

JOBS/CLASSIFIED ADVERTISING

ALBINA YOUTH OPPORTUNITY SCHOOL/GENESIS

3710 North Mississippi
Portland, Oregon 97227 288-5813
Director: Rance Spruill
Mainstream/Special Ed.
Teacher: Math, Soc. Stud, Eng. etc. Full time position, Sal Range \$2200 upward + Medical. Bach Degree required. Current certified teacher (Oregon). Special Ed endorsement. 5 yrs exp with High Risk Youth Mid/HS. Interviews scheduled from Resume.

Teacher Asst: Full time position, Sal \$900 upward + Medical. 5 yrs/exp in Mid/HS. Good Aca skills, Oregon driver license. Interviews scheduled from Resume.

Adm Asst: Full time position, Sal \$2500 upward + Medical. Bach Degree or experience in Social services. 5 yrs exp with High Risk youth/family. Personnel and Management.

Child Care Worker: Full time position, Sal \$950 upward + Medical, Current Oregon license, 5 yrs exp in Social field, High Risk youth/families. Knowledge of Community/Resources. Excellent driver record required. Interview scheduled from Resume.

Sec/Receptionist: Full time position, Sal \$1000 upward + Medical. Demonstrated accurate typing/clerical skills. Exp in report writing & office procedures. Ability to work under pressure, using judgment, diplomacy & tact. Proficiency in operation of Tandy/IBM computer, software programs.

ARCHITECT #49-89/90 P

Portland Community College
EDUCATION: A Bachelor's degree in Architecture with Oregon registration required. Degree must be from an accredited institution.
EXPERIENCE: A minimum of five years experience dealing directly with construction personnel, renovation and remodeling projects required. Starting salary is \$33,733-\$37,315 per year plus an excellent benefit package.
This is a full time management staff position.
Contact Staff Employment, PO Box 19000, Portland, Or 97219-0990. (503) 273-2823 for and application packet. CLOSING DATE: July 6, 1990.

RECRUITMENT ANNOUNCEMENT TELECOMMUNICATIONS SERVICES ANALYST
The State of Oregon, Department of General Services, is recruiting for a Telecommunications Services Analyst position located in Salem. Salary: \$1686-\$2243 monthly plus benefits.
Duties and responsibilities include reviewing, analyzing and approving all state agency Telephone Service Orders for add, move and change activity; providing technical advice and assistance to vendors, contractors and agency users; preparing telephone service modification recommendations for agency users; user training assistance; developing and conducting training programs for agency Telephone Coordinators; and assisting in preparation of technical specs for bid document.
You must have 2 years experience in telephone systems sales, systems design, or systems analysis; OR 2 years experience in telephone company business office management or service order coordination duties. This background must have provided you with a knowledge of telecommunications industry terminology and state-of-the-art telephone systems and skill in identifying, analyzing and developing solutions for telephone service related problems.
Affirmative Action/Equal Opportunity Employer; women and minorities are encouraged to apply. For detailed announcement and application information, contact Sherri Cartwright at (503)378-5790 by NOON July 3, 1990.

GOLD CREDIT CARD
Visa/Mastercard guaranteed
No security deposit
1-900-456-2500 \$49.50 fee

TEACHER, ALTERNATIVE HIGH SCHOOL

Providing direct instruction to students. Appl Deadline: 06/29/90 by 2pm
Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to 11611 NE Ainsworth Circle, Portland, OR.
An Equal Opportunity Employer

SOCIAL WORKER III

DCFS-Children's Protective Services Vacancy. Minimum qualification: Master's Degree and 2 yrs paid Soc. Ser. Exp, or Bachelor's Degree & 3 yrs post degree paid Soc. Ser. Exp. (1 yr paid exp must be providing direct Social Services to children & families in crisis) Sal Range (2122-2686 eff. 7/1/90). Resumes to Marian Gilmore, DCFS, PO Box 9809, Vanc. Wa. 98666 (206)696-6230.
Equal Opportunity Employer

NURSING DISPENSARY NURSE (RN/LPN)

Starting salary \$1393-\$1950 per month plus excellent benefits. CODA Inc seeks full time dispensary nurse in the methadone clinic. Responsibilities include: assessment of opiant dependent clients, administration of methadone, provision of direct nursing services, referral services and health education. Dispensary operates 6am-3pm weekdays, 7:30am-11:30am weekends. Schedule is flexible and includes some weekend and holiday shifts.
To qualify: Current valid Oregon RN/LPN license and valid ODL are required. Applicant must be certifiable in CPR and capable of performing CPR for 15 minutes continuously. Previous drug/alcohol treatment experience or psychiatric experience preferred.
To apply submit standard CODA application form including screening question responses to address below. Application material available at CODA Inc., 210 NE 20th, Portland, OR 97232. Equal Opportunity/Affirmative Action Employer.

COUNSELOR: CHEMICAL DEPENDENCE/ MINORITY SPECIALIST

If you have knowledge/sensitivity to cultural issues in early recovery, we need you for our men's intensive residential treatment program. Will provide individual/group counseling, case management and didactic sessions with specialized programming for blacks. requires 2 years counseling experience or bachelor's degree plus 1 year experience. If recovering, 2 years continuous sobriety required. Apply at De Paul Treatment Centers, Inc., 1306 S.W. Washington, Portland, Monday-Friday 8:00 A.M.-4:30 P.M.
EQUAL OPPORTUNITY EMPLOYER

EXPERIENCED RADIO PRODUCTION DIRECTOR. Send tape and resume to 9500 SW Barbur Blvd., Suite 302, Portland, Oregon 97219 Attention Nancy. Equal Opportunity Employer

PART TIME TELEPHONE RESEARCH. No. selling. Great working conditions. Call 244-8787 before Thursday 9pm. Leave name and phone number. Equal Opportunity Employer

RECEPTIONIST

Mental Health Clinic seeks a Clinical Receptionist. Duties include: Scheduling client appointments, filing and retrieve client charts, fee collection, filing correspondence, light typing and general office duties. Minimum qualifications: One year experience in general secretarial duties, or equivalent/training experience necessary. Competitive salary and benefits. Resume to:
Rodney R. Harry, Personnel Officer
N/NE Community Mental Health, Inc.
4950 N.E. MLK Jr. Blvd.
Portland, OR 97211
(503) 249-0066
Closing: June 30, 1990
Minorities encouraged to Apply
EOE

ADMINISTRATIVE DEPUTY CITY RECORDER

City of Estacada. Minimum 5 yrs exp in secretarial, W/P, acctg. Desirable skills & exp include computerized acctg, Lotus 1-2-3, P/R, A/P, A/R, typing 65 wpm & transcription. For City application & job description contact: City of Estacada, PO Box 958, 475 SE Main St., Estacada, OR 97023; or call (503) 630-3223. Closing date: 6/29/90
Equal Opportunity Employer

HOUSING MANAGEMENT DEVELOPMENT DIRECTOR

Skilled, exper'd developer of housing programs; ability to develop proposals, budgets, feasibility analyses; knowledge of federal/state housing programs, finance, real estate; experience in housing development, acquisition, and/or rehabilitation. College degree required.
OPERATIONS DIRECTOR: Exper'd supvr of fed housing programs; knowledge of office admin, personnel, budgeting; ability to perform hsg inspections, manage bldg maint functions; previous responsible work with housing authority, computer/acct skills preferred.
SALARY EACH: \$30-\$36,000.
Submit complete prof resume w-references by 7/3/90 to Spokane Housing Authority, W. 55 Mission, Spokane, WA 99201.
Equal Opportunity Employer

JOB OPPORTUNITY

TITLE: Account Manager
DESCRIPTION: Outgoing, motivated person with excellent selling skills, 2 years experience in media sales or agency account work desired.
TO APPLY: Send Resume To:
Dale Coloma
Local Sales Manager
KPDJ-TV
P.O. Box 49
Portland, OR 97207
NO PHONE CALLS
AFFIRMATIVE ACTION EMPLOYER
EQUAL OPPORTUNITY EMPLOYER

CUSTOMER SERVICE MCGRAW CELLULAR COMMUNICATIONS INC.

Cellular One
McGraw Cellular Communications, Inc., the nation's leading cellular telephone company, is seeking a Customer Service Representative to work 9:30am-6:30pm Tuesdays-Saturdays. Candidates must possess exceptional communication, organizational and phone skills, be highly motivated, work well under pressure, and have excellent customer service background. Accounting/receivable exp a must.
Please send resume to:
CELLULAR ONE
Human Resources/Customer Svc
409 SW 9th
Portland, OR 97205
All replies in confidence
An Equal Opportunity Employer
Black Educational Center
4919 NE 17th
Portland, OR 97211
ELEMENTARY SCHOOL TEACHER

The Black Educational Center is now accepting applications for full time elementary school teachers. Teachers are responsible for daily classroom instruction; creating a learning environment and preparing lesson plans and special projects.
Primary duties include: Development of lesson plans, assist in curriculum development and evaluate student performance.
Qualifications include: Preferred B.A. or B.S. degree and certification by state educational system. At least two years of classroom instruction and proficiency in written and oral communication.

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Portland Observer!

EMPLOYMENT HEARINGS REFEREE

Two current openings, State of Oregon Employment Division located in Salem \$2,713-\$3,616/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program.
To qualify you must have a Bachelor's degree AND two years of experience conducting administrative hearings; OR
two years of preparing written administrative decisions based on laws and regulations AND one year of conducting contested case hearings; OR graduated from an accredited law school AND one year of experience conducting contested case hearings or presenting cases before administrative agencies.
For recruiting announcement and required State applications must be returned to Employment Division, Personnel and Training Unit, 875 Union St. NE., Salem, OR 97311 by 5:00 p.m., July 2, 1990.
AN EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION EMPLOYER

MANAGEMENT POSITION METRO REGION CHILDREN'S SERVICES DIVISION (CSD)
Multnomah and Clackamas County CSD has an immediate opening for the following position:
PROGRAM REPRESENTATIVE 2 Multi-Cultural Services Coordinator \$2387-\$3205 Monthly
The requirements include:
1. Minimum qualifications: Four years of staff technical or professional level experience analyzing or advising/instructing the public concerning specific programs or processes, monitoring a program or performing participant reviews. Two years of experience must have been comparable to a Program Representative 1 which involves monitoring, representing and reviewing programs.
2. Ability to facilitate community based planning groups.
3. Conflict resolution.
4. Ability to supervise employees.
CSD is an Affirmative Action/Equal Opportunity Employer.
TO APPLY: Applications (PD100) may be obtained from the State of Oregon Personnel Center, 2850 SE 82nd Avenue, Portland, OR 97266 (PCC Bldg.); or 775 Court Street NE Salem, OR 97310; any local office of the Oregon Employment Division; and from most other State offices. Completed applications must be sent to the Executive Department, Personnel & Labor Relations Division, PO Box 14155, Salem OR 97309-0505. Your application must arrive by the closing date of June 25, 1990.

INDUSTRIAL ENERGY MANAGEMENT SPECIALIST
\$3,059-\$3,722/mo
Minimum five years experience in industrial energy management or minimum of three years experience plus an Engineer-In Training (EIT) or equivalent certificate. Knowledge and experience with industrial facilities, industrial processes, power factor and power quality. Ability to write technical reports and proposals; ability to lead projects. Bachelor of Science degree in engineering from a university with a four-year accredited engineering curriculum. Training in industrial processes, building mechanical or electrical systems and equipment, commercial/industrial process energy use, and building energy modeling. Valid driver's license required.
Send resume by July 9, 1990 to:
Eugene Water & Electric Board
P.O. Box 10148
Eugene, OR 97440-2148
ATTN: Human Resources Department
EQUAL OPPORTUNITY EMPLOYER

LOSE WEIGHT NOW!!!
The Safe & Easy Way
10-29 lbs. the First Month
GUARANTEED!
If serious, call Joseph at
287-3313

PROGRAMMER/ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Programmer/analyst. The Programmer/Analyst will: Gather, analyze and document information for developing or modifying operational and information systems to pinpoint areas where improvement can be made.
Design programs, develop code and perform the necessary implementation activities involved in the installation of new and improved systems.
The successful candidate will have 1-3 years of IBM main-frame experience and a minimum of 2 years OS and COBOL experience, with training in systems analysis and special emphasis in project mgmt, user relations, data gathering techniques and written and oral communication. A college degree is desired. College exper may be substituted by demonstrated commendable performance as a programmer.

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. To assure your resume is processed immediately, place ad #221 at the top of your resume or in your cover letter. Send resume to:
Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr
100
S.W. Market
Portland, OR 97201
TDD # 225-6780
Equal Opportunity Employer



Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr
100
S.W. Market
Portland, OR 97201
TDD # 225-6780
Equal Opportunity Employer

INSURANCE MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:
1 year recent clerical work experience in a doctor's office or hospital setting
Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience
ICD-9/CPT-4 Coding
A minimum of 6-12 months experience using a CRT in a production oriented environment
Fast, accurate use of a 10-key calculator
Previous claims processing or insurance billing experience highly desirable.
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. To assure your resume is processed immediately, place ad #276 at the top of your resume or in your cover letter. Send resume to:
Blue Cross Blue Shield of Oregon
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer



Blue Cross and Blue Shield of Oregon
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, OR 97201
Equal Opportunity Employer

MAIL PROCESSING PRODUCTION OPERATOR

Blue Cross and Blue Shield of Oregon is accepting applications for a production operator in our office service external mail department. The successful candidate will:
Program and operator computerized inserting equipment; which includes sheet feeder/folder, computerized weighing, and automatically matching documents prior to insertion.
Maintain accurate documentation on all equipment operated and postage usage.
Lift up to 50 lbs and standing 80% of the day
Qualified candidates will have a high school education or equivalent and 6 months mail experience with emphasis on equipment and/or presort or 6 months experience working in a production setting. Requires the ability to meet scheduled deadlines, stay within job priorities, and be flexible to change work schedule, hours when needed to accommodate workload.
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. To assure your resume is processed immediately, place ad #295 at the top of your resume or in your cover letter. Send resume to:
Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr.
100 S.W. Market
Portland, OR 97201
TDD# 225-6780



Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr.
100 S.W. Market
Portland, OR 97201
TDD# 225-6780

DENTAL

DENTAL ANALYSTS

Blue Cross & Blue Shield of Oregon, a major health insurance carrier, is currently accepting applications for Dental Analysts. Qualified candidates must have approximately one year experience working in a dental office or insurance company as a dental analyst, knowledge of dental terminology, good oral and written communication skills, and CRT experience. Knowledge of ADA coding desirable. Must be willing to work overtime as required.
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. To assure your resume is processed immediately, place ad #268 at the top of your resume or in your cover letter. Send resume to:
Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
TDD# 225-6780.
Equal Opportunity Employer



Blue Cross and Blue Shield of Oregon
Human Resources Dept., 5th Flr
100 S.W. Market
Portland, OR 97201
TDD# 225-6780.
Equal Opportunity Employer

CITY OF PORTLAND

Communications Services Division Manager-to \$4,096/mo
Police Officer-to \$3,217/mo
Secretarial Clerk II-\$1,924/mo
Surveying Aide I-to \$2,090/mo
Technician I-to \$2,360/mo
For more info/closing dates call (503) 248-4573 (24 hr job information). No resumes please.

BUREAU OF PERSONNEL
1220 S.W. 5th Ave., First Fl.
Portland, OR 97204

Apps also available at:

URBAN LEAGUE
10 N Russell

Minorities, females and disabled encouraged to apply.

