORS

Salary: \$1,109-\$1,577/Monthly
Plus Excellent Benefits

CODA, INC. seeks qualified counselors for methadone maintenance program. Responsibilities include assisting with case management of approx. 30-35 opiate addicted clients, and assisting with life skills training groups. Monitoring and documenting client progress and UA surveillance. Prefer CCDC certification or undergraduate training in health services and 1 year of supervised human service experience.

Closing date: Sept. 22, 1988. Application and screening questions available at 210 N.E. 20th Ave.

An Affirmative Action/
Equal Opportunity Employer

SOCIAL SERVICE

YOUTH PROJECT DIRECTOR

Salary: \$8.64-\$9.07/Hourly
Excellent Fringe Benefits

With non-profit organization providing employment, training and other services to youth aged 14-21 in Hillsboro. Responsible for successfully developing, managing and implementing programs. Provides staff supervision and training. Coordinates and oversees services with schools and other youth programs. Develops and negotiates contracts. Monitors programs and reports results. Qualifications: Excellent oral and written communication skills. Management and supervisory skills and experience. Experience and/or education in contract development and negotiation, provision of employment and training services to youth, counseling and coordinating with governmental and community agencies. Bi-lingual English/Spanish preferred. Drivers license and reliable, insured transportation required. Closes 9/16 at 5 p.m.

Send resume to: Sharon White

Oregon Human Development Corp

9620 S.W. Barbur Blvd.
Suite 110
Portland, OR 97219

Equal Opportunity Employer

PORTLAND OBSERVER

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

NURSE

ASSISTANT HEAD NURSE HEMAPHERESIS

Salary: \$1,756-\$2,634/Monthly
Plus Full Benefits

Immediate full-time position available for RN licensed in Oregon and Washington with BSN or equivalent work experience. In absence of Head Nurse this position will supervise all daily blood collection activities in Hemapheresis Dept., including supervising all pheresis staff and operations, monitoring donor/patient management, performing staff RN evaluations, assist in scheduling.

Qualified applicants should have some management experience.

STAFF NURSE HEMAPHERESIS

Starting Salary: \$11.39/Hourly

Full-time position available for RN to perform plateletpheresis, plasmapheresis, therapeutic and research procedures and to administer outpatient transfusions. Qualified candidates must have an aptitude to operate and maintain mechanized blood processors, have the ability to develop excellent venipuncture skills and work well under pressure. We will train on pheresis procedures. Medical/Surgical or critical care nursing background is preferred. Must be available for a varied work schedule.

Please apply at:

American Red Cross
Human Resources Department
3131 N. Vancouver Avenue
Portland, OR 97208

Equal Opportunity Employer

CONSTRUCTION

RESIDENT INSPECTOR

Qualified construction inspector needed for position as resident inspector on water treatment plant project. Employment term approximately twenty months. Position to start in October, 1988. Closing date: September 23, 1988.

Experience Required: Minimum eight years experience in monitoring construction materials and their placement, quality of performance and their adherence to the requirements of construction contracts. Experience in water/wastewater related projects essential with skills to read and understand plans and specifications; perform slump tests, take concrete cylinders, on-site soil density tests, take soil for testing; understanding of surveying and basic construction recordkeeping.

Ability to work and get along with others without sacrificing high standards of job performance essential. Tunnel experience desirable, but not mandatory. High school diploma plus advanced studies desirable, but not required.

Salary commensurate with experience. Qualified applicants send resume, in confidence to:

Phil A. Matson,
General Manager
Coos Bay-North Bend Water Board
P.O. Box 539
Coos Bay, Oregon 97420

TYPISTS

Hundreds Weekly At Home!

Write:

P.O. Box 16, Clark, NJ 07066

EDUCATION

RESEARCH ASSOCIATE

Western Center for Drug-Free Schools & Communities
NW Regional Educational Lab
Salary: \$29,971-\$32,000/Yearly
Plus Excellent Benefits

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 through needs assessments, proposal development & professional contacts.

Qualifications: Doctorate degree in educational evaluation, health program evaluation or related field, Master's degree & exceptional experience considered in lieu of doctorate. 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.

Letter of application and resume must be received in the Personnel Office by 3:00 p.m., Friday, Sept. 23, 1988. In letter, indicate you are applying for the above position.

Apply to Personnel Dept.:
Northwest Regional Educational Laboratory
101 S.W. Main St. • Suite 500
Portland, OR 97204

Equal Opportunity Employer

RECORDS COORDINATOR III SENIOR CENTER

Salary: \$1,866-\$2,361/Monthly

Professional work directing and supervising Salem Senior Center. Supervise overall operation, train and evaluate staff; prepare budgets and contracts; provide staff liaison to boards, oversee public relations. Experience managing a recreation program preferable for senior citizens; 4 year degree in recreation, gerontology, human resources or equivalent experience and training. Possess ability to supervise; First Aid, CPR certified and valid ODL. Closes: 9/30/88.

APPLY:

CITY OF SALEM
Personnel Dept. • Room 225
555 Liberty St. SE
Salem, OR 97301

Equal Opportunity Employer

SECURITY

LOOKING FOR A STEADY INCOME WITH GOOD WAGES?

WE CAN HELP YOU!!!

American Protective Services provides a better opportunity. If you are 18 or older, have a home phone, transportation, and good work history, call us. Monday through Friday 9:00 - Noon, Portland - 283-2482.

Equal Opportunity Employer

WASHINGTON COUNTY

PROJECT MANAGER - ROAD SURFACE MAINTENANCE

Salary: \$2,619-\$3,184/Monthly

PROJECT MANAGER - BRIDGE & DRAINAGE MAINTENANCE

Salary: \$2,619-\$3,184/Monthly

MANAGEMENT ANALYST

Salary: \$2,051-\$2,494/Monthly

Call (503) 648-8607 for information. County application forms required. Apply by Sept. 23 to Washington County Personnel.

Equal Opportunity Employer

UTILITIES INSPECTOR (Pollution Control)

Salary: \$10,667-\$12,598/Hourly

Technical inspection of industrial, commercial and residential sewer accounts; enforcing codes, ordinances and permit requirements; tracing effluent discharges; monitoring cleanup of spills. Considered experience in pollution control. Pretreatment, inspection, sampling, testing, chemistry and bacteriology knowledge; possess written communication skills and valid ODL. Computer experience desired. Closes: 9/23/88.

APPLY:

City of Salem
Personnel Department
555 Liberty St., S.E.
Salem, Oregon 97301

Equal Opportunity Employer

WASTEWATER TREATMENT TECHNICIAN

Salary: \$11,515-\$14,071/Hourly
Plus Excellent Fringe Benefits

We're looking for a skilled person with considerable experience maintaining process equipment in a large W.W. treatment plant. Must be a troubleshooter in electrical, diagnostics, mechanical repair and critical alignment, machining, hydraulics, pneumatic operators, pumps, controllers. Experience using computers, PLC's, microprocessors desired. May need to gain certification. Closes: 9/30/88.

APPLY:

City of Salem
Personnel Department
555 Liberty St., S.E.
Salem, Oregon 97301

Equal Opportunity Employer

INSTRUCTION COORDINATOR

Upward Bound Program
Portland State University

Teaching and supervisory experience required. Must be able to organize, coordinate, and evaluate instructional and tutorial program for secondary students. Application and position description available in Shattuck Hall, Room 239, or call 464-4010. Application deadline is Sept. 23, 1988 at 5:00 p.m.

PSU is an Equal Opportunity/Affirmative Action Employer. Minorities, women and members of other protected groups are encouraged to apply.