

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.)

AUTO REPAIR



Eddie's Auto Repair

Low Rates - While You Wait!

625 N.E. Killingsworth
Portland, Oregon
281-7591

BEAUTY & BARBER SUPPLIES

Look of Radiance
3512 N.E. 15th Street
Portland, Oregon
284-6345

Nails Only • Hair Care Salon
Beauty/Barber Supply • Free Delivery

CONTRACTING-GENERAL

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

BEAUTY / BARBER SUPPLIES

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.

BEAUTY SUPPLIES

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

CONSTRUCTION

Donald M. Drake Construction
226-3991

FLORAL - SILKS

Eartha's Floral Connection
517-1/2 N.E. Killingsworth
Portland, Oregon 97211
282-3675

We Do Weddings • Funerals
Made-To-Order • Custom-Made

PRINTING

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

"INSURANCE"

Ernest Warren - Agent
Auto-Home-Life-Health-Group
P.O. Box 12652
1717 N.E. 19 Portland, OR
97212
(503) 288-4513

SPORTS MEDICINE

North Portland Medical Clinic
105 N. Killingsworth
Portland, OR 97217
285-3323

JOBS & CLASSIFIED ADVERTISING

INFORMATION PROCESSING ANALYST II

Hi volume department in a major health insurance company has an opening for an Information Processing Analyst II. Qualified applicants must have the following experience:
Previous machine transcription and at least 6 months experience in the operations of word processing equipment (preferably IBM) in a centralized environment; demonstrated knowledge of correct spelling, grammar and punctuation; ability to follow complex written and verbal instructions and procedures, excellent organizational and communication skills. Trained Displaywriter operator preferred. Ability to work under extreme pressure, typing 65 wpm, course work in word processing technology also 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 Resources Dept., 5th Fl.
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

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 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.

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

PSYCHIATRIC

Social Worker F/T permanent position working with mentally & emotionally disturbed adults in a full service 60 bed state psychiatric facility. Attractive working hours, excellent salary & benefits. Position requires a Master's Degree in social work + 3 yrs. relevant exp. Apply now 8if interested as recruitment may close at any time. Contact Personnel Office, Eastern Oregon Psychiatric Center, 2575 Westgate, Pendleton OR 97801. 503-276-0991.

Equal Opportunity Employer

GROUND TRANSPORTATION CLERK

The Port of Portland has an immediate opening for a Ground Transportation Clerk to participate in the operation of the Ground Transportation Office. Duties will include gathering and reporting statistical data, processing all lost and found items, participation in all departmental programs including security badging, lost and found, vehicle application badging and other related assignments. Duties also include inputting Ground Transportation Office materials using Lotus, MultiMate, and other software packages.

Qualifications Preferred:

- Demonstrated oral and written communication skills.
- Ability to work with limited supervision.
- Ability to identify and keep confidential information.
- Ability to work as part of a team.
- Basic knowledge of data entry and experience creating documents on a microcomputer.
- Ability to type.
- Previous experience demonstrating ability to handle numerous and varied functions at one time.
- Ability to handle irate complaints while remaining calm and organized.
- Ability to work well under pressure.

In addition to a comprehensive benefit package the Port offers a starting salary range of \$14,070 to \$16,077. The hours will be generally 12:00 p.m. - 9:00 p.m., Monday thru Friday.

If interested and qualified, apply at the Port of Portland Employment Office, 14th Floor, 700 N.E. Multnomah. Resumes Will not be accepted in place of applications, but may be included. All applications must be received by 5:00 p.m., Friday, December 9, 1988.

The Port is an Equal Opportunity Employer

GOVERNMENT HOMES
From \$1.00 (U-Repair) delinquent tax properties and repo's. For current list call 1-800-633-0536 Ext. 4552 also open evenings.

WASHINGTON COUNTY JOBS
EMERGENCY MANAGEMENT COORDINATOR/PLANNER
Salary: \$1,860-\$2,262/Mo.

MENTAL HEALTH NURSE
Salary: \$1,993-\$2,423/Mo.

RECRUITER
Salary: \$1,762/Mo.
Call (503) 648-8607 for information. County application forms required. Apply by December 16, 1988 to Washington County Personnel.
Equal Opportunity Employer

Emanuel Hospital & Health Center

A HealthLink Member
Equal Opportunity Employer
Call our 24 Hour Job-Line at 280-4727 for a listing of current opening at Emanuel Hospital & Health Center.

A HealthLink Member
Equal Opportunity Employer

PORTLAND OBSERVER
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**Administrative Coordinator
Director Finance & Administration**

The Director of Finance and Administration is seeking a dynamic, innovative, flexible individual with executive secretarial skills, to ensure the coordination of all administrative functions within the department.

The following skills and abilities are desired:

- o Experience working with personal computers utilizing word processing software packages, spreadsheet and graphing applications. WANG word processing experience a plus.
- o Team player and ability to establish networks with other senior executive secretaries.
- o Demonstrated ability to perform well under pressure situations.
- o Time management to include organizational and priority setting skills, schedule coordination and monitoring.
- o Excellent analytical, verbal and written grammar skills are essential, as well as the ability to compose signature ready written correspondence.
- o Experience with budget preparation and monitoring.
- o Ability to organize and delegate.
- o Financial or accounting background helpful.

If our adjectives describe you and you have the experience and background listed, apply at the Port of Portland Employment Office at 700 N.E. Multnomah Blvd, 14th Floor. All applications must be received by Friday, December 9, 1988. Resumes will not be accepted in the place of applications, but may be included.

The Port is an Equal Opportunity Employer

TEACHER
English as Second Language

Contingent on MESD Board approval on 12/20/88.

To provide direct instruction to students. Requires valid Oregon Teaching Certificate, experience and/or training in teaching foreign/second language, and emotional and physical stamina to perform duties as required by the designated task except for temporary disability. Salary placement on MESD/OEA salary schedule commensurate with verifiable related education and experience to mid point of applicable education range, 1987-88 minimum of a BA Step 0, \$17,800 to a maximum of a PhD Step 8, \$28,105 based on 190 days. Subject to change pending negotiated settlement 88-89. Application deadline Jan. 6, 1988 by 2pm.

Call Jeaneen at 255-1841 ext 207 for Multnomah Education Service District application form & additional information

Equal Opportunity Employer

HOUSE & APT. RENTALS

HOUSE FOR RENT
1 BEDROOM/1 BATHROOM with R/R and Laundry Available. 4928 N.E. Mallory, Portland, OR 97211. \$275.00/Mo. Rent. Call 288-9418 or 281-7767 for Application/Information.

LEGAL ADVOCATE

Legal Aid Service seeks advocate for temporary one-year position to operate telephone hotline which advises and represents low-income clients regarding welfare and food stamps rights and procedures. Would participate in local and statewide networks. Minimum two years college equivalent experience in law office, social service agency or community organization, plus demonstrable commitment to service of low-income people required.

Salary dependent upon experience. Liberal benefits package. Send resume and cover letter to Carla Mustell, Administrator, Multnomah County Legal Aid Service, 310 SW 4th, #900, Portland, OR 97204

Equal Opportunity Employer

ACCOUNTING ASSISTANCE

Accounting Assistance 20 hours a week. General Accounting work. Requires proficiency in 10-key in typing and/or ability and desire to learn computerize accounting system. Annual salary: \$6,250 to start, \$6,600 after 3 months. Benefits include medical, dental, disability insurance, vacation, sick and holiday pay. Request job description/application from Ecumenical Ministries of Oregon, 0245 S.W. Bancroft, Portland, OR 97201. Do not send resumes. Position may close anytime after noon on December 12, 1988.

Equal Opportunity Employee

COUNSELOR III

(Alpha House)
CODA, Inc. seeks qualified applicants for counselor at Alpha House, a residential program. Responsibilities include: providing diagnosis and treatment to caseload of clients, conducting individual, group, and family counseling/therapy; coordinate therapeutic activities for clients; maintain client records; assisting with administrative tasks; assisting Counselor 1 to develop skills as counselor; and maintain external contact as assigned. Bachelor's degree in health services and 2 years supervised human service experience is required. Salary range \$1,232-\$1,715/mo. Applications and screening questions available at CODA, Inc., 210 NE 20th Ave., Portland, OR 97232.

An Affirmative Action/
Equal Opportunity Employee

**MENTAL HEALTH
METHADONE PROGRAM
MANAGER**

STAR (Skilled Training for Adult Recovery), CODA's methadone maintenance program seeks qualified applicants for Program Manager position. Responsibilities include: planning, coordination, and evaluation of methadone treatment program components; administrative and clinical services management; staff supervision and training. Applicants must possess extensive experience in administrative and clinical supervision in the chemical dependency field. A Master's degree in Human Services is required. Salary range: \$1,950-\$2,638/mo. Application screening questions available at 210 N.E. 20th Ave., Portland, OR

Equal Opportunity Employer/
Affirmative Action Employer
Interested in becoming a Catholic or returning to the Catholic Church? Call Fr. Ted or Sis. Kathleen at St Andrew's Catholic Church 281-4429

SECRETARY

Become part of a premier financial institution. Security Pacific Bank Oregon has several excellent secretarial opportunities available. We are looking for self motivated people with a commitment to providing the highest level of client service.

Responsible for providing secretarial & clerical support to include typing correspondence, greeting clients, answering telephones, and maintaining records & file.

Qualified applicants must have previous secretarial exp, excellent organization & communication skills, must be able to prioritize work, typing speed of 65-70 wpm, 10-key skills, working knowledge of word processing & personal computers, and dictation and transcribing skills. Familiarity with SAMNA & LOTUS 1-2-3 helpful.

We offer an excellent flexible benefits program & highly competitive salary commensurate with experience. Qualified applicants should submit resume Y salary requirements to:

SECURITY PACIFIC BANK OREGON
Personnel Department
1001 SW Fifth Avenue
Second Floor
PO Box 3066
Portland, Oregon 97208
(503) 796-3878
Applicant Hours
Mon-Fri 9am-1pm

Equal Opportunity Employer

**SECURITY OFFICERS
IMMEDIATE OPENINGS!**

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 & car. Training & uniforms are provided. Applications accepted 9 am - 3:30 pm Monday-Friday at 4004 SW Kelly, Portland. 223-6162

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

MEDICAL

MED TECH
2 Full-Time positions available, 1 swing shift M-F, 1 Fri., Sat., and Sun. 12-5 Hours per day. Perform HBsAg testing and confirmation, HIV antibody testing, anti-Hbc test and other TD related tests as required on donor units and outside samples. Must be MLT-ASCP or equivalent. Apply at:
American Red Cross
Human Resources Dept.
3131 N. Vancouver Ave.
Portland, OR 97208
Equal Opportunity Employer

CLERICAL POSITION

Available for unique person who types 50 wpm (test given) and can file.

Salary: \$10,700 per year plus medical/dental benefits. Submit resume with brief coverletter by Dec. 16, 1988 to:

Atten: A. Moore
Outside-In
1236 S.W. Salmon
Portland, OR 97205

**DIRECTOR OF
BUSINESS AFFAIRS**

Challenging position available as Director of Business Affairs for the Catholic Archdiocese of Portland, Oregon. This is a highly visible Senior Level position reporting directly to the Arch Bishop. You will be responsible for Accounting, Budgeting, Investments, Insurance & Risk Management, Property Management, Central Loan Program, Management Information Systems, Resources Allocation, Policy & Procedural Formulation. In addition to solid technical skills your qualifications must include high energy, excellent communications skills and a proven leadership ability to effect change and manage the business affairs of a dynamic and diverse organization with multiple locations and functions. You will need to be experienced in financial analysis and business planning. Unique opportunity to exercise your professional skills for the benefit of the Catholic Church in Western Oregon. Please forward a letter indicating why you want to work with us and a resume summarizing your experience and salary requirements to:

Atten: Ken Scott Archdiocese,
2838 E. Burnside
Portland, Oregon 97214
By December 31, 1988.
Equal Opportunity Employer

**Lane Community College
ABE/GED/ABE
HANDICAPPED INSTRUCTOR**

Application and Job Description are available at Personnel Service - Lane Community College, 4000 E. 30th Ave., Eugene, OR 97405 - LCC applications must be postmarked no later than Jan. 10th, 1989, 1-(503) 726-2211.

An Affirmative Action/
Equal Opportunity Employer

VENDING OPPORTUNITY

Corrected #1-(800)-678-0342, Ext. 77. If you want best pay back on time and investment, best local route, equipment, products, top locations, flexible low pressure, cash business and company training and have \$2,700.00 to \$12,000 secured by route, please call again.

**MENTAL HEALTH
SOCIALIZATION/DAY
TREATMENT COORDINATOR**

Creative, enthusiastic, well-organized Mental Health professional needed to guide Socialization & Day Treatment programs. Opportunity to develop, build & evaluate a growing program. Supervision of staff, students. The position is part of a small 10 person community support services learn of case management, socialization & medical staff & a team coordinator. Prefer Master's level person with Socialization & Day Treatment experience. Salary commensurate with experience. Excellent benefits. Application deadline 12/16/88. Send letter & resume to: Jack Pauley, RCSIW, Delaunay Mental Health Center, 5215 N. Lombard, Portland, OR 97203.

Equal Opportunity Employer