


PROFESSIONAL SERVICES DIRECTORY

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

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</p>  <p>Eddie's Auto Repair Low Rates - While You Wait! 625 N.E. Killingsworth Portland, Oregon 281-7591</p>	<p>BEAUTY & BARBER SUPPLIES</p> <p>Look of Radiance 3512 N.E. 15th Street Portland, Oregon 284-6345 Nails Only • Hair Care Salon Beauty/Barber Supply • Free Delivery</p> <p>CONTRACTING-GENERAL</p> <p>Silco Construction Co. 8614 N. Crawford Portland, Oregon 97203 286-8155</p>	<p>BEAUTY/BARBER SUPPLIES</p> <p>ja'bell's Beauty • Barber • Nails Supplies (Retail & Wholesale) Cosmetology Consultant 5832 N.E. Union Avenue Portland, Oregon 97211 (503) 281-6393 Open: Mon. thru Sat. 9 a.m. - 6 p.m.</p>	<p>BEAUTY SUPPLIES</p> <p>P & J's Beauty Salon & Supply 231 N. Lombard • Suite 200 Portland, OR 97217 • 289-0205 Styles by E.J. Bates Low Prices - Quality Service - Deliveries</p> <p>CONSTRUCTION</p> <p>Donald M. Drake Construction 226-3991</p>	<p>FLORAL - SILKS</p> <p>Eartha's Floral Connection 517-1/2 N.E. Killingsworth Portland, Oregon 97211 282-3675 We Do Weddings • Funerals Made-To-Order • Custom-Made</p> <p>PRINTING</p> <p>Kinko's Open 7 Days A Week 1605 N.E. 7th Portland, Oregon 97212 284-2129</p>	<p>RESTAURANT</p> <p>Cleo's Ethnic Cuisine Southern Style 3041 N. Williams • Portland 284-7150</p> <p>SPORTS MEDICINE</p> <p>North Portland Medical Clinic 105 N. Killingsworth Portland, OR 97217 285-3323</p>
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JOBS & CLASSIFIED ADVERTISING

ACCOUNTING
ACCOUNTS RECEIVABLE SPECIALIST

CODA Inc. seeks qualified individual in outpatient clinic. Primary responsibilities include assessing charges and collecting fees, Title XIX billing, daily posting of client charges and receipts, maintain current 3rd party eligibility data on clients. Familiarity with "one write" accounting system, skill with 10-Key calculator, and typing at 50 wpm accurately. Salary range \$951 - \$1,512 per month plus excellent benefits. Position will close once vacancy filled. Application and screening questions available at 210 N.E. 20th Ave., Portland, OR.

MEDICAL
PHYSICIANS ASSISTANT

CODA Inc. seeks Physicians Assistant to provide medical services to clients in substance abuse treatment facility. Responsibilities include compiling written medical histories, performing complete physical exams, client medical evaluation, managing caseload, emergency medical treatment, consulting with and assisting medical director. Preferred applicant will have current registration and have knowledge of substance abuse treatment. Excellent benefit package. Applications and screening questions available at 210 N.E. 20th Ave. Portland, OR 97232. Position will close once vacancy filled.
An Affirmative Action/
Equal Opportunity Employer

CLERICAL
WORK PLACE PROGRAM COORDINATOR

Full-Time position to assist in the administration and coordination of contracted services offered by Red Cross. Must have PC knowledge (WordPerfect a plus), good typing skills and be able to handle multiple tasks. Starting salary \$1,197 - \$1,496 per month plus benefits. Apply to:
American Red Cross
Human Resources Dept.
3131 N. Vancouver Ave.
Portland, OR 97208
Equal Opportunity Employer

LIVE-INS/ HOUSEKEEPERS

Taking resumes along with references for live-ins and housekeepers. Contact: Personal Choice at 289-0005 between 9 a.m. - 5 p.m.
Dependable transportation a must.
Equal Opportunity Employer

AFFIRMATIVE ACTION OFFICER

Children Services Division
This position is an excellent opportunity to make a real difference in state government. The person selected for this position will be responsible for insuring that the agency adheres to the intent of state and federal affirmative action, and equal employment opportunity statute. Specifically, Titles V and VI Section 504 of the Rehabilitation Act of 1973. Qualifications: 3 years of experience involving steady increasing management responsibility or, 3 years of experience in a staff technical or professional function related to management. In addition, you must have a Bachelor degree or 3 or more years of responsible experience. Salary: \$2,156 - \$2,753/Mo. plus benefits for recruiting announcement and application. Call:
Terri Mahlum
378-8338
by December 2, 1988
Equal Opportunity Employer

EARN \$1,000's A Week at home in your spare time. Doing Credit Repair. Call 1-619-565-6532
Ext. R3759OR - 24 Hours

SECURITIES EXAMINERS

The Security Section of the Oregon Dept. of Insurance & Finance in Salem seeks a Securities Examiner I: (\$2,094 - \$2,656/Mo.) and a Securities Examiner II: (\$2,300 - \$2,923/Mo.). The Examiner I position requires a law degree or a BA degree and 2 years experience in Securities work. The Examiner II position requires a law degree and 2 years experience in Business Law or Securities or a BA with major coursework in Accounting, Finance or a related work, plus 3 years experience in Accounting, Auditing or Securities work. For an application contact:
Employee Services
Department of Insurance & Finance
21 Labor & Industries Bldg.
Salem, OR 97310
(1-378-3200)
Equal Opportunity Employer

HAIRSTYLIST/MANICURIST WANTED TO LEASE SPACE

285-6362
E.J.'s Beauty Salon
231 N. Lombard
Portland, Oregon 97211

MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for FEP Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's FEP medical claims. Experience necessary to perform this task will include:

- 1 Year recent clerical work experience in a doctor's office or hospital setting.
- Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.
- ICD-9/CPT-4 Coding.
- A minimum of 6-12 months experience using a CRT in a production oriented environment.
- Fast, accurate use of a 10-Key calculator.

Previous claims processing or insurance billing experience highly desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

Blue Cross and Blue Shield of Oregon
Human Resource Dept., 5th Fl.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

TEACHER/COUNSELOR Private Non-Profit Alternative High School

Oregon Certification desired. Minimum 4 years experience with high risk adolescent responsibilities; teaching, case management, advocacy counseling. Beginning Jan. 10, 1989. Send resume and handwritten letter to:

OMLC
7602 N. Emerald
Portland, OR 97217
Equal Opportunity Employer

WASHINGTON COUNTY DIRECTOR OF ASSESSMENT & TAXATION

Salary: \$45,168 - \$56,448/Yearly
WATER RESOURCE MANAGER
Salary: \$19.82 - \$24.10/Hourly
DATA ENTRY OPERATOR
\$11.98 - \$14.57/Hourly
Call (503) 648-8607 for information. County application forms required. Apply by November 25, 1988 to Washington County Personnel.
Equal Opportunity Employer

MENTAL HEALTH PSYCHOLOGICAL ASSOCIATE

Full-Time position available as Group Therapist with adult inpatient population of chronically mentally ill. Master's degree in psychology or counseling preferred. Experience in group therapy with inpatient population preferred. Salary range \$1,654 - 2,094 monthly, depends on qualifications. Excellent fringe benefits. For application materials, please contact Rochelle L. Silver, Ph.D., Chief Psychologist, Dammasch State Hospital, (503) 682-3111, Ext. 2217.
Equal Opportunity Employer

COUNSELING

ISAAC WHITE, RCSW
Counselor/Consultant
★ Individual ★ Couples ★ Families
281-5943

TELEVISION PRODUCTION MANAGER

Oversees entire production operation. Responsible for marketing station facilities, scheduling crews, scheduling production time. Works with sales copywriters for retail clients and supervises field or studio shoots. In addition, handles day to day administration of dept. including overtime reports, weekly billing, budget forecasting, equipment purchasing and replacement, maintenance procedures. Interfaces with other depts. as it pertains to promotions, programming, sales and engineering.
Please send resume and/or tape to: Dennis Updegraff.

RECEPTIONIST
Excellent phone, typing and communications skills. Experience with multiple phone lines, public contact, and WordPerfect word processing. Media background desirable. Please send resume to: Linda Narz.
KPDX-TV49
P.O. Box 49
Portland, OR 97207
An Affirmative Action/
Equal Opportunity Employer

OCCUPATIONAL THERAPIST Long Term Temporary & Substitutes

The Multnomah Education Service District is seeking long term temporaries to work from approximately January or March until June of 1989, and Substitute Occupational Therapist to provide on call OT to students in the Special Education program. Must be licensed in Oregon.
Deadline 12/2/88 by 2 p.m. Call Jeaneen at 255-1841 ext. 207 for Multnomah Education Service District application form & additional information.
Equal Opportunity Employee

ADMINISTRATIVE ASSISTANCE

Responsible position reporting to director, planned in deferred giving. Duties include statistical typing, tables, financial reports with high degree of skills, accuracy and confidentiality. Competency with displaywrite and lotus programs, exceptional typing, shorthand and dictation equipment.
5 years of experience. Demonstrating strong organizational, communication, interpersonal and decision making ability. Send resumes by 11/25/88 to Personnel.

United Way Columbia/Willamette
718 W. Burnside
Portland, OR 97209
Equal Opportunity Employer

BRIDGE MAINTANCE HELPER

Salary: \$1,800 - \$2,004/Monthly Plus Supreme Benefits
Clackamas Counties bridge division needs a versatile individual capable of laborious outdoor work to join its construction crew.
Person especially skilled in heavy timber construction, rough carpentry and cement work should apply.
Person especially skilled in heavy timber construction, rough carpentry, and cement work should apply.

COUNTY EMPLOYMENT APPLICATION REQUIRED.

Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, OR 97045. Deadline date: November 28th, 1988 at 5:00 p.m.
Equal Opportunity Employer

NURSE MANAGER

Nurse Manager, G.N. or equivalent to make a difference in lives of the poorest of Portland in a medical clinic setting. Duties include Patient Care and Clinic Management. Minimum of 3 days/week. Salary range: \$9.50 - \$12.50/per hour based on experience with full medical, dental, disability, sick leave, personal leave, vacation and holidays. Request application from:

Ecumenical Ministries of Oregon
0245 S.W. Bancroft Street
Suite B
Portland, OR 97201
Do not send resumes. Position may close anytime after December 10, 1988.
Equal Opportunity Employer

CORRECTIONAL OFFICER

\$1,658 per month plus fringe benefits. Current vacancies in Pendleton & Salem. Supervise & control inmates in an adult correctional institution. Exams in Portland 12/10/88 at Portland Community College Cascade Campus, Jackson Hall Room 104 at 10:00 a.m. Obtain application at any employment division office. Urban League office or call (503) 378-2497 in Salem.
Equal Opportunity Employer

ELECTRICAL LINEMAN M-F

Qualified journeyman lineman position with small municipal electrical system. City located in beautiful Columbia River National Scenic Area. Experience in power line maintenance required. Good wages/benefits. Application or resume must be received by 5:00 p.m., December 1, 1988. Apply to City of Cascade Locks, P.O. Box 308, Cascade Locks, OR.
Equal Opportunity Employer

PERSONNEL SUPPORT SERVICES SUPERVISOR

The Oregon Department of Forestry is seeking individuals for one position in Salem. Duties: provides supervision, coordination and technical assistance to Personnel/Safety/Training program services.
Requires equivalent to four years of progressively responsible clerical experience involving supervision, coordination and/or technical evaluation.
Salary range: \$1,465 - \$1,863/Monthly.
Apply promptly - announcement closes December 6, 1988. Applications must be received on or before that date.
Contact Personnel Test Center, 775 Center St., Salem, OR 97310, 378-3146, for job announcement, test questions and application.
Equal Opportunity Employer

Contact Personnel Test Center, 775 Center St., Salem, OR 97310, 378-3146, for job announcement, test questions and application.
Equal Opportunity Employer

NURSING RN

To Staff Needle Exchange Program at Outside-In
This AIDS Prevention Project is both a service and a research project. Will be working with I.V. drug users. Salary: \$17,000 with medical/dental benefits. Hours negotiable, but evening work required. Resumes by 11-25-88 to Kathy at:

Outside-In
1236 S.W. Salmon
Portland, Oregon 97205
Equal Opportunity Employer

VOLUNTEERS NEEDED

Volunteers are needed to work with teenage parents and their babies. Help provide transportation and childcare for weekly support group meetings at Maranatha Church in N.E. Portland. Former teen parents, minorities and men are especially encouraged to work with the pregnant and parenting teenagers.

A two-hour volunteer orientation will be held on December 14th. Call Ann Koucky at the Young Parents Program, Boys and Girls Aid Society for more information.
222-9661
Equal Opportunity Employer

EXECUTIVE DIRECTOR Board On Police Standards And Training

Requires 5 years of strong management experience, plus knowledge of training techniques and criminal justice system. \$38,304 - \$48,864 annual salary. Located in Monmouth. Contact Joan Marston for application information, (503) 378-3676, Personnel and Labor Relations Division, 155 Cottage St. NE, Salem, OR 97310.
Equal Opportunity Employer

Young People 16-24 Are you interested in a career in a helping profession.

Become certified as:
• Certified Nurse's Aide
• Home Health Aide
• Geriatric Aide
Free job training & job placement line at home and receive child care allowance & many other benefits:
Call Today 287-0823
Or Drop-In
MLK Center
4815 N.E. 7th
& Ask For Job Corps

Forest Practices Forester

The Oregon Department of Forestry is seeking individuals for positions throughout the state. Duties: administer/enforce Oregon Forest Practices Act and Industrial Fire Prevention statutes and programs on active forest operations.
Requires equivalent to Bachelor's degree in forestry plus 6 months experience.
Salary range: \$1,506-\$2,094/Mo.
Apply promptly - announcement closes December 2, 1988. Applications must be received on or before that date.
Contact Personnel Test Center, 775 Court St., Salem, OR 97310, 378-3146, for job announcement, test questions and application.
Equal Opportunity Employer

HOME WORK SPARE TIME

Paint lovely folk art building shapes which form toy village of houses, library, town hall, etc. No experience necessary; have entire family help you. We pay you \$20 for each set of 11 toys painted according to instructions and reimburse your shipping costs. Send us 5 sets weekly, earn \$100. Send us 10 sets weekly, get a check for \$200. Our homework starter package includes all the objects in the toy village and color scheme for each part. To register into program, send your name, address, and \$20 registration fee (refunded on second set of painted toys you send us) to:
Daniel Rowan
3 Golf Center
Suite 368-5994
Hoffman Estates, IL 60195

MEIER & FRANK

... the place to be this Christmas Season
MEIER & FRANK the Friendly Store needs professional, service-oriented people to provide genuine customer service.

We have a variety of day schedules, both full-time and part-time, that will fit your busy lifestyle. Positions available in SALES - Ready-To-Wear, Homestore, Stock and Restaurant.

Meier & Frank has the opportunity you've been looking for this holiday season. We'll provide you with an exciting work environment, a merchandise discount, an competitive wage package.

Apply Monday - Friday, 10 a.m. - 5:30 p.m., Human Resources Office, Lloyd Center Store.

Equal Opportunity Employer