

JOBS & CLASSIFIED ADVERTISING

MENTAL HEALTH

Psychiatric Social Worker
Beginning salary \$1644-\$1730 month + excl benefits.

CODA Inc., seeks qualified applicants for a psychiatric social worker position in an outpatient drug and alcohol treatment agency. Position will supervise 2-4 clinical staff. Some evening work involved. Responsibilities include: Assist program mgr in all aspects of unit clinical operations; diagnosis, evaluation and treatment services to dual diagnosis clients; individual and group counseling to adult and youth with chemical dependency problems; consultation and coordination of client services with medical director, probation and parole officers, schools and area agencies; maintaining client records, participation in program promotion and marketing activities; assist and develop clinical program policies and procedures. Minimum qualifications: MSW degree and eligible for Oregon LCSW.

Each applicant must complete a standard CODA application form and provide written responses to screening questions. Application forms and screening questions available at: CODA Inc., 210 NE 20th Ave, Portland, OR 97232. 239-8400.

Equal Opportunity/Affirmative Action Employer

CAREER IN TAX ADMINISTRATION

The Oregon Dept. of Revenue is taking applications for Tax Auditor Trainee, the entry level position of a career-oriented program. Req. Bachelor's degree with 30 qtr. hours accounting or 3 yrs. professional accounting experience (or Combination). Based in Salem. For required application contact (503) 378-3384.

EQUAL OPPORTUNITY EMPLOYER

Portland Community College ADVISOR/PROGRAM SPECIALIST (two positions)

Position #1: New Directions Program (Rock Creek Campus)
Position #2: Women's Resource Center (Cascade Campus)
Requirements: Bachelor's degree in education, counseling, social science, women's studies, or related field required. Master's degree preferred. At least two yrs exp. in skills assessment, teaching and instructional planning required; three yrs preferred. Demonstrated effective communication skills and experience with minorities, women, single parents, and economically disadvantaged adults required. Computer skills preferred. In addition, for Position #1, bi-lingual ability in Spanish, and understanding of Hispanic culture is also preferred.

Responsibilities: Both positions involve recruitment, selection, orientation, assessment, pre-vocational training, and follow-up of participants for Single Parent/Displaced Homemaker program. Some curriculum and program development may be required, and other appropriate duties may be assigned. may involve evening responsibilities. Additional duties: Position #2 will also assist Coordinator of the Women's resource Center with planning and implementation of the Center's other programs, including support groups, seminars and workshops, reference library, and referral bank.

These are temporary professional support staff positions. Employment beyond 8-31-90 subject to funding availability. Salary \$21,000-\$23,000, based on 234-day annual contract. Starting date: Position #1, on or before Sept. 25; Position #2, on or before Nov. 1.

CLOSING DATE: September 15, 1989. For application materials please contact PCC Staff Employment Office, 049 SW Porter, Portland (phone 273-2823).

Portland Community College is an Equal Opportunity/Affirmative Action employer.

ELECTRICIAN I

Unified Sewerage Agency, \$11.37-\$13.81/hr. Performs service, repair, alteration and maintenance of electrical systems and equipment within a sewerage treatment facility; works with energized circuits. Req. possession of an Oregon Limited Journeyman's Industrial Electrician License at time

of appointment; ability to work with up to 480 volt energized circuits. Agency application forms req., resumes NOT accepted. Apply by September 8, 1989 to Washington County Personnel, 150 N First Ave., room B-2, Hillsboro, OR 97124.
An E.O.E."

SUB-BIDS REQUESTED

Oregon National Guard Armory Facility
Hampshire Blvd and Mahoney Ave., Portland
Bid Date: September 6, 1989 at 2:00 pm

Multnomah County Southeast Health Center
3653 S.E. 34th Ave., Portland
Bid Date: September 7, 1989 at 2:00 pm

TODD CONSTRUCTION INC.
18407 S.W. Berry Ferry Rd.
P.O. Box 949
Tualatin, OR 97062
(503) 620-7652 FAX (503) 620-6825

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women & minority business enterprises.

EDUCATION

Portland Public Schools

Community Resource Professionals needed to work part time in talented & gifted education program. Exp w-elementary and/or middle school students nec. Areas of need include: computers, creative problem solving, creative writing, foreign languages, journalism, life & physical sciences, mathematics, philosophy, video production, and visual and performing arts. Possible 2-19 hrs per wk from mid October to February. \$15 per contact hour.

Interested individuals must complete an application & submit current resume. Applications accepted thru Sept 15. For info call 280-6198. Apply Personnel Services, Blanchard Education Service Ctr. 501 N Dixon

Equal Opportunity/Affirmative Action Employer

NIGHT MANAGER

Full-time overnight and weekend position for Womenspace, shelter for women and children. Salary \$9,600 annually plus benefits. Supervise shelter, residents, and volunteers. Ability to manage emergency situations and work without supervision. Current valid driver's license.

Call 485-8232 for job application. Application must be **postmarked by Sept. 5**. P.O. Box 5485. Eugene, OR, 97405.
Affirmative Action Employer.

A&D certified counselor

Send resume by Sept. 11, 1989 to: C.C.M.H., 6329 Martin Luther King Blvd., Portland, OR 97211

PORTLAND OBSERVER
The Eyes and Ears of the Community
288-0033

CITY OF SALEM, OREGON HOUSING AUTHORITY

INVITATION TO BID

WINDOW REPLACEMENT AT NORTHGATE VILLAGE

The City of Salem will receive sealed bids at the office of the City Recorder, City Hall, Room 205, Salem, Oregon 97301, **until, but not after 11:00 a.m., September 13, 1989**, at which time said bids will be publicly opened and read aloud in the City Council Chambers, Room 240, 555 Liberty Street SE, Salem, Oregon for the project specified herein.

Prime contractors interested in bidding on this project may receive one copy of the specifications and other bid documents at the office of Purchasing Supervisor, 555 Liberty St. S.E., Salem, Oregon 97301

Bids must be submitted on the proposal forms furnished to the bidders. Proposals shall be submitted in a sealed envelope plainly marked "**BID ON WINDOW REPLACEMENT AT NORTHGATE VILLAGE-BID NO. 3605**", and show the name and business address of the bidder.

Any objections to or comments upon the bid specifications **must be submitted in writing** to the Department of Public Works, Room 325, 555 Liberty Street, SE, Salem OR 97301. They **must be received no later than five (5) working days before the bid opening date.**

A surety bond, cashier's check or certified check of the bidder, in the amount of ten percent (10%) of the bid must be attached to each proposal as security. Unsuccessful bidders will have their security refunded to them when the contract has been awarded.

No bids, exceeding \$2,000, will be received or considered by the City of Salem or any of its officers unless the bid contains a statement by the bidder (by signing this proposal) that the provisions of the Davis-Bacon Act, 40 USCA 276a(a) shall be included in his contract. Every contractor or subcontractor is required to post the applicable prevailing wage rates in a conspicuous and accessible place in or about the work-site for the duration of the job. Contractors and subcontractors who intentionally fail to post the PWR can be made ineligible to receive any public works contract for up to three years.

The Salem Housing Authority reserves the right to reject any or all bids, to waive formalities and of postponing the award of the contract for thirty (30) days. Prices quoted shall be firm for a period of 30 days after closing date.

RECIPROCAL PREFERENCE LAW: In compliance with ORS 279.029, bidders must state on their proposal whether they are a resident or nonresident bidder. Proposals that fail to provide this information will be considered nonresponsive.

The attention of bidders is directed to the provisions of Chapter 97, Salem Revised Code, concerning unlawful employment practices. Violation of such provisions shall be grounds for immediate termination of this contract without recourse by the contractor.

The City of Salem is an Equal Employment Opportunity/Affirmative Action Employer

NOTE: This project is 100% federally funded through the Department of Housing and Urban Development thru EXXON funds and all requirements of that agency pertaining to bidding and contract performance shall be strictly adhered to. Total Grant funding amount: \$28,000.00

Inquiries concerning the contents of the bid specifications should be directed to Jerry Croft, Salem Housing Authority, at 588-6455.

Robin J. Kirkpatrick
Purchasing Supervisor

BID NO. 3605
CLOSING: September 13, 1989
11:00 a.m.

INVITATION FOR BIDS

The PORTLAND DEVELOPMENT COMMISSION will receive sealed Bids for:

Removal of Three (3) underground tanks at the Rivergate Quarry Site and one (1) underground tank at 725 N.W. Flanders and related work, Portland, Oregon.

until 4:00 p.m., Pacific Daylight Time (PDT) on the 11th of September, 1989 at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968, at which time and place all Bids will be publicly opened and read aloud.

Contract Document, including Drawings and Specifications, are on file at the office of the PORTLAND DEVELOPMENT COMMISSION, at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968. Inquiries should be directed to Al Hopper (796-5352) or Chris Steinbrecher (796-6811).

Copies of the Contract Documents may be obtained at the PORTLAND DEVELOPMENT COMMISSION.

All bidders must comply with the provision of Chapter 279, Oregon Revised Statutes, relating to the qualification of bidders and be on the DEQ registered UST service listing.

A certified check or bank draft, payable to the order of the PORTLAND DEVELOPMENT COMMISSION, negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable Surety, in an amount equal to ten percent (10%) of the total Bid shall be submitted with each Bid.

The successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bond or Bonds.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on the Project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, and that the Contractor must comply with all provisions required by ORS 279.348 through ORS 279.356.

The Portland Development Commission is committed to taking affirmative action to encourage and facilitate the participation of Minority and Women Business Enterprises in Commission projects and operations. To help meet Commission goals, prime contractors are encouraged to consider and utilize qualified MBE/WBE subcontractors in this project. The Commission's goal for this project has been established as 10% Minority Business Enterprise and 2.5% Women Business utilization as a percentage of the total dollar amount of this contract.

The PORTLAND DEVELOPMENT COMMISSION reserves the sole right to reject any or all bids or to waive any informalities in the bidding. Bids may be held by the PORTLAND DEVELOPMENT COMMISSION for a period not to exceed thirty (30) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualification of the bidders prior to awarding the contract.

Bidder shall be certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

PORTLAND DEVELOPMENT COMMISSION

Patrick L. LaCrosse,
Executive Director

WORKER'S COMPENSATION CLAIMS ASSISTANT

The **Port of Portland** has an immediate opening for a workers' Compensation Claims Assistant to support the Workers' Compensation Claims Manager in the timely and efficient administration of the Longshore and Harbor Workers' and State of Oregon Workers' Compensation claims, and to support the goals and objectives of the Risk Management Division.

Preferred qualifications include:

- * Course work or experience in business and secretarial functions: typing, filing, business correspondence, math, and office procedures.
- * Course work or experience in workers' compensation claims administration and/or liability claims administration equivalent to an associate degree.
- * Previous experience in assisting with the administration of workers' compensation claims., demonstrating familiarity with workers' compensation law.
- * Ability to handle sensitive material and make judgment decisions.
- * Knowledge of and /or experience with assisting in administration of longshore claims preferred.
- * Ability to work with administrative policies and procedures in an independent manner; compile information for a variety of reports and projects; and maintain and organize files and records.
- * Ability to perform detail work accurately within specified time requirements.
- * Demonstrated oral and written communication skills.
- * Ability to prioritize claim handling functions within required deadlines.
- * Demonstrated organizational skills.
- * Ability to remain courteous and helpful under difficult circumstances.
- * Demonstrated ability to deal with confidential matters and work with Port personnel effectively.
- * Demonstrated ability to use CRT and microcomputer.

Qualified individuals will also have demonstrated interpersonal skills; be a self-starter, well organized, flexible; and enjoy working cooperatively with others.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$18,530-\$22,770, with a full salary range of \$18,530-\$27,010, commensurate with experience.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor, or call (503) 231-5000, ext. 700, for complete application materials. All applications must be received no later than Friday, September 8, 1989.

The Port of Portland is an Equal Opportunity Employer

Text Processing Specialist/Senior \$1546 - \$1860 per month

Pacific Power has an immediate opening for a Text Processing Specialist/Senior at their headquarters facility in Portland.

As a Text Processing Specialist/Senior you will format, key and process original input and revision of complex alpha and numeric text; some machine transcription; create and revise organization charts; catalog, file, retrieve, and update disks; consult with users on individual specifications.

The successful candidate will be experienced in a text processing production environment using Xerox Documentors and IBM Displaywriters; be familiar with IBM PC-AT or similar equipment; experience with legal terms and documents; and have a thorough knowledge of WordPerfect 5.0. The preferred applicant will have college level course work in information processing.

If you are interested in an opportunity to work for Pacific Power and meet these qualifications, please mail your resume to, or apply in person at:

Pacific Power

Attn: Employment Department
H8-12
920 S.W. 6th Avenue, Suite 1100
Portland, Oregon 97204

**Minorities are encouraged to apply. No agency referrals please.
Equal Opportunity Employer**

TRAVEL ROBERT'S

3415 N.E. BROADWAY
PORTLAND, OREGON 97232

(503) 287-1745

FALL SPECIALS



East Coast	\$198.00 Roundtrip
Chicago	\$193.00 Roundtrip
Denver	\$164.00 Roundtrip
San Francisco	\$148.00 Roundtrip

Call us we have more

*Seniors additional 10% off

*Restrictions apply

Seniors \$384.00 Two Roundtrips

Nassau	\$302.00
Honolulu	\$318.00
London	\$588.00
Manila	\$836.00

