

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
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

Office Manager
Starting salary \$1109-\$1200 month plus excellent benefits. CODA Inc. seeks qualified Office Manager who possesses expertise in word processing, billing and bookkeeping, statistical reporting and office logistics. Position works under minimal supervision. Good oral and written communication skills are necessary. Experience in social services environment is highly desirable. Experience or formal education resulting in database word processing, bookkeeping and statistical reporting proficiency necessary to qualify. A valid Oregon driver's license, reliable transportation and liability insurability are required. To apply, submit completed CODA application form and written responses to screening questions available at CODA Inc. 210 NE 20th Ave, Portland, OR 97232. 239-8400. Equal Opportunity/Affirmative Action Employer

CAUCUS ADMINISTRATOR
(immediate opening)
The House Democratic Caucus of the Oregon Legislative assembly is recruiting for the position of Caucus Administrator. This position is the Senior Staff Assistant to the Majority Leader and House Democratic Caucus, supervises four staff and directs the administrative functions of the Majority Office. Demonstrated communication and managerial skills and an understanding of the legislative process required. Salary range \$2,641-\$3,370 per month. To apply, submit resume, including academic and work history and a writing sample to: Personnel Services, Legislative Administration Committee, 5401 State Capitol, Salem, OR 97310. Please submit applications by October 25, 1989. For further information, call (503) 378-8530. FAX: (503) 373-1527

IMMEDIATE OPENINGS
For qualified Institution Teacher

Full time and part time institution teachers for MR/DD children wanted at fairview Training Center for 1989/1990 school year. Requires current Oregon Teaching Certificate with handicapped learner or severely handicapped learner endorsement. \$1735-\$3148/month. For application information contact Personnel, Fairview Training Center, 2250 Strong Road SE, Salem, Or 97310. Telephone 378-5241

Assistant to the Vice President for Instruction

Application and job description are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97205. (503) 726-2211. LCC applications must be postmarked no later than November 10, 1989. An affirmative Action/Equal Opportunity Institution.

DAY CARE DIRECTOR POSITION

Three (3) years experience in child care essential. Related degree preferred. Able to support and enhance the Salvation Army philosophy. Send resume to: Salvation Army 5335 N. Williams Portland, OR 97217 Attn. Annetta E.O.E.

Nursing
American Red Cross
Per diem RN's
Work in a positive, upbeat environment with a healthy population. We are looking for RN's with good p/r skills to perform health assessments and all blood collection activities in our Blood Center and on Bloodmobiles throughout OR and WA. Varied hours, thorough orientation provided. Competitive salary & excellent benefits package.

American Red Cross 3131 N. Vancouver Ave. Portland, Or 97227
An Equal Opportunity Employer

Alcohol /Drugs
Outpatient adolescent substance abuse treatment program needs exper therapist to provide group, individual & family therapy for adolescents & their families. Full & parttime available. Send resume to MAIN STREAM YOUTH PROGRAM INC, 5311 SE Powell, Portland, Or 97206 Equal Opportunity Employer Minorities encouraged to apply

RISK MANAGER
\$33,951-44,140 annually
Multnomah County, Portland, Oregon, is seeking a professional risk manager to identify, evaluate, control and minimize the County's exposure to loss of or damage to physical assets, fidelity losses and losses arising out of workers' compensation and liability claims. Work involves planning and directing studies to gather and analyze loss information; developing, recommending and implement loss control programs and policies; administering self-insurance and safety functions; establishing records and procedures for reporting and handling claims and coordinating work with all departments of the County; apply by **October 27, 1989**, at Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204 (503) 248-5015.
"An Equal Opportunity Employer"

MUNICIPAL PROGRAMMING COORDINATOR
Portland Cable Access TV is accepting applications for a Municipal Programming Coordinator. Applicants must be capable of organizing and executing high quality TV productions addressing the needs of area municipalities. Applicants should possess excellent written and oral communications skills and be able to prepare and deliver presentations to groups. Starting salary is \$20,000. Please submit a resume and cover letter detailing your reasons for applying by 5pm, Monday, October 23, 1989 to: General Manager PCA-TV 2766 NE Martin Luther King Jr. Boulevard Portland, OR 97212
Job description available upon request. PCA-TV is an equal opportunity employer. Women and minorities are encouraged to apply.

WASHINGTON COUNTY JOBS
Traffic Engineer: \$2725-\$3312/mo. Call (503) 648-8607 for information. County application forms req., resumes NOT accepted. Apply by October 13, 1989 to Washington County Personnel. An E.O.E.

MUNICIPAL PROGRAMMING COORDINATOR
REPORTS TO: GENERAL MANAGER
SALARY RANGE: \$20,000-26,000
RESPONSIBILITIES: Responsible for developing television production programming addressing the needs of area municipalities and other government entities. Programming will include coverage of meetings, public affairs and documentary programs. Responsible for developing and maintaining close working relationships with local government officials and staff. Responsible for supervising staff and volunteers assigned to assist with productions. Responsible for maintaining accurate records and preparation of necessary reports. Other tasks as assigned.
QUALIFICATIONS: Must possess excellent written and oral communication skills including the ability to prepare and deliver presentations to groups. Should possess the organizational, planning, technical and administrative skills necessary to supervise the development and production of high quality television programming appropriate for cablecast. Must be capable of dealing diplomatically and tactfully with diverse people and groups in a professional manner. Should be familiar with municipal government and the access community. Should be able to function effectively under pressure and be capable of working as a member of a team with minimal supervision

Multnomah County Oregon, 1120 SW Fifth 14th Floor, Portland, OR 97204-1934. (503) 248-5015. An Equal Opportunity Employer

MENTAL HEALTH
Team Leader sought to supervise crisis team members, assure appropriate public accessibility to the Center's crisis services, act as Liaison to and coordinate diversion services with other agencies, review clients records and services activities. Must have knowledge of ICP commitment laws and procedures, apply theories, principles, and practices to crisis intervention services. Must work with an interdisciplinary team.
Master degree in mental health field and three years clinical experience including one year clinical supervisory experience. We offer comprehensive salary & benefits. Resume to Rodney R. Harry, Personnel Officer, N/NE Community Mental Health Center, 4950 N.E. Martin Luther King Jr. Blvd., Portland, OR 97211. Phone 249-0066. Closing: 10/18/89. Minorities encouraged to apply. E.O.E.

REGISTERED NURSE, OHI SUBSTITUTES
REGISTERED NURSE SCHOOL HEALTH SERVICES
Providing health care to students enrolled in public schools, pre-kindergarten-12th grade (ages 4-21), in Multnomah County.
SALARY: \$100.38 per 8/hday \$ 50.19 per 4hr day
Appl Deadline: 10/20/89 by 2 pm
Call 255-1841 Ext. 207 Jeaneen between the hours of 8:00 and 11:30, for Multnomah Education Service District application form and additional information or come to Personnel 220 SE 102nd, Portland, OR. An Equal Opportunity Employer

Government jobs -- Your Area
Many immediate openings without waiting list or test. \$17,840 - \$69,485. Call 1-602-838-8885. Ext R12859.

VOLUNTEER COORDINATOR:
Seeking a responsible person for coordination of the Center's Volunteer Program including job description development and revision, screening, placement, orientation/training, supervision and evaluation of volunteer staff. Requires college level coursework in volunteer management, program development or related field. Salary \$7.90-9.60/hr. plus excellent benefit package. Hours: 20/week. Supplement questionnaire, application and written examination must be received by 5 p.m., Friday, October 20. Apply to City of Milwaukie Personnel Office, 10722 S.E. Main Street, Milwaukie, OR 97222. Equal Opportunity Employer.

ELIGIBILITY SUPERVISOR
Responsibilities: responsible for eligibility determination of TPIC program applicants based on funding sources and state and federal guidelines; plans and implements TPIC's eligibility determination process; supervises eligibility unit staff. Preferred Qualifications: Two years post-secondary education; two years experience interpreting federal regulations and working with economically disadvantaged populations; strong supervisory experience; demonstrated effective interpersonal skills with people from diverse cultural backgrounds; good oral and written communication skills; valid drivers license and reliable transportation. This position requires some evening, weekend and occasional overtime work. Qualifying experience may be substituted for education.
Salary Range: \$21,551 to \$33,009 plus excellent benefit package
Closing Date: 5 PM Friday, October 13, 1989
Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. An Affirmative Action/Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT III
\$2239-\$2855/mo + excell. bene. pkg. Professional, staff support work to Human Rights and Social Service Commissions. Will develop, administer social service contracts, coordinate community needs budget requests; research, prepare reports; plan, organize and schedule commission meetings. Considerable exp. in organizational mgmt; 4 yr degree or any equiv. combination of exp/training. Exp developing RFP'S and administering govt contracts. Abil. to assemble, organize, present factual info; make impartial recommendations; & work with diverse groups. Closes 10-20-89. Apply: City of Salem, pers Dept., 555 Liberty SE, Salem, OR 97301. EOE.

VOLUNTEER COORDINATOR: Seeking a responsible person for coordination of the Center's Volunteer Program including job description development and revision, screening, placement, orientation/training, supervision and evaluation of volunteer staff. Requires college level coursework in volunteer management, program development or related field. Salary \$7.90-9.60/hr. plus excellent benefit package. Hours: 20/week. Supplement questionnaire, application and written examination must be received by 5 p.m., Friday, October 20. Apply to City of Milwaukie Personnel Office, 10722 S.E. Main Street, Milwaukie, OR 97222. Equal Opportunity Employer.

WASHINGTON COUNTY JOBS
Administrative Manager: \$2,861-\$3,478/mo.
Associate Planner/Planning: \$2,134-\$2,595/mo.
Management Analyst (Community Corrections): \$2,134-\$2,595/mo
Call (503) 648-8607 for information. County application forms req., resumes NOT accepted. Apply by **October 20, 1989** to Washington County Personnel. An E.O.E.

TEACHER, SPECIAL EDUCATION MULTIHANDICAPPED PROGRAM
Substitutes on call only
To provide direct instruction to students. Appl Deadline: 10/20/89 by 2 pm
Call 255-1841 Ext. 207 Jeaneen between the hours of 8:00 and 11:30, for Multnomah Education Service District application form and additional information or come to Personnel 220 SE 102nd, Portland, OR.
An Equal Opportunity Employer

GOVT Relations Coordinator
FT position managing a govt relations program, designed to promote the coordinated delivery of human services at the local, state & federal levels, & to enhance governmental support for volunteerism. Individual will monitor legislation & other governmental decision-making at all levels regarding issues relevant to human services. Requires Masters Degree in Social Work or related field, + min 1 yr related work exper, or Bachelors Degree in Social or related field, + 3 yrs related work exper. Demonstrated strong written & oral communications & organizing skills. Legal background pref as well as exper w/govt & legislative process. Salary min, 426,000 + excel bnfts. Send resume by Oct 13 to Carolyn Lewis, United Way of Columbia/Willamette. 718 W Burnside, Pld, OR 97209.228-9131. Equal Opportunity Employer.

MENTAL HEALTH
Counselor, half-time position, working with CMI's in community support services. Master's degree in human services required. Qualified Mental Health Professional status. Please send resume by 10/24/89 to: C.C.M.H. 6329 N.E. Union Portland, OR 97211 Attn: N. Nickerwson

PARENT INFORMATION COORDINATOR
Sought for PSU Regional Research Institute's Research & Training Center on Family Support & Children's Mental Health national clearinghouse & resource center. Half-time position; \$11,500-12,500. Requirements: parent/family member of child who has/had mental, emotional, or behavioral disorder; experience seeking & obtaining services for child; good basic writing & phone skills. Position will remain open until filled, but preferred starting date is 10/1/89. Submit application letter, resume; 3 references to: Marilyn McManus, PSU/RRRI, P.O. Box 751, Portland, OR 97202. PSU IS AN AA/EO EMPLOYER.
The Regional Research Institute for Human Services is affiliated with the Graduate School.

IMMEDIATE OPENINGS FOR QUALIFIED CNA/ BNA AND NON-CNA.
Certified Nursing Assistants needed to supervise day living of clients, to maintain a therapeutic environment and to participate in a treatment team. \$1262-\$1530/month. Shift work on a 24 hour-7 day week schedule, weekend/holiday work, & over-time as required. All Applicants will have a criminal record check prior to hiring. Please apply in person Mon-Fri., 8am-5pm at:
Fairview Training Center
Personnel Office,
Administration Bldg.
2250 Strong Rd. S.E.
Salem, OR
378-5369
Please bring CNA/BNA certificate when applying.

ENTRY COUNSELOR C-II
Starting salary \$1109-\$1165 month plus excellent benefits. CODA Inc. seeks qualified applicants for entry level counselor C-II at Alpha House residential Facility. Responsibilities include: Monitoring and documenting clients behavior; management of a small caseload; facilitation of treatment groups; maintenance of program policies and procedures. Typical work week is 4pm-midnight, Tues-Sat. To qualify: Associates degree in health services or related field or CCDC certification and 1 year of supervised human service experience are required. Preferred applicants will be proficient in developing and maintaining positive relationships with drug dependent clients and possess good oral and written communication skills. To apply: applicants must submit completed CODA application form including responses to screening questions. Application materials may be obtained at CODA, Inc. 210 NE 20th Ave, Portland, OR 07232. 2339-8400. Coda is an Equal Opportunity/Affirmative Action Employer.

FINANCIAL ANALYST
City of Eugene, Or
Salary Range: \$2141-3059/Month
Position responsible for highly complex fiscal, operational, and policy analysis on a variety of financial, City service system, legislative and management issues. Researches, analyzes and recommends strategies to enhance City's revenue base and finance major capital construction or acquisition. Requires three to five years experience in public finance; accounting, budgeting or policy analysis and BA in a relevant field. Obtain application at City of Eugene, Human Resource & Risk Services, 777 Pearl St. Room 101, Eugene, Or 97401. Closing "Date: November 10, 1989. AA/EOE.

MENTAL HEALTH-Group Counselor to lead groups and supervise activities of SED youth in a day treatment program. Bachelor's degree required; experience with minorities and adolescents desired. Salary \$15,000 to \$176,000. Send resume by 10/20/89 to: Tio Nick's 7025 N. Lombard Portland, OR 97203 Attn: Isaac White

"ATTENTION: EARN MONEY READING BOOKS!"
\$32,000/year income potential. Details (1) 602-838-8885 Ext. Bk 12859.