


PROFESSIONAL SERVICES DIRECTORY

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

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)

PHONE 288-0033 - TO PLACE YOUR AD

<p>AUTO REPAIR</p> <p>Eddie's Auto Repair</p>  <p>Low Rates - While You Wait</p> <p>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 285-6345</p> <p>Nails Only - Hair Care Salon Beauty/Barber Supply - Free Delivery</p> <p>CONTRACTING-GENERAL</p> <p>Sileo 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</p> <p>Open: Mon. thru Sat. 9 a.m. - 6 p.m.</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</p> <p>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>BEAUTY SUPPLIES</p> <p>P & J's Beauty Salon & Supply</p> <p>231 N. Lombard - Suite 200 Portland, OR 97217 - 289-0205</p> <p>Styles by E.J. Bates Low Prices - Quality Service - Deliveries</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

<p>ACCOUNTING CLERK</p> <p>Recruiting for a full-time Accounting Clerk who must be bright and energetic to operate computer data entry program. Must prepare A.P. and Payroll on computerized system. Use 10 key by touch, type 30 wpm, high school graduate or equivalent and 2 years computer operator experience. We offer comprehensive salary and benefits. Send resumes to: Rodney Harry, Personnel Officer N.N.E. Community Health Center 5019 N. Williams Avenue Portland, OR 97217 Closing Date: 12/02/88 - Minorities are encouraged to apply</p> <p>Equal Opportunity Employer</p>	<p>PROPERTY APPRAISER 1 \$1,485 - \$1,992 Month</p> <p>Conducts or assists in real and personal property appraisals requiring entry level appraisal skills. Requires the equivalent of a Bachelor's degree with major course work in engineering, architecture, agriculture, economics or business administration. Must be certified as a qualified appraiser under ORS 308.010 at time of appointment. For required application contact Lane County Personnel, 125 E. 8th Avenue, Eugene, OR 97401, 687-4171. Filing deadline 11-30-88. Equal Opportunity Employer</p>	<p>Medical Claims Analysts</p> <p>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 doctors 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.</p> <p>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 Resources Dept., 5th Fl. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>INSURANCE</p> <p>BENEFITS COORDINATOR</p> <p>Blue Cross & Blue Shield of Oregon, a major health insurance company with a workforce of 1600+ employees is currently accepting applications for a Benefits Coordinator in the Human Resources Dept.</p> <p>Incumbent will be responsible for administering the employee fringe benefit program according to established corporate policies and procedures. The Benefits Coordinator plans, organizes, and presents monthly benefit orientation.</p> <p>Qualified candidates will have experience in administering retirement plans, 401(K) plans, and flexible spending plans; and have the ability to communicate effectively with all levels of management and employees. Successful candidate will be detail oriented, and have excellent organizational skills. Experience using a computerized personnel system is highly desirable. Deadline For accepting applications is 11/28/88.</p> <p>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 Resources Dept., 5th Fl. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>EARN EXCELLENT MONEY</p> <p>At Home Assembly work Jewelry, Toys, Others Call 1-619-565-1657 Ext. 3759 24 Hours</p> <p>EDUCATION</p> <p>RESEARCH ASSOCIATE Western Center for Drug-Free Schools & Communities NW Regional Educational Lab</p> <p>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 and use of evaluation methods for local & state programs funded under the federal Drug-Free Schools & Communities Act.</p> <p>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.</p> <p>Qualifications: Doctorate degree in educational evaluation, health program evaluation or related field. Master's degree & exceptional exp considered in lieu of doctorate. 2 yrs exp in tasks related to evaluation & technical assistance functions. Exp w-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 w-microcomputer applications including database management, word processing & statistical analysis software. Experiences & skills working w-school administrators, teachers & community groups. Exp working w-minority populations required. Must be able to travel frequently by air & spend considerable time in the field.</p> <p>Salary: \$31,200 - \$33,230 per annum plus excellent benefits</p> <p>Letter of application and resume must be received in the Personnel Office by 3pm, Tues, Dec 20, 1988. In Letter, indicate you are applying for the above position.</p> <p>Apply to Personnel Dept. Northwest Regional Educational Laboratory 101 SW Main St, Suite 500 Portland, OR 97204 Equal Opportunity Employer</p>	<p>COMMITTEE COUNSEL</p> <p>For the Legislative Administration Committee of the Oregon Legislature. Positions provide information to legislative committees regarding issues before committees, arrange for testimony and evidence to be provided, and organize and analyze information in the preparation of policy options. Also provide legal research, advice and opinions to committees. Graduation from an accredited law school and experience involving management responsibility or experience in a staff technical or professional function related to management required. Salary range \$2380 - \$3036 per month. Present recruitment is to develop a list to fill continuing and 1989 Legislative Session positions. A Legislative Administration Committee application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310. (503) 378-8530. Equal Opportunity Employer</p>
<p>SENIOR AUDITOR \$2,708 - \$3,302 per month</p> <p>A minimum of five years in varied accounting/finance assignments, including a minimum of two years in auditing. Graduate from a four-year college with a major in Accounting/Finance. Send resume to: Eugene Water & Electric Board P.O. Box 10148 Eugene, OR 97440-2148 Attn: Personnel Position Closes: Monday, December 5, 1988 - 5:00 p.m.</p> <p>Equal Opportunity Employer</p>	<p>REHABILITATION SERVICES</p> <p>Portland Rehabilitation Center, a vocational training facility for disabled adults, is committed to BEYOND limitations. We want staff who are committed to BEYOND limitations in their work with trainees, fellow staff & funding agencies for the following positions:</p> <p>CASE MANAGER: Responsible for getting BEYOND limitations with vocational trainees, counseling, funding agencies. 8 hours per day. Flexible hours mon-Fri. \$1550-\$1650 per month</p> <p>BEHAVIOR SPECIALIST: Serves as a member of vocational development team in a job setting. Mon-Fri - 8am-4:30pm \$1150-\$1250 per month</p>	<p>ACCOUNTING</p> <p>CORPORATE TAX SPECIALIST</p> <p>Blue Cross and Blue Shield of Oregon is currently taking applications for a Corporate Tax Specialist in the Financial Accounting Department.</p> <p>This position is responsible for administering and preparing federal, state, local, real and personal property tax returns for Blue Cross and Blue Shield of Oregon and its subsidiaries.</p> <p>Qualified candidates will also maintain a current knowledge and understanding of the internal code in keeping with all tax planning, especially as it pertains to Blue Cross and Blue Shield of Oregon & subsidiaries.</p> <p>Requirements for this position are: - Bachelor of Science degree with an emphasis in accounting. - 2-4 years diversified tax preparation. - The aptitude to recognize, analyze and resolve complex problems. - Demonstrated excellent written and oral communication skills.</p> <p>Yearly salary range from \$28-\$34K</p> <p>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 Resources Dept., 5th Fl. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>REHABILITATION SPECIALIST</p> <p>Inspects residential property for housing code & HUD housing quality compliance. Assists the Authority & property owners in their efforts to rehabilitate residential properties in accordance with established regulations & guidelines. Applicant will participate in project management including cost analysis, work monitoring, quality control & disbursement processing.</p> <p>WAGE: \$14.51/hour DEADLINE to apply: November 28, 1988 APPLY AT: Housing Authority of Portland, 1605 NE 45, Portland, between 8:30am-4pm Monday-Friday. Equal Opportunity Employer</p>	<p>WASHINGTON COUNTY JOBS:</p> <p>COMMUNITY PSYCHIATRIST \$28.49 TO \$34.63/HOUR</p> <p>ASSOCIATE ACCOUNTING CLERK \$1,457/\$1,771 MONTH CALL: (503) 648-8607</p> <p>For information County application form required Apply by December 2, 1988 to Washington County Personnel Equal Opportunity Employer</p>	<p>COMMITTEE ADMINISTRATOR</p> <p>For the Legislative Administration Committee of the Oregon Legislature. Positions provide information to legislative committees regarding issues before committees, arrange for testimony and evidence to be provided, and organize and analyze information in the preparation of policy options. Experience involving management responsibility or experience in a staff technical or professional function related to management required. Salary range \$21556-\$2753 per month. Present recruitment is to develop a list to fill continuing and 1989 Legislative Session positions. A Legislative Administration Committee application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310. (503) 378-8530. Equal Opportunity Employer</p>
<p>ASSISTANT DIRECTOR</p> <p>Non-Profit Organization. Prefer supervisory experience and resource development. Experience in grant writing and public speaking desirable. Able to work with people from various economic and ethnic backgrounds. Send resume to: 14821 N.E. 82nd Street Portland, OR</p> <p>Equal Opportunity Employer</p>	<p>VOCATIONAL DEVELOPMENT SPECIALIST: Experienced in getting BEYOND limitations with pre-vocational & supported work trainees. BA in social service related field preferred. Mon-Fri - 8am-4:30pm \$1250-\$1350 per month</p> <p>Job descriptions are available along with application form. To apply submit letter explaining how you get BEYOND limitations. Resume & application to: Portland Rehabilitation Center Equal Opportunity Affirmative Action Employer</p>	<p>TELEPHONE RESERVATION CLERK</p> <p>Portland Center for The Performing Arts Salary: \$5.41/hour. Part time non-exempt.</p> <p>We're looking for people who like phone work to answer ticket information lines, accept telephone ticket information requests, fill out charge forms and obtain authorizations. You will work initially at the New Theatre Building in downtown Portland.</p> <p>You should have one year experience in telephone reception work, preferably in a high-volume situation. You must be available to work days, 9-5, on an occasional basis. You should have clear handwriting and a good telephone voice.</p> <p>APPLY IN PERSON: November 21-25, 8:30 am through 5:00 pm, Memorial Coliseum, Personnel Office, 1401 N. Wheeler. An Equal Opportunity Employer Affirmative Action Employer</p>	<p>REHABILITATION CLERK</p> <p>Recruiting for a full-time Accounting Clerk who must be bright, and energetic to operate computer data entry program. Must prepare (AP) and payroll on computerized system. Use 10-key by touch, type 30 wpm. High School graduate or equivalent, and two years computer operator experience.</p> <p>We offer comprehensive salary & benefits.</p> <p>Resume to: Rodney R. Harry, Personnel Officer N/NE Community Mental Health Center, 5019 N. Williams Avenue, Portland, OR 97217 (Closing date: November 25, 1988)</p> <p>Equal Opportunity Employer</p>	<p>COURIER</p> <p>Legislative Session Only For the Oregon Legislative Information Systems of the Legislative Administration committee. Position transports photocopy to and from State printing and assists in the delivery, installation and maintenance of computer hardware and software during the legislative session. Knowledge of operations of electronic computers and related equipment and microcomputer applications software required. Must have a valid Oregon Driver's License. Salary range \$1186 - \$1465 per month. Position will begin in December, 1988 and end soon after the close of the 1989 Regular Session. Position will be expected to work flexible hours, including evenings and weekends. A Legislative Administration Committee application must be received by 5pm, Dec 2, 1988. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310. (503) 378-8530. Equal Opportunity Employer</p>	<p>JANITOR</p> <p>UTILITY LEAD</p> <p>Portland Center for The Performing Arts Memorial Coliseum Civic Stadium</p> <p>Salary range: \$8.93-\$10.46 Full Time non-exempt</p> <p>We're looking for a reliable, responsible, well-groomed individual to perform custodial and set-up functions at any ERC facility.</p> <p>You must be experienced in cleaning operations and know how to use the equipment and tools involved with cleaning a large public facility. You must be able to work indoors and outdoors. You must be physically able to perform light, medium and heavy labor. You must be able to work on heights.</p> <p>You must be able to work with other people and with small equipment operation. You must be able to work as a team member and on your own, as well as to supervise temporary clean-up and set-up people. You must be able to stay personally clean and presentable while doing dirty work.</p> <p>APPLY IN PERSON: November 21-25, 8:30 am through 5:00 pm, Memorial Coliseum, Personnel Office, 1401 N. Wheeler. An Equal Opportunity Employer Affirmative Action Employer</p>
<p>STATE OF OREGON HEALTH DIVISION</p> <p>Salary: \$1867 - \$2370 Monthly</p> <p>The Oregon Health Division Environmental Services and Consultation Section is currently recruiting for an Environmental Generalist. This individual will provide general environmental health services in the 13 counties not operating their own environmental health programs. These services include sanitation inspections of public facilities, assistance in communicable disease investigations; and assistance in resolving toxic and hazardous substance issues including responding to emergency situations.</p> <p>Applicant must have Bachelor's degree with major study in environmental or physical science or closely related field, and two years of experience in environmental control or resource management programs; or five years of the required experience. You must also be registered or eligible to be registered as a sanitarian in the State of Oregon at time of employment.</p> <p>The position is located in Portland, and includes excellent benefits of medical, dental, vacation, holidays, and retirement. Questions may be directed to Oregon Health Division, Personnel Services, phone 503-229-5888. Applications and required announcement material may be obtained from the Oregon Health Division. Application packages must be mailed to Exec Personnel Dept. in Salem by Dec. 9, 1988.</p> <p>An Equal Opportunity Affirmative Action Employer</p>	<p>PRE-CERTIFICATION COORDINATOR</p> <p>The Pre-Certification Coordinator will conduct reviews for pre-certification program including pre-certifying 2nd opinions, discharge planning, and benefit extension review.</p> <p>Successful candidates must be an RN currently licensed in the State of Oregon with 3-5 years recent hospital experience. Utilization review and quality assurance background desirable. Good communication skills a must.</p> <p>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 Resources Dept., 5th Fl. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>EARN \$1,000's A Week at home in your spare time.</p> <p>Doing Credit Repair. Call 1-619-565-6532 Ext. R3759OR - 24 Hours</p> <p>WELDERS</p> <ul style="list-style-type: none"> - Competitive wages - Excellent benefits - Merit shop - Training opportunities - Growing business - Promotional opportunities - Diversified product lines <p>If interested, apply in person at: Gunderson, Inc. 4350 N.W. Front Avenue Portland, OR 97210 Equal Opportunity Employer</p>	<p>MENTAL HEALTH</p> <p>Mental Health Center seeks a crisis WKR/ICP investigator to work with and acute & CMI population. Provide crisis intervention, out-reach, short term therapy, referral and follow-up. Strong ICP and on-call experience preferred. Must be able to work with multi-disciplinary team. Master degree in mental health field or bachelors & two years clinical experience.</p> <p>We offer comprehensive salary and benefits</p> <p>Resume to: Rodney R. Harry, Personnel Officer N/NE Community Mental Health Center, 5019 N. Williams Avenue, Portland, OR 97217 (Closing date: November 25, 1988)</p> <p>Equal Opportunity Employer</p> <p>Minorities Encouraged to Apply Equal Opportunity Employer</p>	<p>PRODUCER</p> <p>Legislative Session Only For the Media Services Unit of the Legislative Administration Committee. Position operates the closed circuit television system in the Capitol, provides audio/visual support services, and produces video programs. Experience operating video production equipment, editing video/audio tapes and writing scripts required. Salary range \$1536 - \$1956 per month. Position will begin in December, 1988 and end soon after the close of the 1989 Regular Session. A Legislative Administration Committee application and a video tape demonstrating your video production skills are required. Application materials must be received by 5pm, Nov 30, 1988. Contact Personnel Services, Legislative Administration Committee, S-401 State Capitol, Salem, OR 97310. (503) 378-8530. Equal Opportunity Employer</p>	<p>TYPISTS</p> <p>Hundreds Weekly At Home! Write: P.O. Box 16, Clark, NJ 07066</p>
<p>INSURANCE</p> <p>Ernest Warren - Agent Auto-Home-Life-Health-Group P.O. Box 12652 1717 N.E. 19 Portland, OR 97212 (503) 288-4513</p>	<p>AUDITOR ASSISTANT AUDITOR</p> <p>Blue Cross and Blue Shield of Oregon is currently accepting applications for an assistant auditor position in the Medicare Reimbursement and Audit Dept. Qualified applicants will perform desk review and field audits on Medicare cost reports submitted by providers. Audits are performed at the provider's site requiring 1-2 weeks per month travel with audit team.</p> <p>Qualified candidates will have college degree with major in accounting including audit course credits. Previous work in accounting or health care is desired.</p> <p>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 Resources Dept., 5th Fl. 100 S.W. Market Portland, OR 97201 Equal Opportunity Employer</p>	<p>PORTLAND OBSERVER</p> <p>"The Eyes and Ears of the Community" 288-0033</p>	<p>PLANS EXAMINER</p> <p>Examine Plans and inspect Class A Commercial and residential building and structures. Assist public in permit applications process. Requires 3 years experience in building constructions or inspections. Also requires valid drivers license and Oregon "A" structural, "A" Plan examination, and "B" Mechanical Certificate. Salary range \$2,126-\$2,712 per month. Plus excellent benefits. City Application and Supplemental Questionnaire must be received or postmarked by 12/16/88. Apply at: City of Gresham Human Resources 501 N.E. Hood, Suite 100 Gresham, OR 97030</p> <p>Equal Opportunity Employer</p>	<p>ASSOCIATE ACCOUNTING CLERK</p> <p>Apply to Personnel Dept. Northwest Regional Educational Laboratory 101 SW Main St, Suite 500 Portland, OR 97204 Equal Opportunity Employer</p>	<p>COUNSELING</p> <p>ISAAC WHITE, RCSW</p> <p>Counselor/Consultant</p> <ul style="list-style-type: none"> * Individual * Couples * Families