

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.)

APPLIANCES

WASHERS & DRYERS
\$100.00 and Up
CALL 282-4911
CALL THE GIRLS!
FOR YOUR YARD
After 1:00 P.M.
289-9122 • 286-8493

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
5832 N.E. Union Avenue
Portland, Oregon 97211
(503) 281-6393
and
5287 N. Lombard Street
Portland, OR 97203
(503) 283-6085
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

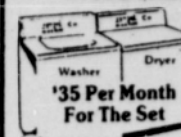
FLORAL - SILKS

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

RENT

WASHERS & DRYERS

 This Coupon Good For
\$15 OFF
 DELIVERY &
 INSTALLATION FEE

 '30 Delivery & Installation
rental washer Co.
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

SAIF CORPORATION

Oregon's leading worker's compensation insurance carrier is seeking applicants for the following positions:

INSURANCE

STATE AGENCY LOSS CONTROL SPECIALIST

\$2219-\$2749
 Salem Office

The individual in this position will be in close coordination with the Risk Management Division, targeting state agencies for loss control consulting intervention.

Applicants must have two years of intensive consulting experience with a variety of large client firms; two years of loss control consulting experience; four year degree in a pertinent discipline, plus additional related education; in-depth knowledge of consulting techniques, safety and claims principles; proven skills in dealing with executives of large organizations; knowledge and skill in training development; knowledge of organization and management theory. Certified Safety Professional designation desired.

EARLY RETURN TO WORK SPECIALIST

\$2015 - \$2494

Corporate Headquarters

The individuals in these positions will arrange for the injured worker to re-enter the work force as soon as medically feasible.

Applicants must have a Bachelor's Degree and one year of vocational experience, three years of experience is preferred. Good communication

skills and the ability to relate to the vocationally handicapped workers and medical community is necessary. Applicants must also have or be eligible for WCD Certification and have a valid Oregon driver's license.

SPECIALIST

\$2015 - \$2494

Salem Office

The individual in this position will provide early return to work assistance to injured workers and assist state agencies with the development and implementation of early return to work programs.

Applicants should have three years insurance experience, workers' compensation preferred; working knowledge of claims management, Oregon Workers' Compensation law and Administrative Rules, familiarity of ergonomic concepts; excellent oral and written communication skills. Two years college or completion of (NS series preferred). Must have valid Oregon driver's license with excellent driving record.

LEGAL SECRETARY

THREE POSITIONS
\$1363 MINIMUM

Salem Office

Preference will be given to applications with legal secretary or paralegal background. Applicants must be skilled in the use of the typewriter (70wpm minimum), dictaphone, calculator and telephone. Legal, medical and business terminology would be helpful. Wang word processing experience is preferred.

LOSS CONTROL CONSULTANT

\$2015-\$2494

Salem Office

The individual in this position will provide safety and health services to assigned policyholder accounts.

Applicants must have a four year college degree in safety, engineering, science and/or management. This position requires two years full-time experience in the area of safety (loss control) service work or equivalency. 3-4 years experience required for the senior level. Applicants should also possess excellent communication skills, be versed in safety matters and be familiar with the workers' compensation system. A valid Oregon driver's license is required.

We offer an excellent benefits program. To be considered for these positions you must complete our employment application. Please call our message phone (503) 1-373-8047 by 5pm, March 23, 1989 to request your applicant packet. No resumes please.

SAIF Corporation

An equal opportunity employer

HELP WANTED

Resident Manager of 57 unit building for formerly homeless women. Agency provides support services on site. Manager is responsible for rent, cleaning, and maintenance. Experience required. Good salary plus benefits. Send resume and covering letter to: REACH, 1110 S. E. Alder, Portland, Oregon 97214 before March 28, 1989.

PORTLAND OBSERVER

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INSURANCE

SENIOR MEDICAL UNDERWRITER

The Senior Medical Underwriter will perform the following duties:

- Determine Underwriting risk
- Review Health Statements to determine enrollment eligibility
- Evaluate Health Statements for prospective Community groups
- Act as resource to Underwriting in evaluating large claims
- Perform on-going written and oral communication in a professional manner.

Qualified applicants will have a minimum of three years experience in underwriting individual health and/or life insurance with a strong medical background or a degree in Nursing, and will possess excellent demonstrated communication skills. Leadership and problem solving background and the ability to handle daily stressful situations in a professional manner is a must.

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
Blue Shield
of Oregon
Human Resources Dept. 5th Floor
100 SW Market
Portland, OR 97201
Equal Opportunity Employer

ADMINISTRATIVE SECRETARY PORTLAND DEVELOPMENT COMMISSION

Top public agency seeks Administrative Secretary to provide clerical and administrative support to our Director of Operations. Handle director's calendar and telephone; prepare reports, memos, correspondence; serve a backup to Commission Secretary; perform special projects involving research, tracking, compiling tasks as directed by Director. Desirable qualifications include excellent communication, organization skills; ability to think on your feet and make decisions. Starting salary between \$21,324 - \$23,244, based on experience; full benefit package.

If you enjoy being in the middle of a busy, involved organization and have the skills to keep pace, call Debbie Martin, 796-5295 between 8:30 - 11:00 or 1:30 - 4:00 pm, Monday-Friday.

An Affirmative Action/Equal Opportunity Employer.

ACCOUNTANT

\$10,015-\$12,242/HR.

Professional accounting work reviewing expenditures; making closing entries, maintaining records, preparing fiscal reports and reconciling accounts. Experience in accounting, auditing and financial reporting, knowledge of govt. accounting; 4-yr. degree with major coursework in accounting, finance or business admin., or any equivalent exp. and training. Exp. using computers; spreadsheet software desired. Closing date: 3-31-89. Apply: City of Salem, Pers. Dept., Rm. 225, 555 Liberty SE, Salem, OR 97301. E.O.E.

RESEARCH ASSISTANT

Data Base Manager (Research Assistant). Duties will include data base design and management for satellite data, design of graphics tools and interfaces, and assistance with system management and operations. Applicants should have a B.S. in Computer Science or equivalent field. Experience with UNIX systems management is essential. Salary range \$22,000 - \$28,000, depending on qualifications. Resume, names, addresses and phone numbers for three references must be received by 10 April 1989. Send to Mark R. Abbott, College of Oceanography, Oregon State University, Ocean Admin Bldg 104, Corvallis, OR 97331-5503. Oregon State Univ. is an AA/EO employer who complies with Section 504 of the 1973 Rehabilitation Act, and has a policy of being responsive to the needs of dual-career couples.

RECEPTIONIST

With strong clerical skills, must have previous office experience or office related work.

3 days a week
10 AM to 3 PM
\$6:00 per hour
285-7634

 Send Resume to:
 PO Box 11611

Portland, Oregon 97211
 deadline March 27th
 Equal Opportunity Employer

MENTAL HEALTH. Experienced therapist wanted for Lutheran Family Service Beaverton office. Full time position doing long and short term therapy. Good staff development program incl developing opportunity to do teamwork with families. Masters and 3 years' experience required in child, family, and individual therapy. Starting salary \$20,745-\$23,000. Closing date April 3rd. Send resume to: 8925 SW Beaverton Hillsdale Hwy, Suite B, Portland, OR 97225. An Equal Opportunity Employer

MENTAL HEALTH. House manager to oversee 5 chronically mentally ill patients in a lovely residential setting. Free room & stipend. Requires high school diploma & 1 yr exper in mental health or related field, or 2 or more yrs of college courses. Resume to: Rodney R. Harry, Personnel Officer, N/NE Community Mental Health Center, 5019 N Williams Ave. Portland 97217. Closing 3/29/89. 249-0066. Equal opportunity employer

MENTAL HEALTH CASE MANAGER

CODA Inc. seeks qualified professional for case management at residential transitional facility, New Directions. Experience in residential or drug treatment required. Salary range \$1232-\$1715 month plus excellent benefits. Closing date March 27th. Application materials may be obtained at CODA, Inc. 210 NE 20th Ave, Portland, OR 97232. CODA is an Equal Opportunity/Affirmative Action Employer

Interested in becoming A
Catholic or Returning to the Catholic Church? please call Fr. Ted or Sr. Kathleen at St. Andrew's Catholic Church (503) 281-4429.

\$60.00 PER HUNDRED

Remaining letters from home! Details, send self-addressed, stamped envelope. Associates, Box 309-T, Colonia, NJ 07067.

SECRETARY

Duties to include busy general ecumenical administrative work, typing, receptionist, mailing, word processing, errands and related tasks. Do not send resume, request position description and application from Ecumenical Ministries of Oregon, 0245 S. W. Bancroft, Portland, Oregon 97201. May close any time after Tuesday, March 28, 1989. Position requires availability full for 40 hours and demonstrable skills and experience in the job duties. Salary \$13,000 to start. Medical, Dental, Disability Insurance, Vacation, sick time and 13 holidays. An equal opportunity employer

EARN EXCELLENT MONEY at home

 Assembly work. Jewelry, toys, others
 Call 1-619-565-1522 ext. T37590R 24 hrs
 March 9, 16, 23

TEACHER: parenting skills to teen parents at St. Johns/NE YWCA's. Early childhood education experience required. Pickup Applications at: 5630 NE Union & 8010 N. Charleston. Deadline: 3/31, 5pm

RECEPTIONIST POSITION OPEN

Clinic Staff-Reception and clinic duties including assisting with volunteer program and fundraising. Experience with patient billings/collection a must. HS Grad and 2 yrs. experience in clinic or health care. Exp. in reception, general office, and good typing skills. Ability to work in a high pressure, busy telephone area a must. Salary to \$12,000. Resume and cover letter to NPCHC, 5311 N. Vancouver, Portland, 97217 by March 20, 1989.

SAIF CORPORATION

Oregon's leading worker's compensation insurance carrier is seeking applicants for the following positions:

CLERICAL WORD PROCESSING CLERK

\$1177/MO

Candidates for this position must have production word processing experience preferably with Wang VS; secretarial skills demonstrating a good knowledge of correct spelling, grammar and editing; ability to type 60 wpm.

GENERAL OFFICE CLERK

\$968/MO

Candidates for this position must have classroom office skills and procedures and/or general office experience. Minimum typing skills and the ability to operate a CRT is required.

Please call our message phone (503) 1-373-8047 by 5:00pm March 23rd to request your applicant packet. No resumes please.

SAIF Corporation

An Equal Opportunity Employer


Port of Portland

Senior Aviation Planner

The Port of Portland is seeking a Senior Aviation Planner to prepare and monitor aviation capacity, transportation and site development plans, ensure short-term development projects are linked to long-term strategic objectives, identify and assist in implementing passenger, air cargo and GA business development opportunities, to manage and perform aviation studies and analyses, to communicate ideas, technical findings and recommendations. Preferred Qualifications include:

- Course work or experience equivalent to an advanced degree in Land Use Planning, transportation planning or related areas.
- Aviation Market Planning background helpful
- Previous successful experience showing professional progression through levels of planning and project management responsibility.
- Demonstrated ability to coordinate work effectively with public officials, general public and aviation customers.
- Technical expertise in airport, airline industry or capacity planning.
- Familiarity with aviation industry.
- Industry trends analysis.
- Demonstrated ability to communicate effectively in writing, orally and in presentations.
- Demonstrated ability to work on or lead an interdisciplinary team.
- Ability to use microcomputer.
- Ability to work effectively under pressure.
- Ability to work on complex projects with minimal supervision.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$32,360 - \$40,680 with a full range of \$32,360 - \$49,000. If interested and qualified, apply in person at the Port of Portland Employment Office, 14th floor, 700 N. E. Multnomah, or call 503-231-5000, extension 70 for complete application materials. Resumes will not be accepted in lieu of an application but may be included. All applications must be received by 5:00 pm, Friday, April 7, 1989.

The port is an Equal Opportunity Employer

!EN! If you have had a male sexual contact you may be at risk for AIDS. Call the Oregon AIDS HOTLINE AT 223-AIDS for confidential information on how to avoid getting AIDS. The Hotline can also answer any other questions you might have about AIDS. No one will ask for your name. Call now and ask for information about the "Safety Plan" (we will know you are calling because of this ad.) You'll get information you can use to avoid getting AIDS. Call now! 223-AIDS