JOBS/CLASSIFIED ADVERTISING

VOLUNTEER PROGRAM SUPERVISOR

Salary: \$1,872-\$2,513/Monthly **Excellent Benefit Packages** ADULT AND FAMILY SERVICES DIVISION ANNOUNCEMENT NUMBER OC900

Adult and Family Services Division is recruiting for a qualified person who will be responsible for providing services to clients of Adult and Family Services, Children Services, Senior and Disabled Services, Divisions and coordinating individual volunteer and community resources. The Volunteer Program Supervisor plans, develops, directs and evaluates volunteer services projects to supplement or enhance agency client services or service delivery and encourage community involvement in agency programs.

There are current half-time openings in Medford, Oregon and Portland, Oregon with potential openings in the Mid-Willamette valley. If you are interested in these particular openings you should apply within the next two weeks. This announcement will also be used to fill other (statewide) openings as they occur.

OUALIFICATIONS: You must have . . . three years progressively responsibility experience demonstrating knowledge of Volunteer Programs, supervisory techniques, written and verbal communication skills, program management skills and skills in community resources and public relations.

TO APPLY: Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310. Indicate the announcement number, OC900, the class number, C6682, and title of the position applied for on the PD100 in the box provided. Follow the instructions on the announcement. Equal Opportunity Employer

ASSISTANT DIRECTOR **Oregon Arts Commission**

Manage grants programs, fiscal and budget responsibility, public information, office supervision. Starting salary \$30,156 plus benefits. Contact Oregon Arts Commission, 835 Summer Street NE, Salem, OR 97301. Phone: 378-3625, for announcement packet. Deadline: 3/

Equal Opportunity Employer

ELIGIBILITY WORKERS

The Private Industry Council is recruiting for temporary, full-time eligibility workers. This position determines applicants eligibility in The Private Industry Council Summer Youth Employment Program; collects income and demographic information based on funding requirements and state and federal guidelines; reviews documents, verifies information and schedules appointments. Involves heavy contact with applicants and some travel in Washington and Multnomah counties. The positions will begin immediately and will run approximately through July or August, 1990. Preferred Qualifications: Two years

post secondary education and two years experience interpreting federal regulations and working with economically disadvantaged populations; effective oral and written communication skills; good interpersonal skills with culturally diverse populations; word processing and data entry skills desirable; valid driver's license and reliable transportation. Fluency in Spanish is desirable for this position.

Salary Range: \$7.44 to 48.78 per hour. Closing Date: 5 P.M., Friday, March 9, 1990.

Applications available at The Private Industry Council, 520SW 6th Ave., Suite 400, Portland, OR 97204. An Affirmative Action/ Equal Opportunity Employer

ATTENTION: EXCELLENT INCOME

FOR HOME ASSEMBLY WORK. INFO. CALL 504-646-1700 **DEPT. P848**

RADIO

Entry level position in news and talk radio production. Resumes only to Personnel, P.O. Box 14957, Portland, OR 97214

MANUFACTURING

OREGON STEEL MILLS Oregon Steel Mills, a "world class" producer of steel plate, is seeking a few outstanding individuals to begin careers in our manufacturing organization. Qualified applicants

Possess a stable work history in a manufacturing environment.

Safely perform physically strenuous duties.

Desire to participate in decisionmaking process.

Desire to increase personal earnings through stock ownership, profit sharing and meritorious perform-

Additional welding, grinding and forklift operating experience help-

Applications are being accepted ONLY at either an Oregon State Employment Division office or at the Vancouver Office of the Washington State Employment Security Department. Please do not apply directly at Oregon Steel Mills.

Equal Opportunity Employer/ Women and Minorities Encouraged to Apply

PROGRAM MANAGER POSITION METRO REGION CHILDREN'S SERVICES DIVISION (CSD)

Children's Services in Multnomah and Clackamas County is seeking candidates for the following positions:

Manager - Albina Neighborhood Office Manager - Special Services Depart-

Manager - Inner East Neighborhood

Manager - Clackamas Branch Office Included within the requirements for all of the above positions, is the following:

1) Minimum qualifications: Four years of management experience in a public or private organization which included responsibility for development of program rules and policies, long- and short-range goals and plans, program evaluation and budget preparation.

2) Experience in operational requirements of a social service agency that include hiring, budget management, community relations, and agency policy implementation in a metropolitan setting

3) Preference will be given to applicants reflecting experience and background in those areas similar to those of the program.

Salary is dependent on background and experience.

TO APPLY: Applications (PD 100) may be obtained from the State of Oregon Personnel Center, 2850 S.E. 82nd Avenue, Portland, OR 97266 (PCC Bldg.). Business hours are 8:00 to 12:00 and 1:00 to 5:00, Monday through Friday, completed applications must be sent to the Executive Department, Personnel & Labor relations division in Salem (address is on the back of the application). For additional information, contact Debbie Wharton at (503) 238-7510.

Recruitment Opens: February 27, 1990. Recruitment closes: March 12, 1990. CSD is an Affirmative Action/ Equal Opportunity Employer

REGION ENGINEER Salary: \$3,714-\$5,225/Monthly

Located in LaGrande. Directs the far eastern Oregon highway region, 337 employees, plans programs, acts as media spokesperson, conducts meetings and hearings, mediates disputes, and develops and monitors regional budget. For application, write or call ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281. Apply now. Applications must be received by 5:00 p.m., March 19, 1990.

An Affirmative Action/ Equal Opportunity Employer

> ATTENTION: **EASY WORK** EXCELLENT PAY!

Assemble products at home. Details. (1) 602-838-8885, Ext. W-

Equal Opportunity Employer

Attention **Excellent Income** For Home Assembly Work For information call: 504-646-1700, Dept. P848

PORTLAND STATE UNIVERSITY PORTLAND, OREGON 2 TENURE TRACK **FACULTY POSITIONS**

Assistant Professor, Tenure Track, K-12 Teacher Education, Dept. of Curriculum and Instruction. Responsibilities include teaching, coordinating field experience, supervising student teachers, and conducting research in an appropriate field. Doctorate with potential for or record of research and scholarship; evidence of experience of at least 3 years successful public school K-12 teaching; evidence of appropriate experience in urban, multicultural settings. Strong preference will be given to candidates with the ability to relate to an ethnically diverse student population.

EDUCATION FOUNDATIONS/ SOCIAL SCIENCE

Teaching to include such courses as social and cultural foundations of education, social studies methods. Other possible assignments include: multicultural education, and/or classroom management. Teaching strengths in the social and cultural foundations with a specialty in the social sciences is preferred.

MATH/SCIENCE/ TEACHER EDUCATION

Teaching to include such courses as elementary math and science methods, middle school math methods, secondary math methods, and secondary science methods; other possible assignments include teaching and learning, integrated elementary methods, multicultural education, instruction/technology. Strong background in teaching and learning preferred.

Submit detailed letter of application, curriculum vita, and 3 professional references to Chair, Search Committee, Curriculum and Instruction, Portland State University, PO Box 751, Portland, OR 97207, Application review begins March 9, 1990 and will continue until position is

PSU is committed to increasing the ethnic and cultural diversity of the faculty. PSU is an AA/EEO employer.

TRAINER

The Private Industry Council is recruiting for a Trainer for the Northeast **Employment and Training Program** office. This position is responsible for training participants in effective job search and personal skill building techniques, testing and interviewing individuals with employment barriers to assist them in selecting vocational goals, and placing individuals in appropriate training programs.

Preferred requirements: Bachelors degree with major course work in education, counseling, or closely related field; two years work experience in classroom instruction, employment interviewing, counseling, vocational guidance and/or curriculum planning; knowledge of vocational testing; experience working with economically disadvantaged populations. Qualifying experience may be substituted for education.

Salary range: \$18,263 to \$27,831 plus excellent benefit package. Closing date 5 PM, Monday, March

12,1990. Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. An Affirmative Action/

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.

> SIGNATURE LOANS AVAILABLE REGARDLESS OF CREDIT ... PROCESSED IN 48 HOURS! CALL (309) 828-6948

DRIVER PORTLAND PUBLIC SCHOOLS SCHOOL BUS DRIVERS

Are you looking for a challenging and rewarding job? Part time bus driving positions, excellent wage, limited benefits provided with summers off. If you have a good driving record, enjoy young people and are able to work split shift, please

Portland Public School Dist. **Personnel Department** 501 N. Dixon, Portland Equal Opportunity Employer

MENTAL HEALTH C-IV FAMILY COUNSELOR Salary: \$1393-\$1450/Month plus excellent benefits

CODA, INC. seeks family counselor in the family services program. Responsibilities include assist in development and operation of outpatient family programs, possibly supervise some staff, conduct parent training, family assessment and treatment in individual, group and family therapy. Perform consultation, coordination and liaison with CSD schools and medical provid-Develop, implement and monitor program policies and procedures.

To qualify: A Master's degree in a human services discipline is required. 2 years supervised human services experience strongly desired, preferred candidate will have knowledge of chemical dependency issues, family treatment and supervi-

To apply: Submit standard CODA application form and screening question responses to the address below. Application materials avail-

CODA, INC. 210 N.E. 20th Portland, OR 97232 (503) 239-8400 An Affirmative Action/ Equal Opportunity Employer

MENTAL HEALTH

C-111 FAMILY COUNSELOR

Salary: \$1,232-\$1,300/Month plus excellent benefits

CODA, INC. seeks counselor in the family services program to provide structured intensive outpatient treatment to clients including individual, group and family counseling. Conduct of structured educational groups, consultation, coordination and liaison with CSD. Shift requires some evening work.

To qualify: Bachelor's degree in a human services discipline and 2 years supervised human services experience in the treatment and experience in the treatment of chemically dependent women very strongly desired.

To apply: Submit standard CODA application form and screening question responses to the address below. Application materials avail-

CODA, INC. 210 N.E. 20th Portland, OR 97232 (503) 239-8400

An Affirmative Action/ Equal Opportunity Employer

PROGRAM COORDINATORS TRANSITION HOUSE COORDINATORS

Provides support and referrals, empowering residents to achieve self-sufficiency; supervises volunteers; networks with community resources; highly independent, self-contained, new position. Current drivers license required. 40 hours per week, 2 evenings. \$14,000 plus benefits. Applicantsmust be postmarked by March 7.

ADVOCACY COORDINATOR

For Womenspace provides case management and advocacy, supervises volunteers. Providescrisis intervention and shelter coverage. Current drivers license required. 30 hrs/ wk, \$10,500 plus benefits. Application must be postmarked March 2.

Information meeting, February 26, 7:00-9:00, Campbell Senior Center.

WOMENSPACE, shelter for abused women and children, is an affirmative employer. P.O. Box 5485, Eugene, OR 97405. Call 485-8232 for job application.

MENTAL HEALTH GERIATRICS MENTAL **HEALTH SPECIALIST**

5FTE OUTREACH POSITION To provide assessment, brief therapy referral and consultation to the aged. Works collaboratively with ASD Master's degree, with experience in mental health assessment and treatment of the elderly.

Comprehensive salary, excellent benefits. Minorities encouraged to apply. Resume to:

Kim Burgess N/NE Community **Mental Health** 4950 N.E. M.L.K. Jr. Blvd. Portland, Oregon 97211 (503) 249-006 Closing 3-16-90. Equal Opportunity Employer

MENTAL HEALTH PART TIME C-11 CHILD CARE WORKER

Salary: \$550-\$600 per month plus excellent benefits

CODA, INC. seeks part time (20 hours week) child care worker. Incumbent will provide child care to infants and children of clients receiving outpatient drug and alcohol treatment. Responsibilities include organization of social, educational, and recreational activities for infants and children, parental relations, consultation with primary counselors. The hours are generally 12-5pm on Mon.-Wed.-Thur.-Fri. There is potential for this to beome a full time position. To qualify, higher education in child development is required (degreed applicants preferred), as is 2 years experience in professional child care/ child development.

To apply: Submit standard CODA application form and screening question responses to the address below. Application materials available at:

CODA, INC. 210 N.E. 20th Portland, OR 97232 (503) 239-8400

An Affirmative Action/ Equal Opportunity Employer

ATTORNEY

SUPERVISOR, CIVIL CLINIC U of O Law School

Responsibilities: Teaching case handling practices and substantive law in classroon and through supervising clinic cases at Legal Aid. Some responsibility for own small domestic/housing caseload at Legal Aid. 8-12 students per semester, each with about 6-8 activge cases per term.

Qualifications: Three years minimum of Legal Aid or general practice experience. Oregon State Bar membership. Basic understanding of domestic, consumer, housing and employment law.

Opening/Closing Date: Currently taking applications. Closing date March

Salary/Benefits: \$23,400 plus, depending on experience. Medical, dental, life and disability insurance. Vacation and sick leave.

Applications: Send resume and refer-

Laurence H. Hamblen Lane County Legal Aid Service 376 East 11th Avenue (503) 342-6056 Equal Opportunity Employer

NURSE

PART TIME **CLINICAL NURSE** 20 hours per week Monday-Friday Beginning Salary:

\$1,100-\$1,200/Mo. CODA, INC. seeks qualified applicants for a part time clinical nurse position. Duties include medical and psychiatric triage, alcohol and drug

assessment, caseload of pregnant clients, implementation of WIC program, provision of health education to staff and clients, dispensing and monitoring client medications. Qualifications: unincumbered Ore-

gon RN license, 2 years medical/ psychiatric/drug dependency expe-

To apply: Submit standard CODA application form with screening question responses to address below. Application materials available at:

CODA INC. 210 N.E. 20th Portland, OR 96232 (503) 239-8400

An Affirmative Action Equal Opportunity Employer

PROGRAM REPRESENTATIVE

With the Oregon Water Resources Dept. to provide staff support for the Governor's Watershed Enhancement Board program. Background in water-related management experience is desirable. Salary \$2243-\$2845 per month. For more information, contact Barbara Mack, 378-3741 by March 12, 1990. Equal Opportunity Employer

SALES & MARKETING **SECRETARY**

Pope & Talbot, Inc. needs a secretary! Applicants should have two to three years training beyond high school in secretarial science/information processing or equivalent and four years secretarial experience. Typing skills of 60 wpm, and shorthand/speed writing training up to 60 wpm. Excellent grammar skills and the ability to compose letters and reports.

This position will require PC word processing Lotus knowledge. The applicant will need to demonstrate organization, interpersonal skills, initiative and professionalism. Previous experience in a MARKET-ING ENVIRONMENT and SALES ENVIRONMENT a plus.

If you are interested in this position, please call Pope & Talbot, Inc, at 228-9161, Ext. 467 to request an application packet, or come by in person before the closing date of March 16, 1990.

Pope & Talbot, Inc. 1500 S.W. First, Suite 200 **Crown Plaza Building** Portland, Oregon 97201 Equal Opportunity Employer

APPLICATIONS **PROGRAMMER**

Major Portland-based pulp, paper & wood products company is seeking an Applications Programmer. This position is located in Halsey, Oregon and reports to our Corporate Headquarters located in Portland. Initial responsibilities will include installation and programming (RPG) maintenance of packaged software on AS/400; and monitoring/resolving operational technical, and network problems for on-site AS/400, System/36, and PCs. Future responsibilities will include programming and implementation of financial, sales, and manufacturing applications on IBM mainframe and midrange computers. Business degree, proficiency in batch CO-BOL, RPG, and 1-2 years business data processing experience highly desirable. Challenging information systems environment offering career path opportunities and comprehensive benefits.

you are interested in this position, please call Pope & Talbot, Inc. at 228-9161, ext. 467 to request an application packet, or come by in person before the closing date of March 28, 1990.

> Pope & Talbot, Inc. 1500 S.W. First Suite 200 Crown Plaza Building Portland, Oregon 97201 Equal Opportunity Employer

RESTAURANT

ASST. RESTAURANT MANAGER

The Portland Hilton

Seeking dynamic individual to assist manager of food and beverage. Instrumental in hiring, supervision, and scheduling of staff. Excellent communication and organizational skills required. Prior supervisory skills necessary.

Apply direct: Mon.-Thurs. 9-noon, 921 S.W. Sixth.

Equal Opportunity Employer

MENTAL HEALTH RESIDENTIAL ON-CALL BACK UP WORKERS

CODA, INC. seeks qualified applicants for on-call back up workers to provide sole facility and client supervision at residential treatment centers. Variable shifts. Experience with residential or alcohol, drug clients required. \$5.48 hour. Application materials and screening questions available at:

> CODA INC. 210 N.E. 20th Portland, OR 96232 (503) 239-840

An Affirmative Action/ Equal Opportunity Employer