

# JOBS/CLASSIFIED ADVERTISING

## COMPUTER INTERNSHIP PERSONAL COMPUTER TECHNICIAN

Georgia-Pacific Corporation has a summer internship opportunity for a PC Technician. This 3 month position will provide various data support for our fast-paced sales department. Ideal candidate has completed a minimum of 2 years of college level courses in computer science and has extensive PC experience. Prefer applicants apply in person Monday, 6/25, to Wednesday, 6/27, form 9:00-4:00. If unable to apply in person, send resume by June 27th. Please indicate specific position.  
**Georgia-Pacific Corp.**  
Human Resources Dept., 17th flr  
900 SW 5th Avenue  
Portland, OR 97204  
Equal Opportunity Employer

## MANAGER PRINCIPAL EXECUTIVE/ MANAGER C (Monitor Advocate)

Current opening, State of Oregon employment division located in Salem. \$2,513-\$3,538/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program. TO QUALIFY you must have five years of progressively responsible experience in supervision or staff technical or professional level work related to a human resource program. Experience must have included at least one year of supervision and management of a program, section or unit which included such areas as: development of program rules and policies, long and short range goals and plans, program evaluation or budget preparation. A Bachelor's degree or coursework in a field related to management (such as Business or Public Administration), OR a field related to a human resource program, may be substituted for up to three years of the required experience. In addition you must be able to speak and write English and Spanish fluently. For recruiting announcement and required State application call 378-3253. Applications must be returned to Employment Division, Personnel and Training Unit, 875 Union St. N.E., Salem, OR 97311 by 5:00 p.m., July 2, 1990.  
EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION  
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 opiate 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., 97232.  
Equal Opportunity/Affirmative Action Employer

## SOCIAL SERVICES Housing Support Services Worker for High Risk Pregnancy Program

Coordinate intake & referral of pregnant/parenting women & infants to foster homes. Maintain liaison between program, client & foster care provider. Strong crisis response skills needed. BA with 2 years human services work experience required. Part-time, benefits, \$8,500-\$11,000 DOE. Apply at 2301 N.W. Glisan, Portland, OR, or call 222-9661, Ext. 274 for application. Deadline 7/11/90. Equal Opportunity Employer.

## COUNSELING REHABILITATION COUNSELOR C-IV

Beginning salary \$1393-\$1450 per month plus excellent benefits. CODA Inc seeks Rehabilitation Counselor for the STAR methadone outpatient program. Responsibilities include counseling to caseload of 25 clients, liaison between program and community vocational resources, delivery of vocational and career services to STAR and CODA residential clients. To qualify a masters degree in counseling or related discipline and 2 years supervised clinical or rehabilitation experience are required. Experience with drug dependent populations preferred. Excellent communication, treatment planning, interpersonal and group therapy skills are required. To apply complete and submit standard CODA application form including screening question responses to address below.  
Application materials available at CODA INC. 210 NE 20th, Portland, OR 97232, 239-8400.  
Equal Opportunity Employer  
Affirmative Action Employer

## SECRETARY

Seeking well organized, detail oriented individual for responsible position in our Community Organization & Planning Division. Primary function is to provide clerical service in support of the four-county social service information system and Community Organization & Planning staff. Will assist in obtaining, compiling and disseminating all research data and updating data base for over 3600 resources. On the job training opportunities available. requires above average abilities in grammar, punctuation and spelling and accuracy in typing at 55 wpm. Competency with Displaywrite 4 a must. Data entry experience preferred. Must have ability to work independently and follow through to meet deadlines in spite of pressure and interruptions. Requires knowledge of multi-line phone system and excellent telephone personality. Salary range \$13,500-\$17,000 plus excellent benefits. Send resume by June 27 to:

**Carolyn Lewis**  
United Way/Columbia-Willamette  
718 W. Burnside  
Portland, Oregon 97209  
228-9131  
EQUAL OPPORTUNITY  
EMPLOYER

## ADMINISTRATIVE ASSISTANT

**Manager of High Risk Pregnancy Counseling Services**  
Two years work experience in telephone reception & screening calls, data entry & wordprocessing required. Strong organizational & client crisis response skills needed. Full time, benefits, \$11,000-\$13,000 DOE. Apply at 2301 N.W. Glisan, Portland, OR, or call 222-9661, ext. 274 for application. Deadline 7/11/90.  
Equal Opportunity Employer

## CLERICAL CLERICAL SPECIALIST

Beginning Salary \$951 to \$1000 per month + excellent benefits. CODA Inc. seeks clerical specialist in clinical support services unit. Responsibilities include: processing of clinical records & requests for release of information, typing, filing, data entry, general clerical & reception duties as necessary. To qualify, applicants must be able to work with minimal supervision quickly & accurately, typing 50-55 wpm without error & use a word processor. High school diploma + 2 years clerical training and/or experience are required. To apply, complete & submit standard CODA application form, including screening question responses to address below. Application materials available at CODA Inc, 210 NE 20th, Portland, OR 97232. Equal Opportunity/Affirmative Action Employer.

**GOVERNMENT SEIZED vehicles from \$100. Corvettes, Chevs, Porsches, and other confiscated properties. For Buyers Guide 1-(800) 624-6937 ext. 4552. Also open evenings & weekends.**

## MENTAL HEALTH PSYCHIATRIC REHABILITATION

OTR, MSW, MS or equiv w-2 yrs in mental health sought for psychiatric rehab program. Ideal spot for innovative therapist who enjoys working w-people. Back-ground in program development, exp w-multi ethnic population desirable. Comprehensive salary & benefits.  
Resume to: Rodney R. Harry, Personnel Office, N-NE Community Mental Health, Inc., 4950 NE M.L. King Jr Blvd. Portland, Or 97211. Closing July 2, 1990. Minorities encouraged to apply, equal opportunity employer.

## DEVELOPMENT DIRECTOR

Full time responsibility for resource development, fundraising, grant writing & public relations for non-profit agency working with homeless. Duties include yearly fundraising plan; supervision of major gifts/annual fund campaign; special events promotion; produce newsletter; solicit in-kind/non-cash contributions; maintain mailing list. Must have 3 yrs fundraising experience in non-profit agency, demonstrated ability in above areas. Salary \$25,000-\$31,000. Resume to Personnel, Burnside Projects, 435 NW Glisan, Portland, OR 97209

## SALES McCAW CELLULAR COMMUNICATIONS INC. CELLULAR ONE DIRECT SALES

McCaw Cellular Communications, Inc., the nation's leading cellular telephone company, is looking for experienced direct sales personnel: Minimum 2 years proven related sales success  
College Graduate desirable  
Outside sales exp req'd  
We provide an excellent training program, technical support, base salary, expense & benefits.  
These positions extend opportunity for articulate, organized self-starters to become professionals with a career path in one of the fastest growing industries in the nation.  
Please address your resume to  
**CELLULAR ONE**  
Human Resources/Direct Sales  
409 SW 9th  
Portland, OR 97205  
All Replies in confidence  
An Equal Opportunity Employer

## CONVENTION SALES MANAGER

The Portland/Oregon Visitors Assn is seeking a qualified sales applicant with the following skills and experience:  
BA/BS in marketing or sales  
At least two years sales exp for a hotel sales office or convention and visitors bureau  
Proven communication, leadership and presentation skills  
Strong organizational skills  
Please send your resume by Monday, July 16 to:  
**Director of Sales, POVA, 26, SW Salmon, Portland, OR 97204**

## SOCIAL SERVICES

Agency seeks experienced counselor to provide all options related to crisis pregnancy. Ability to provide accurate & unbiased information & support services re: parenting, abortion & adoption to individuals, couples & families required. BA/BS required, MS preferred, 3 years related work experience. Full time, benefits, \$16,000-\$23,000 DOE.  
Apply at 2301 N.W. Glisan, Portland, OR, or call 222-9661, ext. 274 for application. Deadline 7/11/90. Equal Opportunity Employer.

## STAFF ATTORNEY

For domestic relations position in the Family Law Center of Multnomah County Legal Aid Service. Full trial caseload will focus on divorce, custody, visitation, domestic violence and other miscellaneous issues. Salary dependent on experience. Excellent benefits available. Send resume to Nancy Snow, Family Law Center, 310 SW 4th, #1020, Portland, Oregon 97204. Position available immediately and open until filled.  
AN EQUAL OPPORTUNITY EMPLOYER.

## CLERICAL CLE Program & Office Asst 1 M

**Member Services Division (40 Hours/Week)**  
The Oregon State Bar is recruiting for a full time, 40 hrs per wk office assistant to work within its Continuing Legal Education Programs department. Position will provide key clerical support to other members of the CLE Programs staff. This position will start July 2, 1990.  
Duties performed include, but are not limited to typing and duplicating of handbooks, evaluations, program confirmations and labels and forms as needed. Prepares program materials for shipping via UPS or other carrier audio and video tapes, booklets and programs materials. Requires some knowledge of secretarial and general office procedures or any combination of experience or training which ensures the ability to perform the work may be substituted. Word processing exp using WordPerfect software is preferred. Salary range starts \$1249, includes insurance and benefits.  
Apply immediately-send resume with a cover letter to: Personnel Officer, Attn: Programs Clerk, Oregon State Bar, 5200 SW Meadows Rd, Lake Oswego, OR 97035. Deadline for application: July 3, 1990.

## ATTENTION: POSTAL JOBS!

Start \$11.41/hour! For application info call (1) 602-838-8885, Ext. M-12859, 6am-10pm, 7 days."

## ALCOHOL & DRUG

A & D certified counselor, 20 hours per week. Send resume by 7/6/90 to: C.C.M.H., 6329 N.E. Martin Luther King Jr. Blvd., Portland, OR 97211

## EDUCATION- COMMUNITY SCHOOL DIRECTOR

In charge of extended childcare pgm, 4.5 hrs per day & coordinate community school classes, 2 hrs per day. \$10 per hr. Application deadline, July 20th. Secure application from: Damascus Union School District, 14151 SE 242nd, Boring, 97009. 658-4416.  
Equal Opportunity Employer

## COMPUTER OPERATOR/ MIS DATA ENTRY

West Coast Grocery Company is accepting resumes from individuals qualified and interested in the position of MIS Computer Operator/Data entry.  
Candidates must have one year operational experience on main-frame systems. Must be able to operate multiple computer systems. Must also be able to operate a data entry machine. Must have excellent communication, time management skills, ability to work independently and be quick & accurate with paper work. Must be willing to work 4-10 hour days (4:00 A.M.-3:00 P.M. OR 4:00 P.M.-3:00 A.M.)  
This is a Union position. Entry Wage: \$6.15-\$8.15 per hour, depending on experience and skills. Send resume and career references to: West Coast Grocery Company, P.O. Box 12909, Salem, OR 97309, Attn: Human Resources.  
Equal Opportunity Employer  
M/F/H/

## PLUMBING INSPECTOR

One position (Community Code Inspector II) to perform technical plumbing inspections and routine plans examining work. Requires valid driver's license, Oregon "A" and C.A.B.O. Plumbing cert. Range: \$2,199-2,806 DOQ; plus benefits. CITY APPLICATION MATERIALS REQUIRED. SUBMIT by July 13, 1990. APPLY AT: City of Gresham, HRD, 501 NE Hood, Suite 100, Gresham, OR 97030. (503) 669-2309. E.O.E.

## PIANO FOR SALE

Wanted responsible party to assume small monthly payment on piano. See locally. Call Credit manager at 1-800-233-8663


## 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  
KPDX-TV  
P.O. Box 49  
Portland, OR 97207  
Prior to July 6, 1990  
NO PHONE CALLS  
AFFIRMATIVE ACTION  
EMPLOYER  
EQUAL OPPORTUNITY  
EMPLOYER

## THE NORTHEAST COALITION OF NEIGHBORHOODS

is currently recruiting for the following full-time positions.  
Client Advocate will be responsible for ensuring that clients receive appropriate services relative to job placement and training. Will be designing and implementing systems to track clients as they seek and utilize employment training and/or placement services, maintaining contact with clients during and after employment has been obtained. Applicants will have experience in counseling and case management-dealing effectively with clients with multiple need, ability to establish positive relationships with diverse groups and individuals; and ability to establish and maintain client tracking system. Salary is \$2,100/month plus benefits.  
Information and referral Specialist will be responsible for collecting and maintaining information regarding employment-related services available to Northeast Community residents and providing appropriate referrals to residents seeking assistance in obtaining employment. Will be collecting, updating and maintaining information; performing data entry, retrieval and report preparation; assessing client eligibility and providing information/referrals services. Applicants should be able to collect, organize and maintain accurate information; perform clerical tasks such as data entry accurately; type 50 wpm; have knowledge and skill in the maintenance of a data base; knowledge of the Portland area; good communication skills-both verbally and written; and able to establish positive relationships with diverse groups and individuals. Salary is \$1,900/month plus benefits.  
Qualified applicants should apply at the Northeast Coalition of Neighborhoods, 4815 NE Seventh, Portland. Application deadline Neighborhoods is an Equal Opportunity Employer.

## EMPLOYMENT CITY OF PORTLAND

Police Officer-to \$3,217/mo  
Employee Relations Officer-to \$4,481/mo  
Recruitment and Selection Manager-\$4,009/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

## ACCOUNT SERVICES MANAGER Code-A-Phone Corporation, an international consumer electronics company, seeks individual with strong leadership skills to manage the Credit/Account Services Department. Proven record of achievement in all facets of credit extension and collection required. This unique position requires direct interaction with sales management and rep. organizations, and supervision of customer and sales support team. Previous experience with retail accounts is desired, but more importantly, we look for a highly organized decision-maker who seeks a challenging career in a dynamic industry. Salary commensurate with experience. Code-A-Phone offers a full complement of health benefits, 401K, educational assistance, profit share, etc. To apply send resume complete with salary history in confidence to: Human Resources Manager.

**CODE-A-PHONE**  
P.O. Box 5656  
Portland, OR 97228  
An Equal Opportunity Employer  
M/F/H/V

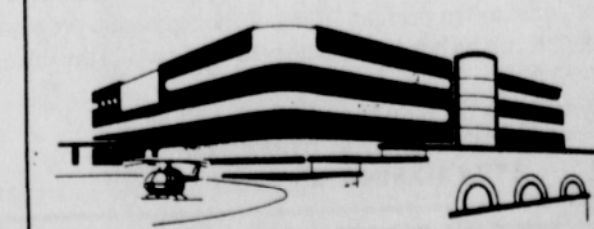
## MENTAL HEALTH

Clinical Case Manager of adults with chronic mental illness. Provide broad range of services including supportive therapy, outreach and access to resources. Master's degree in mental health field or bachelor's degree with 2 years' experience. Must have ability to relate to minorities. Comprehensive salary and benefits. Resume to:  
**Kim Burgess**  
N/NE Community Mental Health, Inc.  
4950 N.E. M.L.K. Jr., Blvd.  
Portland, OR 97211  
Minorities encouraged to apply.  
EOE

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Portland Observer!**

## Wastewater Treatment Plant Operations Manager

\$2718-\$3453/mo.  
The City of Salem, Oregon is seeking a highly skilled individual to lead the operations unit of a large, complex wastewater treatment plant. Plant utilizes secondary treatment processes of pure oxygen activated sludge (UNOX), trickling filters and trickling filter/activated sludge (TF/AS). Considerable progressively responsible experience in the field of wastewater treatment plant operations, managerial experience; high school graduation supplemented by technical/college course work in chemistry, bacteriology or related field; completion of operator's short courses; or equiv. experience and training. Possess valid Class 4 Oregon driver's license and ability to obtain Oregon certification as Wastewater Treatment Operator IV. Request City application at City of Salem, Personnel Dept., Rm. 225, 555 Liberty SE, Salem, OR 97301. EOE. 503-588-6162. Closing Date: 7/27/90



**JOB OPPORTUNITY**  
Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

**EMANUEL HOSPITAL & HEALTH CENTER**  
A Legacy Member  
Equal Opportunity Employer, M/F/H/V