

# 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><b>BEAUTY / BARBER SUPPLIES</b></p> <p><b>ja'bell's</b> Beauty &amp; Barber Supplies (Retail &amp; 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.</p>	<p><b>COMPUTER CONSULTANT</b></p> <p>IBM COMPUTER CONSULTING PROGRAMMING • TRAINING Sunday Church Programs • Fliers Desktop Publishing • Typing <b>Forward Motion, Inc.</b> 287-8511</p>	<p><b>BEAUTY &amp; BARBER SUPPLIES</b></p> <p><b>Look of Radiance</b> 3512 N.E. 15th Street Portland, Oregon 284-6345 Nails Only • Hair Care Salon Beauty/Barber Supply • Free Delivery <b>CONTRACTING-GENERAL</b> <b>Silco Construction Co.</b> 8614 N. Crawford Portland, Oregon 97203 286-8155</p>	<p><b>FASHION CONSULTANTS</b></p> <p><b>Uniquely Yours</b> 517 N.E. Killingsworth Portland, Oregon • 281-5728 Nail Care • Air Brushing • Nail Tips <b>FUNERAL DIRECTORS</b> <b>COX FUNERAL HOME, INC.</b> 2736 N.E. Rodney Portland, OR 97212 • 281-4891 Low Cost Funeral With Dignity &amp; Liberal Terms.</p>	<p><b>LOCKSMITHS</b></p> <p><b>Walnut Park Lock &amp; Key</b> 533 N.E. Killingsworth Portland, Oregon 288-6338 <b>PRINTING</b> <b>Kinko's</b> Open 7 Days A Week 1605 N.E. 7th Portland, Oregon 97212 284-2129</p>	<p><b>RESTAURANT</b></p> <p><b>BESAW'S</b> There is a great place to eat 2301 N.W. Savier 288-3764 Open 24 Hours <b>Cleo's</b> Ethnic Cuisine Southern Style 3041 N. Williams • Portland 284-7150 <b>Mayas Tqueria</b> Fresh Home Cooked Mexican Food 1000 S.W. Morrison on 10th 226-1946</p>
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# JOBS & CLASSIFIED ADVERTISING

<p><b>ADMINISTRATIVE COORDINATOR (Part-Time)</b> Aviation Marketing</p> <p>The Port of Portland has an immediate opening for an Administrative Coordinator Part-time for its Aviation Marketing Department.</p> <p>Preferred qualifications include the ability to organize and follow-through on a variety of projects, organize and prioritize job responsibilities, working knowledge of office procedures, good written, verbal and interpersonal skills. Demonstrated ability to perform well in pressure situations, maintain confidentiality and have coursework or experience in business procedures. The preferred candidate will also have recent successful experience Multi-Mate, Lotus and Symphony software and IBM PC.</p> <p>In addition to a comprehensive benefit package, the Port offers a starting salary of \$7.84 per hour. The part-time hours will number 20 per week.</p> <p>If interested and qualified, apply in person at the Port of Portland Employment Office, 12th floor, 700 N.E. Multnomah, or call 231-5000, extension 700 for complete application materials. All applications must be received by 5:00 p.m. Friday, October 7, 1988.</p> <p>Port of Portland is an Equal Opportunity Employer</p>	<p><b>EXECUTIVE ASSISTANT I (C00270) ADMINISTRATIVE BUDGET ANALYST</b> Adult and Family Services Division (AFS) Salary: \$1,904-\$2,417/Monthly Excellent Benefit Package</p> <p>State of Oregon, AFS needs an energetic and innovative person with excellent communication and analytical skills to be Executive Assistant I in the Business Services Section in Central Office in Salem, Oregon. The person filling this position will be administrative budget analyst for Adult and Family Services Division.</p> <p><b>QUALIFICATIONS:</b> You must have:</p> <ul style="list-style-type: none"> <li>• Two years of progressively responsible administrative responsibility or two years of experience in a staff technical or professional function related to an agency program.</li> </ul> <p><b>IN ADDITION,</b> you must have a Bachelor's degree in Business, Public Administration, Accounting, Economics or a related field or three more years of pertinent experience.</p> <p>Obtain a State of Oregon Application (PD100) and Announcement #OC880659 from Personnel Center, 775 Court Street, Salem, Oregon 97310.</p> <p><b>FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT.</b></p> <p>Equal Opportunity Employer</p>	<p><b>MENTAL HEALTH COUNSELOR II</b></p> <p>CODA, INC. seeks qualified counselors for methadone maintenance program. Responsibilities include assisting with case management of approximately 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 one year of supervised human service experience. Salary range \$1,109 - \$1,577 per month plus excellent benefits.</p> <p><b>ON-CALL BACKUP WORKERS</b></p> <p>CODA, INC. seeks qualified applicants for on-call relief workers for adult residential alcohol/drug programs. Variable shifts. Experience with residential or alcohol/drug clients preferred. \$5.27 per hour.</p> <p><b>COUNSELOR SUPERVISOR</b></p> <p>CODA, INC. seeks qualified applicants for counselor supervisor in methadone maintenance program. Responsibilities include clinical supervision/training of professional counselors and assisting the Program Manager in the clinical aspects of a program providing treatment services to opiate-addicted clients. Preferred candidate will have direct experience and knowledge of drug dependent women's issues. A graduate degree in health services is required. Salary range \$1,644-\$2,222 per month plus excellent benefits.</p> <p><b>COUNSELOR III</b></p> <p>CODA, INC. seeks qualified applicants for a counselor position at Alpha House, a residential program. Responsibilities include providing diagnosis and treatment to caseload of clients, conducting individual group and family counseling/therapy. Coordinating therapeutic activities for clients. Maintaining client records, assisting with administrative tasks, assisting Counselor I to develop skills as counselor and maintaining external contact as assigned. Bachelor's degree in health services and 2 year supervised human service experience. Salary range \$1,232-\$1,715/monthly.</p> <p>Application and screening questions available at 210 N.E. 20th, Portland, OR 97232.</p> <p>An Affirmative Action/ Equal Opportunity Employer</p>	<p><b>SUPERVISOR WANTED LOW-INCOME FAMILIES EMERGENCY CENTER</b></p> <p>The Low-Income Families Emergency (LIFE) Center provides assistance to low-income and no income families in the areas of Food-Clothing-Furniture-Appliances-Bedding-Shoes and other items. The Supervisor position we will be filling is in the Clothing/Linen Department. This person is under the supervision of the Assistant Director.</p> <p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Supervises volunteer workers.</li> <li>• Assist clients in need of clothing and linens.</li> <li>• Prepares monthly reports on activity in department.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Must have ability to work with clients from varied backgrounds in a pleasant and effective manner.</li> <li>• Must be responsible and consistent.</li> <li>• Good attendance is required. 32-1/2 hours per week, 6-1/2 hours per day.</li> </ul> <p>Good benefits. Candidates should apply at L.I.F.E. Center, 2746 N.E. Union Avenue. Phone 284-6878. Deadline: October 14, 1988.</p> <p>Equal Opportunity Employer</p>	<p><b>NURSE PSYCHIATRIC REVIEW COORDINATOR</b></p> <p>This position conducts psychiatric reviews including pre-certification, pre-authorization, and inpatient claim review; maintains utilization guidelines; establishes close working relations with provider and internal personnel; and assists with psychiatric and chemical abuse program review and policy modifications.</p> <p>This position will require:</p> <ul style="list-style-type: none"> <li>• Currently Oregon licensed RN.</li> <li>• 3-5 years recent hospital or ambulatory psychiatric-substance abuse experience.</li> <li>• Experience with hospital claims review and/or audit, demonstrated ability to work in a fast-paced environment under high pressure conditions.</li> <li>• A strong commitment to cost containment.</li> <li>• Excellent interpersonal skills.</li> </ul> <p>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:</p> <p><b>Blue Cross and Blue Shield of Oregon</b> Human Resources Dept., 5th Flr. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p><b>MEDICAL TRANSCRIPTIONIST</b></p> <p>Full-Time positions available for experienced medical transcriptionist with recent hospital experience. Requires good knowledge of medical terminology and experience in general and radiology transcription.</p> <p>Please apply to Human Resources, Kaiser Sunnyside Medical Center, Supply Center, 10200 S.E. Sunnyside Rd., Clackamas, OR 97015. Office hours: 9:00 a.m. - 12:30 p.m. - weekdays. Closed Thursdays.</p> <p><b>Kaiser Permanente</b> Equal Opportunity Employer/ Handicapped Hired</p> <p><b>CLERICAL ASSISTANT</b></p> <p>Large shipping company seeks a clerical assistant, typing 55 wpm, word processing experience helpful. Hours: 10 a.m. - 7 p.m., Mon.-Fri.</p> <p>Please apply in person Monday-Friday, 10 a.m. to 3 p.m. or send resume to:</p> <p>H. R. Department <b>Lasco Shipping Co.</b> 3200 N.W. Yeon Portland, Oregon 97210 Equal Opportunity Employer</p> <p><b>EARN EXCELLENT MONEY AT HOME</b></p> <p>Assembly Work. Jewelry, Toys, Others Call 1-619-565-1657 Ext. T3759OR - 24 Hours</p> <p><b>PERSONALS</b></p> <p><b>MASTERCARD. No One Refused!</b></p> <p>Regardless of Credit History. Also ERASE Bad Credit. Do It Yourself.</p> <p>Call 1-619-565-1522 Ext. C3759OR - 24 Hours</p> <p><b>FORMER PRIME MINISTER NAKASONE SAYS: Blacks Are Dumb! DO YOU AGREE? HAVE YOU BOUGHT A TOYOTA CAR OR SONY T.V. LATELY?</b></p>
<p><b>DATA PROCESSING TELECOMMUNICATIONS TECHNICIAN</b></p> <p>The technical support department of American Data is currently interviewing for a telecommunication technician position. Qualified applicants must have technical school training or experience in installing and maintaining electronic key telephone systems, 1A2 key telephone systems, PBX's, and wiring and cable knowledge. Rolm and Toshiba experience preferred. Current driver's license and safe driving record required. Hours: Mon.-Fri. 8 a.m. to 5 p.m. This position is located on S.W. Macadam Ave.</p> <p><b>BATCH BALANCER I</b></p> <p>American Data has an excellent opportunity available for a 30 hour Batch Balancer position in our transit department. Position is responsible for the staging of incoming items for processing, and operation of an automated item correction terminal. Prior banking experience, and proof or transit experience preferred. Must have good penmanship, be able to lift up to 30 lbs., 10-key by touch, and must be able to cope with deadlines during peak times in a noisy work environment. Hours: Mon.-Fri. 6:30 p.m. to finish.</p>	<p><b>MEDICAL CLAIMS ANALYSTS</b></p> <p>Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts for positions to begin November 28, 1988.</p> <p>This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:</p> <ul style="list-style-type: none"> <li>• 1 year recent clerical work experience in a doctor's office or hospital setting.</li> <li>• Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.</li> <li>• ICD-9/CPT-4 Coding.</li> <li>• A minimum of 6-12 months experience using a CRT in a production oriented environment.</li> <li>• Fast, accurate use of a 10-key calculator.</li> </ul> <p>Previous claims processing or insurance billing experience highly desirable.</p> <p>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:</p> <p><b>Blue Cross and Blue Shield of Oregon</b> Human Resources Dept. Fifth Floor 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p><b>CORRECTIONS DEPUTY SHERIFF/ CORRECTIONS OFFICER</b></p> <p>Lane County, Eugene, OR will be hiring several deputies between now and the end of this year. Entry level applicants must be a high school graduate, at least 21 years of age, U.S. citizen and possess a minimum of 2 years of experience working with the public and/or 2 years of college. Experience police/corrections applicants will be given preference and accelerated salary. Applicants must be non-smokers. Base salary \$1,733-\$2,363 monthly with up to 6% additional certification pay. For required application contact Lane County Personnel, 128 E. 8th, Eugene, OR 97401. 687-4171. Filing deadline October 21, 1988.</p> <p>Equal Opportunity Employer</p> <p><b>BUSINESS OPPORTUNITY COUNTRY store &amp; home.</b> Great family operation near golf course in the heart of the Columbia Gorge. Call Glenn Taylor &amp; Associates at (503) 386-3444.</p>	<p><b>NURSING RN's - LPN's - CNA's</b></p> <p>Small rural ICF with expansion plan wants caring, friendly employees. Excellent nursing care reputation &amp; surveys. Ridgefield, WA, 25 mins. to Portland. On busline. Call Mon.-Fri. Kathy, DNS or Barbara, Administration, (206) 887-3121.</p> <p>Equal Opportunity Employer</p> <p><b>DRIVER MOBILE UNIT ASSISTANT</b></p> <p>20-30 Hours week position available for a driver responsible for handling equipment and blood products. Must have a good driving record, experience driving a 3 ton truck and be able to lift 50 pounds. Dependability and PR skills a must. \$6.61 per hour.</p> <p><b>MEDICAL COMPONENTS TECHNICIAN</b></p> <p>Part-Time (average 30 hours week) position available to produce, label and release blood components from whole blood and pheresis donations. Must have high school diploma or equivalent; strong science background preferred; be able to lift 50 pounds, available for nights and Saturdays. Hiring range \$5.48-\$6.45 hour plus benefits.</p> <p><b>American Red Cross</b> Human Resources Dept. 3131 N. Vancouver Ave. Portland, OR 97208 Equal Opportunity Employer</p> <p><b>SECURITY OFFICERS IMMEDIATE OPENINGS!</b></p> <p>Wallace Security, the metro area's largest security company, has immediate openings for qualified individuals interested in security. Above average wages. Experience not necessary, though certainly a plus. You must be 18 or older, (retired encouraged to apply), have clean criminal record, your own phone &amp; car. Training &amp; uniforms are provided. Applications accepted 9 a.m.-3:30 p.m. Monday-Friday at 4004 S.W. Kelly, Portland, OR, 223-6162.</p> <p>Equal Opportunity Employer</p>	<p><b>REHABILITATION SERVICES CASE MANAGER 3 Positions Including Coordinator</b></p> <p>Responsible for getting Beyond Limitation with vocational trainees, counseling, funding agencies 8 hours per day, flexible hours. Mon.-Fri. Salary range: \$1,550 - \$1,850/Monthly.</p> <p><b>VOCATIONAL DEVELOPMENT SPECIALIST</b></p> <p>To work with disabled adults. Experienced in Getting Beyond Limitations with pre-vocational trainees. BA in Social Service related field preferred. Mon.-Fri. 8:00 a.m. - 4:30 p.m. Salary range: \$1,250 - \$1,350/Monthly.</p> <p>To apply, submit letter explaining how you get Beyond Limitations, resume &amp; application to:</p> <p><b>Portland Rehabilitation Center</b> 3829 S.E. 74th Portland, OR 97206 An Affirmative Action/ Equal Opportunity Employer</p> <p><b>ADMINISTRATIVE ASSISTANT II</b></p> <p>For the Facilities Services Unit of the Legislative Administration Committee. Position provides administrative, secretarial and technical support to the Facilities Services Director and coordinates work of clerical and maintenance staff. Experience performing secretarial and technical functions at an administrative support level required. Salary range \$1,465-\$1,863 per month. A Legislative Administration Committee application is required. Application materials must be received by 5:00 p.m., Oct. 17, 1988. Contact Personnel Services, Legislative Administration Committee, S401, State Capitol, Salem, OR 97310. (503) 378-8530.</p> <p>Equal Opportunity Employer</p>	<p><b>THRIFTIES</b></p> <p>Now you can advertise anything of value from \$5.00 to \$5,000 in the Portland Observer classifieds. Garage Sales, Boats, Cars, Real Estate, Televisions, Refrigerators, Etc.</p> <p>To Get the response, advertise in the Portland Observer. Call the Sales Department for further information at: <b>288-0033</b></p>
<p><b>AMERICAN DATA SERVICES</b> Personnel Dept. 1001 S.W. 5th Ave. • 2nd Floor P.O. Box 3066 Portland, Oregon 97208 APPLICANT HOURS: 9 a.m.-1 p.m. Mon.-Fri.</p> <p>For a listing of other available opportunities please call job opportunity line at (503) 796-3878.</p> <p>Equal Opportunity Employer</p> <p><b>YOUTH COUNSELOR</b></p> <p>Resumes to Personnel Director. Closes 10/14/88.</p> <p><b>Urban League</b> 10 N. Russell Portland, Oregon 97227 An Affirmative Action/ Equal Opportunity Employer</p>	<p><b>WASHINGTON COUNTY JOBS</b></p> <p><b>CORRECTIONS OFFICER TRAINEE</b> Salary: \$1,762/Monthly</p> <p><b>MANAGEMENT ANALYST</b> Salary: \$2,051-\$2,494/Monthly</p> <p>Call (503) 648-8607 for information. County application forms required. Apply by October 14, 1988 to Washington County Personnel.</p> <p>Equal Opportunity Employer</p>	<p><b>PORTLAND OBSERVER</b> "The Eyes and Ears of the Community" 288-0033</p>	<p><b>PORTLAND OBSERVER</b> "The Eyes and Ears of the Community" 288-0033</p>	<p><b>PORTLAND OBSERVER</b> "The Eyes and Ears of the Community" 288-0033</p>	<p><b>PDC PORTLAND DEVELOPMENT COMMISSION</b></p> <p><b>Commission Meeting</b></p> <p>Date: October 12, 1988 Place: The Portland Bldg., 11th Floor 1120 SW Fifth Avenue Portland, OR Time: 9:30 a.m.</p> <p>Commission meetings are open to the public. Complete agendas are available at PDC. Call 796-5300.</p> <p>PDC is the City of Portland's urban renewal and economic development agency.</p>