

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

JOBS & CLASSIFIED ADVERTISING

EXECUTIVE DIRECTOR

Cascade Aids Project is searching for an Executive Director. Looking for a person with background or experience in health care administration or social services. Principal duties include: coordination and administration of all programs, supervising fund raising efforts, budget development and administration, supervision of personnel and personnel administration, and acting as principal spokesperson and negotiator for the agency. Persons with strong grant writing background and existing local network of associates will be given special consideration.
Send cover letter, resume and salary history to:

Cascade Aide Project
ATTN: Chris Smith
408 SW 2nd, Suite 412
Portland, OR 97204
CAP is an Equal Opportunity Employer

HANDICAPPED LEARNER CERTIFIED TEACHER

Adolescent Day Treatment Program is a multi-discipline program combining education and treatment services to adolescent males. Preference given to applicants experienced with SED and court-involved students. Applicants nearing completion of Certificate will be considered. Responsibilities: writing IEPs, academic testing, participation in program development activities and positive peer culture group meetings, and coordination of follow-up educational services. Supportive staff of 11 plus teacher and aide. Work year includes 9 months full time with summer part time. Salary dependent on experience and qualifications. Generous vacation, insurance benefits and retirement plan. Send letter and placement file by **August 11, 1989** to Les Larson, Morrison Center ADTP, 5205 SE 86th, Portland, OR 97266. Equal Opportunity Employer

POSITION OPENING

POSITION: Direct Sales (3 Positions)
OPEN: July 24, 1989
LOCATION: Portland
CLOSING DATE: When filled
RESPONSIBILITIES:
Door to door sales.
Some telephone sales.
Some work with property management companies or apartment managers.
Must meet quota of sales each week.
QUALIFICATIONS:
Minimum:
Dependable transportation.
Clean neat presentation.
Must be able to work full time.
Preferred:
Previous work in Cable Television.
Previous work on a commission basis.
SEND INQUIRIES TO:
Brian Grismore
3500 S.W. Bond Street
Portland, Oregon 97201
AN EQUAL OPPORTUNITY EMPLOYER
TCIWESTINC

Vista Volunteers Wanted

Approximately \$466.00/MTH
Volunteers will assist in social service agency, Participating in screening and fundraising projects.
Send Resume To:
P.O. Box 11124
Portland, OR 97211

9-1-1 Call Taker/Dispatcher

Salary Range: \$1429 - \$2013/mo (Eligible for incentive pay after 3 years)

The City of Eugene is accepting applications for entry level or lateral position in public safety communications center. Requires quick, efficient, and accurate receiving and processing of information for police, fire and medical calls. Prior communications experience is preferred. Public contact or telephone experience required. Must be able to speak clearly and distinctly, to effectively communicate with the public in emergency situations, and to type 30 wpm. 24-hour operation, shift work required. **CLOSING DATE: August 11, 1989.** Obtain application packet at **Human Resource/Risk Services, City of Eugene, 777 Pearl Street, Room 101, Eugene, Oregon. 687-5061.**
AA/EOE

GIS TECHNICIAN

Salary Range: \$1700 - \$2265
Seeking individual with experience in automated mapping and geographic information systems, with emphasis on public works applications. This position is responsible for providing technical support to the Engineering division in cartographic products and specialized data entry (CDDE, CAM, and other data bases) and backup support at the Permit and Information Center. Experience with Synercom's INFORMAP III software a strong plus, as is experience within a civil engineering environment, particularly with CADDE software. Requires two years degree in GIS, computerized drafting, computer programming, or cartography; or the equivalent in terms of experience. Also requires two years of related work experience. **CLOSING DATE: August 25, 1989.** Obtain application and supplemental questionnaire at **City of Eugene, Human Resource & Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401.**
AA/EOE

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.

ADVERTISEMENT FOR PUBLISHED MEDIA Oregon State University HEAD OF ACQUISITIONS/SERIALS

Applications and nominations are invited for the position of HEAD OF ACQUISITIONS/SERIALS AT OREGON STATE UNIVERSITY LIBRARIES.
Administers centralized acquisition of library materials, and serial control operation. Responsible for ordering, receiving, and accounting for all materials (monographs and serials; print and nonprint) acquired by purchase, gifts or exchanges. Responsible for organization, planning and implementation of policies and procedures within the Acquisitions/Serials Division. Reports to the Assistant Director for Technical, Automation and Administrative Services. Key participant in implementation of automated acquisitions and serials control systems subsequent redesign of work flow. Coordinates monographic/serial acquisitions and control processes with technical processing, collection management and reference functions. Manages one professional and thirteen support staff plus student assistants.
Qualifications: MLS or equivalent from ALA accredited program; minimum of 5 years progressively responsible professional experience, including two years in a serials and/or acquisitions department; superior communication and interpersonal skills; ability to analyze work processes and implement new technology; organizational, managerial and supervisory skills. Second master's or other advanced degree required for tenure. 12 month position with faculty status; salary \$30,000; medical/dental insurance and retirement benefits. Send letter of application, resume, and names addresses and phone numbers of 3 references to: Barbara Thornburg, Kerr Library 121, Oregon State University, Corvallis, OR 97331-4501 by application deadline: **September 30, 1989.** OSU is an AA/EOE employer and is responsive to the needs of dual careers couples. Minority applicants are encouraged to apply and identify themselves for affirmative action purposes.

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.

Production

Line work local food company needs a meat processing worker in a cool, wet environment. Lift up to 80 lbs regularly. Starts at \$5 per hour. Call Jerry at 257-9824

REFERENCE LIBRARIAN

Salary Range: \$1974 - \$2732/mo
Responsibilities include collection development, reference services, computer database searching, bibliographic instruction and bookmobile. Requires ALA accredited MLS and valid drivers license. Some experience in public library reference service and online searching desirable. (Required at Librarian II level.) Starting salary based on experience. Obtain application and supplemental questionnaire at City of Eugene, Human Resource & Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401.

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

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

ADMINISTRATIVE ASSISTANT

Team player needed to work in administration and community relations in a busy mental health agency. Candidates must be very organized, self-motivated, flexible and possess excellent people skills both on the phone and in person. Good computer skills needed including word processing and Lotus. Full time position. \$6.68 per hour plus generous benefit package. Send resume by **August 8** to M. Suloway, Morrison Center, 3355 SE Powell Blvd., Portland, OR 97202.
Equal Opportunity Employer

NURSE/INSURANCE Health Resources Coordinator Hospital

Health Maintenance of Oregon, a member of Blue Cross and Blue Shield of Oregon's group of companies, is seeking qualified applicants for the position of Health Resources Coordinator/Hospital. This position conducts hospital based concurrent utilization review based on established review criteria, with specific emphasis on area of mental health and chemical dependency; participates in approval of services which require authorization; assists in quality assurance monitors and studies. Also responsible for maintaining an accurate data base for all aspects of HRM/QA program.
Qualified applicants will have:
- Current Oregon RN license
- Exper in utilization review
- Experience in mental health and chemical dependency
- Excellent oral and written communication skills essential
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

DEVELOPMENTAL DISABILITIES SPECIALIST (Early Intervention and School Age Program)

Range \$1,992 - \$2,666
1,992 at entry

Performs case management service coordination activities for children with developmental disabilities and their families. Participates in identification, screening, development of support plans for developmentally disabled children; match clients with appropriate resources; provide follow along to insure clients are receiving available services, write and maintain records and reports documenting activities and client needs. Requires equivalent to a Bachelor's degree in social work, special education, counseling or related field and one year of experience working with developmentally disabled clients. For required application contact Lane County Human Resources, 125 E. 8th Avenue, Eugene, OR 97401, 687-4171. Filing deadline 8-18-89.
EOE

Meteorologist \$2243 - \$2845

The Oregon Department of Forestry is seeking an individual for a current vacancy in Sale. Duties: Forecasts weather and applies forecasts to Forestry activities.
You must have equivalent to a Bachelor's Degree in Meteorologist or a related field and two years of weather forecasting experience. Preference may be given to applicants with prior experience. Preference may be given to applicants with prior experience in weather forecasting and applying forecasts to forestry activities such as smoke management, air quality regulations and requirements and fire danger rating systems.
Announcement closes: **August 24, 1989.** Contact Personnel Test Center, 775 Court Street, Salem, OR 97310, 378-3146, for job announcement and application.

ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC.

TEACHER - BA in Education, prefer ECE. One year paid experience with 3-5 year olds in pre-school setting. Experience supervising adults. Salary range \$976 - \$1,186.35/mo.; 30 hrs./wk.; 32-38 wks./yr.

TEACHER ASSISTANT II - AA in ECE or CDA and 1 year experience with 3-5 year olds in pre-school setting. Salary range \$6.06 /hr.; \$7.37 28 hrs./wk.; 32-36 wks./yr.

TEACHER ASSISTANT I - High school diploma or equivalent and one year paid experience with 3-5 year olds in pre-school setting. Salary range \$4.52-\$5.49/hr.; 24 hrs./wk.; 32-36 wks./yr.

FOOD SERVICE AIDE - Ability to read, write, do simple arithmetic; lift/move packages up to 50 lbs.; assist in preparation and service of breakfasts, snacks, and lunches. Salary rang \$4.37-\$5.31/hr.; part-time and/or on call.

All positions require dependable automobile, driver's license and insurance. Obtain EOC application and job announcement 9-4 p.m., Mon-Fri, at Head Start Office, 3405 N.E. 52nd Street, Vancouver, WA 98661. (206)694-3377. Closing date: Completed applications must be received in Head Start Office by 4:00 p.m. Friday, August 11, 1989.
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 45-50 wpm.
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

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