

# 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.)

**DONNIE JAMES**  
Men & Women's Fashion

"If you dare to be fashionable"

517 NE Killingsworth  
Portland, Oregon 97211

Donnie Lewis  
(503) 288-1721 James Williams

**PRITCHETT'S**  
ELECTRICAL MAINTENANCE CO.

Specializing in:  
Installation, Trouble Shooting and Repair of Electrical Appliances, Equipment & Light Fixtures

Licensed Bonded Insured  
Corey Pritchett 3525 N.E. Rodney  
287-9617 Portland, OR 97212

**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.

**Bill Kelley's Upholstery**

28 years experience  
Quality work, Fair prices  
Furniture, auto, & boats

2403 NE Alberta,  
Portland, OR  
281-1786

**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

It's Coupon Good For  
\$15 OFF  
DELIVERY & INSTALLATION FEE

30 Delivery & Installation  
Portland 231-7413  
Vancouver 693-4000

# JOBS & CLASSIFIED ADVERTISING

**PUBLIC HEALTH NURSE**  
Maternal/Child Health Program  
\$2,092 - \$2,803 Month  
(\$2,092 at entry)

Provides a variety of professional public health nursing services in health promotion, prevention and disease control programs. Assesses, plans and evaluated individual, family and community health needs; plans and directs clinics or special programs with clinics. Requires equivalent to a BSN and 2 years of public health nursing experience. Filing deadline 8-9-89.

**PUBLIC HEALTH NURSE**  
1/2 Time Position/Florence  
\$12.07/Hour

Provides a variety of public health promotion, prevention and disease control programs. Requires a BSN AND 2 years of public health nursing experience. An equivalent combination of experience and training is qualifying. Must possess a state of Oregon registered nurse license at time of appointment. For required application contact Lane County Personnel, 125 E. 8th Avenue, Eugene, OR 97401, 687-4171. EOE.

**DATA PROCESSING**

**SENIOR PROGRAMMER**

Capital Health Care a member of Blue Cross/Blue Shield of Oregon's group of Co's, is seeking qualified applicants for the position of Senior Programmer to work in their Salem office. Qualified candidates must have a college degree in Computer Science or equivalent work experience, a thorough knowledge of COBOL, previous experience with Hewlett/Packard HP3000 computer systems, knowledge of structured programming concepts and strong communication skills. A knowledge of health care systems is desirable. The Senior Programmer will code and implement new computer software systems, maintain and enhance/update existing software systems, create & maintain system documentation & provide assistance to computer users within the company.. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, competitive salary and flex time work hours. Please apply or send resume to:

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

**DATA ENTRY CLERK**

Needed immediately. Open patient charts, & input & retrieve patient information & other data. Work closely with an inter-disciplinary team. Must be motivated & energetic. Requires 2 or more yr of data entry experience, knowledge of IBM compatible PC, & Wordperfect 4.2 Salary \$12,000-\$15,000 annually; comprehensive benefits. Resume to Rodney R Harry, N-NE Community Mental Health Center, 4950 NE Martin Luther King Blvd, Portland, OR 97212. Phone 249-0066. Closing 7/21/89. Equal Opportunity Employer.

**ASSISTANT ADMINISTRATOR PERSONNEL SERVICES SECTION ADULT AND FAMILY SERVICES DIVISION**

The State of Oregon is seeking an Assistant Administrator of the Personnel Services Section, Adult & Family Services Division. Requires experience and background in personnel administration, affirmative action, staff development in personnel administration, affirmative action, staff development, and labor relations. Salary range \$39,072-\$49,836. To receive your announcement packet, contact Susan Bibeloheimer, Personnel and Labor Relations Division, 155 Cottage Street NE, Salem, OR 97310, (503) 378-3040. Applications must be received no later than 5 pm, August 7, 1989. Equal Opportunity/Affirmative Action Employer.

**NURSING**

Asst/Assoc. Professor of Nursing. One position tenure track. QUALIFICATIONS: Master's degree in nursing, doctorate preferred; ABD also considered. College teaching exp; public/community health/home health nursing specialty req. Add'l exp. in medical/surgical nursing desirable. Qualified for ID & WARN licensure; involved in research, commitment to adult learners & innovative educational delivery systems as well as continued prof'l development of self & others. Starting date Aug. 14, 1989. Open until filled. Salary: \$25-\$35,000 (9 mos.) DOE. Submit letter of application, resume, graduate transcript, names & phone #'s of 3 references to: Dr. M.A. Dolen, Division Chair, Lewis-Clark State College, 8th Ave. & 6th St. Lewiston, ID 83501-2698. 1-208-799-2250. AA/EOE

**WASHINGTON COUNTY JOBS**

Admissions Counselor: \$1671-\$2032/ mo.  
Traffic Maint. Worker I \$1526-\$1844/ mo.  
Survey Technician 3: \$11.87-\$14.59/ hr.  
Call (503) 648-8607 for information. County application forms req. Apply by July 28, 1989 to Washington County Personnel. An E.O.E

**AFFORDABLE TOWNHOUSES**

If you are paying more than \$395 for rent--check out these new quality 2-3bdm units; PGE Good Cents, individual lots, carport/storage. FHA & VA approved and ready for immediate occupancy. Only \$42,500-\$45,950. Doug/Janet 239-4040;282-7590

**HUMAN SERVICES**

Human Services agency seeking professional administrator for housing, utilities, and entitlement programs. Two years admin. or tech. work, including supervisory and grant writing experience. College degree required. Salary \$25,000 - \$28,000 annually. Send cover resume to : 2900 S.E. 122nd Portland, 97236, Attention Rhonda. Closing date July 28, 1989. We are an equal opportunity employer.

**PROJECT COORDINATOR**

The Portland Development Commission is seeking a Project Coordinator to assist with the Development Department's North Downtown projects. Experience in the following is required: development and redevelopment projects; hiring, contracting and managing consultants, particularly architects and engineers; coordination of public agencies, private interests, committees, commissions and other groups associated with public development projects. Looking for someone with the ability to work effectively with people, government agencies and private contractors. College degree in Urban Planning, Urban Design, Architecture or Real Estate required, as well as three to five years experience in a related field. To apply, contact the Portland Development Commission, Human Resources Section at (503) 796-5295 or write to the Portland Development Commission, 1120 S.W. Fifth Avenue, Portland, Oregon 97204 Attn: Human Resources for an application and supplemental questions.

**PLANNER 2 (Analyst/Land Use Planner)**  
\$2102 - \$2684 Monthly

The Oregon Department of Transportation is accepting applications for the above position located in Salem. You must have equivalent to two years of staff level or professional experience involving land use planning, public administration, or economic analysis; AND a Bachelor's degree in business, economics, planning, public administration or related field; OR three more years of qualifying experience. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281 for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., August 2, 1989. AN AA/EEO EMPLOYER

**AIDS PROGRAM MANAGER (Minority Programs)**

Manager for AIDS program with multiracial/multicultural focus. 90% of program focus in Black communities and 10% Asian youth. Assist in the development and implementation of AIDS education programs. Provide administrative and staff support for organization. Develop and maintain volunteers and community workers. Coordinate funding development. Other general management duties.

**QUALIFICATIONS:**

- 5 yrs. administrative/coordinating exper.
- Exper which demonstrates excellent writing/verbal skills.
- 2 yrs volunteer development/coordination experience.
- Experience which demonstrates ability to develop funding base.
- Direct involvement in service to minority groups.

Send resume, cover letter and salary requirements to:  
**Oregon Minority AIDS Coalition**  
1336 E. Burnside  
Portland, OR 97214  
Closing Date: July 31, 1989  
Minorities and women encouraged to apply.  
EOE  
**PORTLAND OBSERVER**  
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**SECRETARY/CLARK EDUCATIONAL RESOURCE SERVICES (5/HR DAYS - 4/DAY WEEK) (135 days year)**

To support the Instructional Technology programs of the Education resource Services by: (1) performing general secretary/clerk duties; (2) providing assistance for a variety of other media services. SALARY \$7.55/hr  
Appl. Deadline: 07/25/89 by 2PM  
Call Jeaneen 255-1841, Ext 207 for Multnomah  
Education Service District, application form and additional information.  
An Equal Opportunity Employer

**TEACHER, SPEECH & LANGUAGE**

To assess to provide direct instruction and provide services to language impaired students  
SALARY: \$100.38/DAY  
Appl Deadline: Open until filled  
Call Jeaneen 255-1841, Ext 207 for Multnomah  
Education Service District, application form and additional information.  
An Equal Opportunity Employer

**Receptionist/Secretary (210 days year)**

To provide clerical/secretarial support to School Health Services Program  
SALARY \$8.63/hr  
Appl. Deadline: 07/28/89 BY PM  
Call Jeaneen 255-1841, Ext 207 for Multnomah  
Education Service District, application form and additional information.  
An Equal Opportunity Employer

**INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION (3 3/4 HRS DAY 5/DAYS WEEK) (178 days year)**

To assist in activities as planned and scheduled by the classroom teacher.  
SALARY \$9.01/hr  
Appl. Deadline: 07/31/89 by 2PM  
Call Jeaneen 255-1841, Ext 207 for Multnomah  
Education Service District, application form and additional information.  
An Equal Opportunity Employer

**OCCUPATIONAL THERAPIST**

To assess fine motor/functional skills; to develop prescriptive programs; to provide instruction and/or therapy as indicated  
Appl. Deadline: 08/04/89 by 2pm  
Call Jeaneen 255-1841, Ext 207 for Multnomah  
Education Service District, application form and additional information.  
An Equal Opportunity Employer

**MANICURE BOOTH For Rent Contact**  
517 N.E. Killingsworth  
Please Come in after 12 Noon

**HYGIENIST/INDUSTRIAL \$1492-\$1891 per month**

The Oregon Accident Prevention Division has an immediate opening for an asst industrial hygienist in its agricultural health program. The person in this position must be willing to play an interesting, challenging role in insuring agricultural industry compliance with the Oregon Safe Employment Act. Applicants for this Salem based job, which also may include enforcing occupational health codes relative to asbestos removal projects must have a Bachelor's Degree with major course work in environmental health. Preference may be given to those who speak both English and Spanish. For details, contact Employee Services, Department Of Insurance And Finance, 21 labor & industries Bldg., Salem OR, 97310. (503) 378-3200

**Assistant Director**

For women Space. Assist in fiscal, administrative, program, and supervisory responsibly. Provides Crisis line support and shelter coverage. BA or equivalent experience. 32 hours pre week, salary 11,000 plus benefits

**Administrative Assistant**


Clerical, Computer, and Administrative duties. Provides Crisis line support and shelter coverage. IBM PC, Typing WPM, writing and basic Math required, ability to drive 30 Hours per week, Salary 8,400 plus benefits  
Women Space  
A Shelter for Women and Child is a affirmative Action Employer  
Call 485-8232  
For Job Application  
Application must be Postmarked by 8/1/89  
P.O. Box 5485  
Eugene, Ore. 97405

**ADMINISTRATIVE COORDINATOR/RECEPTIONIST HUMAN RESOURCES**

The Port of Portland has an immediate opening for an Administrative Coordinator, Receptionist in its Human Resource Department to provide administrative, clerical and receptionist support. Preferred qualifications include:

- Prior office experience (or education) affording skills and a good working knowledge of telephone etiquette, work processing, and general office procedures.
- Basic knowledge of personnel and EEO regulations.
- Microcomputer and word processing experience desirable.
- Previous work experience in Human Resource Department desirable.
- Ability to communicate effectively.
- Ability to work independently.
- Ability to work under pressure of varying work loads and applicant interruptions.
- Ability to identify and keep confidential information.
- Ability to use judgment when dealing with irate, overreactive, and other problem visitors.
- Attendance dependability, punctuality, and flexibility are mandatory.
- Ability to deal with the public in courteous and professional manner.
- Good organizational skills.

In addition to a comprehensive benefit package, the Port offers a starting salary range commensurate with experience and a full salary range of \$15,360 - \$22,100. If interested and qualified, apply in person at the Port Employment Office, 14th floor, 700 NE Multnomah, or call 503-231-5000, ext. 700 for complete application materials. All applications must be received by 5:00 p.m. Friday, July 21, 1989.

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**DATA PROCESSING PROGRAMMER/ANALYST Production Support**

Program maintenance activities. Requires an individual with strong problem analysis skills. Individual must have a minimum of 2 years experience in business application systems environment and technical competence in COBOL, TSO/SPF, and OS/JCL-MVS experience is required. CICS coman level, EASYTRIEVE PLUS, and NATURAL experience is also desirable. Programmer/Analyst will:

- Perform troubleshooting
- Document solutions
- Coordinate with users
- Review new/changed projects impact on operations
- Accept for support new/changed systems

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:

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