

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

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

'35 Per Month
For The Set

rental washer Co. Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

EXECUTIVE ASSISTANT 2 (COO28)
HEALTH CARE CONTRACT MANAGER
LIMITED DURATION POSITION
IN ADULT AND FAMILY SERVICES DIVISION (AFS)
SALARY (\$2178-\$2762-MONTHLY)

Excellent Benefit Package
State of Oregon, AFS needs an energetic and innovative person with knowledge of state and federal rules and regulations regarding contracting and excellent communication skills for a one year limited duration, Health Care Contracts Manager position in the Health services Section in Salem, Oregon.

QUALIFICATIONS:
...three years of progressively responsible administrative experience or three years of experience in a staff technical or professional function related to an agency program or a law degree. The applicant's background must clearly demonstrate how they have gained the knowledge, skills, and abilities identified in Announcement #0C890350.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience. Obtain a State of Oregon Application (PD100) and Announcement #0C890350 form Personnel Center, 775 Court Street, Salem, Oregon 97310.

APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE POSTMARKED BY AUGUST 4, 1989.

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT AN EQUAL OPPORTUNITY EMPLOYER

INSURANCE

LIFE/DISABILITY CLAIMS ANALYST

Blue Cross and Blue Shield of Oregon is currently seeking an experienced Life/Disability Claims Analyst.

Qualified candidates will have 1 year experience in life and disability claims adjudication, 1 year CRT experience, and the ability to type 45-50wpm.

Other qualifications incl:
- demonstrated ability to develop professional correspondence using correct structuring, spelling and grammar.
- previous phone experience in a problem solving environment
- the ability to remain flexible in a changing environment
- medical terminology and IC9-9 coding a plus.

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

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

INSURANCE SALES

LABOR COORDINATOR
MARKETING REP

Excellent opportunity to join the Blue Cross and Blue Shield of Oregon Marketing Team in the sale and service of Trust accounts. The candidate selected will develop new accounts, negotiate contract renewals to retain and upgrade existing business, and contribute to the development of new and enhanced health insurance products. The primary qualification is background in labor management relations. Proven sales experience, preferably in health insurance, and a knowledge of underwriting principles is also required. We will be looking for candidates with excellent interpersonal, written and oral communication skills and prefer college degree in a relevant field.

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100 S.W. Market
Portland, OR 97201
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WASHINGTON COUNTY JOBS

SR. Community Health Worker (PT) - Bilingual: \$7.55-\$9.18/hr.
Engineering Aide: \$1429-\$1725/mo.
Park Maintenance Worker: \$1515-\$1843/mo.
Engineering Technician 3: \$2058-\$2529/mo.
Medium Equipment Operator: \$1678-\$2030/mo.
Corrections Officer Trainee: \$1864/mo. (closes 8-11-1989)
Call (503) 648-8607 for information. County application forms req. Apply by August 4, 1989 to Washington County Personnel.
An E.O.E.

CONSTRUCTION

PORTLAND PUBLIC SCHOOLS
2 Planner Estimator Positions

available:
Construction Specialist
Electrical/Low Voltage Specialist

Both positions are responsible for planning & estimating work projects for the preservation, rehabilitation & improvement of school facilities. Successful candidates must have demonstrated ability to do general construction or electrical/low voltage estimating; knowledge of bldg codes; ability to prepare construction schedules and to do cost analysis.

Applicants must complete the District's professional Application Form, submit current resume of work exp, training & education w-3 letters of reference. Salary range \$29,673-\$37,257. Excellent fringe benefits incl 1 mo paid vacation.

Applications accepted thru 4:30pm Fri July 28. Apply Personnel Services, Blanchard Education Service Ctr, 501 N Dixon, Portland, OR 97227.
Equal Opportunity Employer

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ASSISTANT DIRECTOR

for Womenspace. Assists in fiscal, administrative, program, and supervisory responsibilities. Provides crisis line support and shelter coverage. BA or equivalent, experience. 32 hrs/wk, salary \$11,000 plus benefits.

ADMINISTRATIVE ASSISTANT

for Womenspace. Clerical, computer, and administrative duties. Provides crisis line support and shelter coverage. IBM PC, typing 50 wpm, writing and basic math required. Ability to drive. 30 hrs/wk, salary \$8,400 plus benefits.

Womenspace, shelter for women and children, is an Affirmative Action employer.
Call 485-8232 for job application. Application must be postmarked by August 1. P.O. Box 5485, Eugene, OR. 97405.

LABORATORY ANALYST

Unified Sewerage Agency, \$11.37-\$13.81/hr. Performs chemical, physical and biological analysis of industrial wastes, plant process wastewater, sludge and soil samples, surface waters, etc. May be involved in developmental work and data evaluation. Req. a bachelor of science degree in chemistry or a related field of science with heavy emphasis in chemistry. Agency application forms req., resumes NOT accepted. Apply by August 4 to Washington County Personnel, 150 N. First Ave., Room B-2, Hillsboro, OR 97124.
An E.O.E.

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

MENTAL HEALTH Specialist

To provide clinical case management of chronically mentally ill adults. Req Bachelor's degree +2 years exper, Master's degree pref. Minorities strongly encouraged to apply. Resumes to: Kim Burgess, N-NE CMHC, 4950 NE Martin Luther King Blvd, Pld, 97211. Phone: 249-0066
Equal Opportunity Employer

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, several years 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
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

ASSISTANT TO THE AFFIRMATIVE ACTION DIRECTOR AND EQUAL OPPORTUNITY SPECIALIST
PORTLAND STATE UNIVERSITY

Portland State University is seeking applicants with Equal Employment Opportunity professional experience to assist with the university's efforts to monitor and advance its Affirmative Action Program.

Applicants must have the following:
- Bachelor's Degree
- Experience in Personnel Services
- Computer literacy
- Sensitivity to and experience with ethnic minorities
- Communication skills

A letter of application, a resume, and two letters of recommendation must be received by 5:00 PM, August 11, 1989. Mail information to Affirmative Action Office, PSU PO Box 751, Portland, OR 97202. Detailed position descriptions are available from the above address.

PSU is an Equal Opportunity Affirmative Action educator and employer. Members of ethnic minorities, women, Vietnam-era or disabled veterans, persons of disability and/or persons between the ages of 40 to 70 are encouraged to apply and to identify their status.

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.

AFFORDABLE TOWNHOUSES

If you are paying more than \$395 for rent--check out these new quality 2-3brdm 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

SUPERVISING FORESTER C ASSISTANT DISTRICT FORESTER
\$2199 - \$2808

The Oregon State Department of Forestry is seeking an individual for a current vacancy in Forest Grove. Duties: Assists the District Forester in planning, budgeting, organizing, staffing, implementing, controlling and evaluating the State Land Management program.

You must have equivalent to: a Bachelor's degree in forestry or related field (such as wildlife management, biology, botany, plant pathology), AND two years of experience in technical, administrative or professional forestry practices, which included at least one year at the level of Forester 2 or Supervising Forester B. Experience must have included supervising and assisting in forest management and sale of timber, assisting in district or unit administration, supervising fire control work or performing technical forestry studies.

Announcement closes: August 14, 1989. Contact Personnel Test Center, 775 Court Street, Salem, OR 97310, 378-3146, for job announcements, test questions and application.

MANAGER PARENT CHILD DIVISION OPERATIONS
SALARY RANGE \$17.99 TO \$21.72 Per Hr.

This is a top administrative position responsible for assisting one of the four Tacoma Pierce County Health Dept division directors. Major responsibilities are for managing and coordinating the overall division management components including: Communications, personnel, fiscal, information processing, legislative, legal and division administration.

Requires a Master Degree in public health, nursing, social work, or related field. Also requires 3 yrs. experience in public health program administration. Additional qualifying experience may be substituted for the Masters Degree requirement on a year for year basis.

Please apply by August 4, 1989 at: Tacoma Pierce County Health Department
Personnel Section
3701 Pacific Avenue Tacoma, Wa. 98408
EOE

SECRETARY

East Multnomah county company seeks qualified persons for part time secretarial positions. Position requires skills in general office management, typing, experience in use of PC for word processing and spread sheets application. Flexible work schedule. Interested persons should send resume to:
Personnel Manager
Reynolds Metals Company
Troutdale, OR 97060
An Equal opportunity/affirmative action employer.

WANTED
Over Weight People to lose up to 30 lbs. in 30 days for under \$38
ALL NATURAL
Dr. Recommended
100% Guaranteed
all Diane
98-1281 or 288-1371

DELIVERY PERSON...PART TIME

Exceptional knowledge of Metro area, clean driving record with valid Oregon drivers license. Ability to work under pressure. Submit resume to Ellen/KGON radio, 4614 S.W. Kelly, Portland, Oregon 97201
An Equal Opportunity Employer

Recreational Planner:

With the Oregon Water Resources Dept to assist the Parks and recreation Department on scenic waterway programs. Background in water related recreational planning is desirable. Salary \$2039-\$2589 per month.
For more information contact Terry Olbekson, 378-3741 by August 6, 1989.
EOE

Hydrologist:

With the Oregon Water Resources Dept to develop a statewide water availability program. Background in Hydrology is essential. Salary \$2464 - \$3131 per month.
For information contact Terry Olbekson, 378-3741 by August 6, 1989.
EOE

Assistant Director

For womenspace. Assist in fiscal, administrative, program, and supervisory responsibilities. Provides Crisis line support and shelter coverage. BA or equivalent experience. 32 hrs/wk, 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 hrs/wk, Salary \$8,400 plus benefits.
Womenspace, shelter for Women and children is an affirmative Action Employer
Call 485-8232 for job application
Application must be postmarked by August 1.
P.O. Box 5485
Eugene, OR, 97405

Registered Nurse (Substitute On Call)

Provide health care to students enrolled in public schools pre-kindergarten-12th, in multnomah county.
Salary: \$100.38/Day
Appl deadline: 8/4/89 pm
Call 255-1841, Ext 207 for Multnomah Education Service District, application form and additional information.
An Equal Opportunity Employer

Youth Program Director

Ability to plan and provide service for youth.
Ages 3 to 14
Program Management/Supervisory experience.
Application available
At N.E. and Down Town
YWCA Center
5630 N.E. Martin Luther King Blvd.
Deadline 08-02-89
Equal Opportunity Employer