

JOBS & CLASSIFIED ADVERTISING

ALCOHOL, DRUG AND OFFENDER PROGRAM MANAGER

Annual Salary Range: \$33,800-\$45,302
Salary at Entry: \$33,800
 Manages and directs the various alcohol, drug and offenders program service activities of the Lane County Department of Health & Human Services, including mental health services and treatment for offenders referred by Courts of the State Department of Parole and Probation; monitors subcontract agencies; coordinates substance abuse and offenders program services with other divisions, departments and subcontract agencies within the County and with the State Alcohol, Drug & Corrections departments. Requires a Master's Degree in social work, clinical psychology, psychology, counseling or related and 4 years of increasingly responsible experience in mental health treatment including the evaluation, placement and monitoring of drug or alcohol dependent clients, and at least one year of program management and supervision experience. For required application contact Lane County Human Resources Dept., 125 E. 8th Ave., Eugene, OR 97401, (503) 687-4171. Filing Deadline: 1/26/90.
Equal Opportunity Employer

SENIOR SECRETARY

Georgia-Pacific has an immediate opening for a Senior Secretary. Individual will provide secretarial support to our Law department and the Industrial Relations Manager. Position requires 2-4 years work experience with strong word processing skills and the ability to type 75 wpm. Must have strong writing skills and the proven ability to work with confidential material. Ideal candidate will have basic knowledge of legal terminology and machine transcription experience. Position requires individual who is detail-oriented and has the ability to organize and prioritize workload in a busy office environment. Please apply in person Thursday, 1/11 and Friday, 1/12 from 8:30-4:30. If unable to apply in person, please send cover letter and resume with complete salary history by 1/15 to: **Georgia-Pacific Corporation** Attn.: **Employment Recruiter** Human Resources Department - 17th Floor 900 S.W. Fifth Avenue Portland, OR 97204
Equal Opportunity Employer

JOB ANNOUNCEMENT

Northeast Coalition of Neighborhoods, Inc.
 4815 N.E. 7th Ave.
 Portland, Oregon 97211
 Phone: 248-4575

CRIME PREVENTION COORDINATOR

Temporary Position - February thru June 1990. Potential for Position to become permanent.
 Crime Prevention Coordinator to provide organizing and coordinating services for Inner Northeast Portland citizens addressing crime concerns.
 Starting Salary - \$11.41 per hour. 40 hours a week plus some night and weekend meetings.
 Applications will be available at the Northeast Coalition of Neighborhoods Office, 4815 N.E. 7th Avenue.
 Closing Date: Tuesday, January 16, 1990, 5:00 p.m.
 Skills Required
 * Experience in community organizing.
 * Knowledge of crime prevention helpful.
 * Strong written and oral communication skills.
 * Skills in evaluation, monitoring, and documentation of community projects.
 * Knowledge of Inner Northeast Neighborhoods preferred.
 * Computer literacy helpful.
 NO PHONE CALLS PLEASE. NO APPLICATIONS WILL BE MAILED.
Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR II STAR

Beginning Salary: \$1,109-\$1,165
Per month plus benefits
 CODA Inc. seeks entry level Counselor in the STAR program. Providing methadone maintenance and counseling for opiate dependent clients. Duties include management of caseload of 25 clients, provision of individual and group therapy, maintenance of clinical records. Typical work week is 8-5 Monday-Friday with occasional weekend or evening duties. Applicant must possess associates degree in health services, psychology, social work or related field OR certification as a chemical dependency counselor. At least 1 year of supervised human services experience is required. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR (7232). Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

RESIDENTIAL ON-CALL BACKUP WORKERS

CODA Inc. seeks qualified applicants for on-call back up workers to provide sole facility and client supervision at Alpha House and New Directions Residential Treatment Centers. Variable shifts. Experience with residential or alcohol/drug clients preferred. \$5.48 Hour. Application materials and screening questions are available at CODA INC., 210 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR C II

Starting Salary: \$1,109-\$1,165
Per month plus excellent benefits
 CODA Inc. seeks qualified applicants for entry level counselor position at Alpha House Residential Facility. Responsibilities include management of caseload, co-facilitation of groups, maintenance of policies and procedures. Shift is 4 p.m.-Midnight, Tues.-Sat. to qualify associate degree in health services or related field or CCDC certification and 1 year of supervised human service experience. To apply submit completed CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
An Affirmative Action/ Equal Opportunity Employer

LANE COMMUNITY COLLEGE

ASSOCIATE DEPARTMENT HEAD NURSING

Application Deadline: April 6, 1990.

ABE/GED INSTRUCTOR 67% TIME

Application Deadline: February 7, 1990.

ADULT HIGH SCHOOL INSTRUCTOR

Two positions open 83% and 60% TIME
 Application Deadline: February 7, 1990.

Application and job description are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97405. 1-503-726-2211. LCC application must be postmarked no later than deadline date.
An Affirmative Action/ Equal Opportunity Employer

URGENT!!! PIANO/ORGANIST

St. Mark Baptist Church on Rodney. Salary negotiable. Please contact: Rev. Joe S. Hardie at AMA, 285-0493.

PERSONNELS

ATTENTION!!! HIRING!!!

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

MENTAL HEALTH

CII WEEKEND COORDINATOR

NEW DIRECTIONS
Starting Salary: \$1,109-\$1,160
Month Plus Excellent Benefits
 CODA Inc. seeks Counselor II Weekend Coordinator for New Directions Residential Facility. Position is responsible for supervision of facility and up to 15 resident clients. Duties include responding to crisis situations, co-facilitation one group, conducting interviews with clients, house maintenance, participating in program activities. Shift runs from midnight Friday until 9 a.m. Monday. Employee must remain on premises except for one 6 hour break. Applicant must possess good judgement and good interaction skills. Experience in residential settings/drug treatment is preferred. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

COUNSELOR AIDE ALPHA HOUSE

Beginning Salary: \$951-\$998
Per month plus benefits
 CODA inc. seeks applicants for position performing a variety of counselor aide functions at ALPHA House Residential facility. Duties include: provision of overnight facility and client supervision from midnight until 8 a.m., on Friday, Saturday & Sunday of each week. Employee must remain awake throughout overnight shift. coordination of linguistics and support activities, attendance at weekly staff meetings. Applicants must possess good judgement, interpersonal skills and oral and written communication skills. Applicant must be bondable, possess a valid Oregon Driver's license and have a good driving record. To apply complete & submit standard CODA application form and screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity Employer

MENTAL HEALTH

RESIDENTIAL FLEX SCHEDULE WORKERS

Part-time and full time available. \$475-\$989 per mo. plus excellent benefits.
 CODA Inc. seeks residential workers to provide sole facility and client supervision at CODA Residential Treatment Facilities, Alpha House, and New Directions. Adult Hours vary and may include shifts from midnight-8 a.m.; 8 a.m.-4 p.m.; or 4 p.m.-midnight. Employee may be required to remain awake throughout entire shift. Applicant must possess good judgement, good interpersonal skills, and the ability to function as a team member in a treatment setting. To apply complete and submit a standard CODA application form with screening question responses to CODA INC., 306 NE 20th, Portland, OR 97232. Phone 239-8400.
An Affirmative Action/ Equal Opportunity Employer

MARKETING DIRECTOR

DIRECTOR, MARKETING, for Northeast Community Development Corporation in Portland, Oregon. Minimum 3 years experience in real estate, sales, marketing. Experience in community organizing highly desirable. Salary negotiable. Send resume and cover letter to:
 NECDC
 1726 N.E. Alberta
 Portland, OR 97211
Equal Opportunity Employer

OPERATIONS/FINANCIAL DIRECTOR

DIRECTOR, OPERATIONS/FINANCE, for Northeast Community Development Corporation in Portland, Oregon. Minimum 4 years management experience, working knowledge of federal housing and economic development programs. Documented experience in computer and accounting skills. Salary negotiable. Send resume and cover letter to:
 NECDC
 1726 N.E. Alberta
 Portland, OR 97211
Equal Opportunity Employer

ACCOUNTING

CITY OF EUGENE

Vacancies exists for 2 positions in the City's Finance Division.
SENIOR ACCOUNTANT
 Maintains & enhances integrity of financial management systems & records, prepares financial statements & facilitates external financial audit, prepares financial, program, budget or operations analyses on a variety of City initiatives, services or systems. Three years professional accounting experience. Bachelor's degree from college/university with emphasis in accounting.

FINANCIAL SYSTEMS COORDINATOR

Professional accountant to supervise centralized data control & take lead in development of micro & mainframe financial software, prepares financial statements & facilitates external audit, prepares financial, program, budget or operations analyses on a variety of city initiatives, services or systems. Three years professional accounting experience including experience in designing, modifying & implementing mainframe financial software applications. Bachelors degree from college/university with emphasis in accounting and computer sciences. Both positions have a salary range of \$2,536 - \$3,208/mo. CLOSING DATE: February 9, 1990. Preference given to applicants with graduate degrees & governmental experience. An active CPA certificate is required. Obtain application at City of Eugene, HRRS, 777 Pearl St., Rm. 101, Eugene, OR. 97401 (503) 687-5061.
An Affirmative Action/ Equal Opportunity Employer

INSURANCE

SENIOR MEDICAL UNDERWRITER

Blue Cross and Blue Shield of Oregon is accepting applications for a Senior Medical Underwriter. The Senior Medical Underwriter will perform the following duties:
 * Determine underwriting risk on new non-group enrollment.
 * Review health statements to determine enrollment eligibility.
 * Analyze medical data to eliminate risk. Qualified applicants will have a minimum of three years experience in underwriting individual health and/or life insurance with a strong medical background or a degree in Nursing, and will possess excellent demonstrated communication skills. Leadership and problem solving background and the ability to handle daily stressful situations in a professional manner is a must.
 Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. 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

NURSING SERVICES COORDINATOR

Beginning Salary: \$1,850-\$2,220
Per month plus benefits
 CODA Inc. seeks full time nursing services coordinator to be responsible for management of methadone dispensary serving 300 clients and for the development and coordination of clinical nursing services. Incumbent must select, train and monitor staff of nurses and medication aides. Provide direct clinical services to dual diagnosis clients, pregnant clients, and others as needed. Insure compliance with all regulations regarding dispensing of methadone. Work week is flexible and may include 8 hour shifts between 6 a.m.-2:30 p.m. on any combination of days. Current unincumbered Oregon licenses as registered nurse and at least 3 years nursing experience are required, supervisory experience is highly desired. To apply complete & submit standard CODA application form and screening question responses to CODA INC, 306 NE 20th, Portland, OR 97232. Phone 239-8400.
An Affirmative Action/ Equal Opportunity Employer

WASHINGTON COUNTY JOBS

WOMENS' HEALTH CARE NURSE PRACTITIONERS

Salary: \$13.19-\$16.02/Hourly
Closing Date: 1/19/90.

SURVEY TECHNICIAN II

Salary: \$1,897-\$2,299/Monthly
Closing Date: 1/19/90.

ELECTRICAL INSPECTOR

Salary: \$2,353-\$2,861/Monthly
Closing Date: 1/19/90.

ASSOCIATE CLERK

Salary: \$1,308-\$1,591/Monthly
Closing Date: 1/19/90.

Call (503) 648-8607 for information. County application forms required. Apply to Washington County Personnel. Women, minorities & the disabled are encouraged to apply.
Equal Opportunity Employer

ATTENTION!!! HIRING!!!

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

DEPARTMENT OF HUMAN RESOURCES STATE OF OREGON PROGRAM TECHNICIAN 2 (Researcher)

Limited Duration funded through August 1992
Salary: \$29,724-\$39,636
 Coordinate Federal data collection activities, responsible for client data base management, program utilization and performance monitoring, participate in research and program evaluation, and provides technical support for office computer networking system; requires three years experience in statistical research and evaluation AND a Bachelor's degree in business administration, statistics, or computer science; OR three more years pertinent experience.
 If you qualify, CALL for announcement to respond to selection process questions: Office of Alcohol and Drug Abuse Programs, 378-2163. This position closes 5 P.M., January 16, 1990.
Equal Opportunity Employer

FACILITIES MANAGER

Clackamas County is seeking a creative, innovative individual to assume the role of Facilities Manager. This individual will be responsible for performing administrative and supervisory duties as well as planning, organizing and directing activities within the General Service Agency. In addition, the Facilities Manager is responsible for developing and implementing facility master plans, negotiating real property leases and maintaining County owned and/or leased property, building maintenance and communication systems. Demonstrated public sector management experience with proven project management skills, financial, supervisory and budgeting experience required.
 Salary: \$2,738-\$4,108 per month depending on qualifications. Excellent benefits plus 6% PERS retirement.
 COUNTY EMPLOYMENT APPLICATION REQUIRED. Materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Deadline date January 26, 1990, 5:00 P.M.



Equal Opportunity Employer

WORD PROCESSING

Part-time position available in Business and Computer Technology Division. Qualifications include: excellent communication skills, word processing skills (Word processing 5.0), current office experience. Associate degree or above preferred. (18 hours/week \$6.30 an hour.) For more information and application materials call Mt. Hood Community College, 667-7196.
An Affirmative Action/ Equal Opportunity Employer

EDUCATIONAL ASSISTANT-

MULTIHANDICAPPED

(3-3/4 Hr. a day - 5 days a week)
 To assist in activities as planned and scheduled by the classroom teacher.
APPLICATION DEADLINE: 01/19/90 by 2:00 P.M.

Call 257-1501 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland. Job offer will be contingent upon successful passage of a pre-employment physical exam.
Equal Opportunity Employer

EDUCATIONAL ASSISTANT- EMOTIONALLY HANDICAPPED

(3-3/4 Hr. a day - 5 days a week)
 To assist in activities as planned and scheduled by the classroom teacher.
APPLICATION DEADLINE: 01/19/90 by 2:00 P.M.

Call 257-1501 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland. Job offer will be contingent upon successful passage of a pre-employment physical exam.
Equal Opportunity Employer

TEACHER

ENGLISH/SECOND LANGUAGE

To provide direct instruction to students.
APPLICATION DEADLINE: 01/19/90 by 2:00 P.M.

Call 257-1501 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland.
Equal Opportunity Employer

ENGINEERING

ASSISTANT GIS TECH

Salary Range: \$1,477-\$2,004/Mo.

Seeking individual to fill entry level technical position performing production data entry into automated mapping system, data base research, and other records research as needed. This position is responsible for providing technical support to the Engineering Division in cartographic products, maintaining as-built records for public improvement, reviewing utility ROW use permits, and backup support at the Public Information Counter. Experience with civil engineering records systems highly desirable; automated mapping experience is a definite plus; good computer skills and good people skills required. Requires one to two years of relevant experience.
CLOSING DATE: February 2, 1990.
 Obtain application and supplemental questionnaire at City of Eugene, HRRS, 777 Pearl St., Rm. 101, Eugene, OR 97401. (503) 687-5061.
Equal Opportunity Employer

MILWAUKIE

The City of Milwaukie
POLICE ADMINISTRATOR
 (19,045 population), a mid-sized Portland metropolitan area City is seeking a professional police administrator to manage a police department of 32 employees committed to effective public cooperation and maximum community involvement. The qualified applicant must promote excellent performance, a customer service orientation, pride, commitment, cooperation and a team attitude throughout the department.

Requires: Baccalaureate degree or equivalent, in law enforcement or related field, plus at least five years of progressively responsible police administrative experience, including personnel management, labor relations, budgeting, fiscal administration, and policy formulation. Must possess or be able to obtain a Management Certificate from Oregon BPST. To obtain an application and supplemental questionnaire, submit a current resume to the City of Milwaukie Personnel Office, 10722 S.E. Main Street, Milwaukie, OR 97222; 659-5171. Closing date: 5:00 p.m., February 2, 1990 for receipt of resume and 5:00 p.m., February 9, 1990 for receipt of supplemental questionnaire.
Equal Opportunity Employer

PORTLAND OBSERVER

"The Eyes and Ears of the Community"
Office: (503) 288-0033
Fax #: (503) 288-0015