

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## EMPLOYMENT

### HELP WANTED

**TYPIST-\$500 Weekly at Home!**  
Information: Send self-addressed, stamped envelope. Honey, P.O. Box 6509, Charlottesville, VA. 22906

### HELP WANTED

Earn \$500 to \$1500 weekly stuffing envelopes at home. No experience. For free information send self addressed stamped envelope to:  
**E.F. Assoc.**  
P.O. Box 06170  
Cleveland, OH 44106

### DEPARTMENT OF COMMUNITY DEVELOPMENT

The Department of Community development is accepting applications for Community Program Developer 2's within the Early Childhood Education and Assistance Program. Minimum qualifications are: BA in govt., public admn., social services, finance or accounting and two years experience in community program development. **SELECTIVE EXPERIENCE** to include: One year of professional experience providing direct services or administering a program/organization for young children (birth to age 8). Annual salary is \$26,208-\$33,540 + benefits. For application and bulletin call (206)753-4923. Positions are located Olympia. DCD is an EOE.

### ATTENTION: POSTAL JOBS!

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

Alcohol and Drug Coordinator, Portland State University, Counseling and Psychological Services, half-time position, coordinates education and prevention efforts, assessment and referral, consultation and outreach. Minimum requirements: Masters degree in related field; three years experience in a chemical dependency setting providing: assessment, treatment, consultation, education, and outreach; experience working with minority populations. Portland State is committed to diversifying its workforce; women, minorities, and members of protected classes are strongly urged to apply. Send letters of interest, current resume, and names of three references to: **Mary Beth Collins, Portland State University, Counseling and Psychological Services, P.O. Box 751, Portland, OR 97207.** Closing Date: September 15, 1990.

### HOUSING REHABILITATION SPECIALIST

#### PLANNING AND DEVELOPMENT City of Eugene

**Salary Range: \$2,178-\$2,711/mo**  
The City of Eugene is seeking a qualified Housing Rehabilitation Specialist for its federally funded housing rehabilitation loan program. This person will evaluate necessary improvements and monitor the construction work on Residential rehabilitation projects. Work will involve site inspections, writing specifications, and cost estimating. This position may also assist in loan processing and documentation. **CLOSING DATE:** September 14, 1990. Obtain application and supplemental questionnaire at City of Eugene, Human Resource & Risk Services, 777 Pearl St., Rm. 101, Eugene OR. 97401. (503) 687-5061. AA/EOE.

### DEPARTMENT OF COMMUNITY DEVELOPMENT

The Department of Community development is accepting applications for a Community Program Developer 3 within the Early Childhood Education and Assistance Program. Minimum qualifications are: BA in govt., public admn., social services, finance or accounting and three years experience in community program development. **SELECTIVE EXPERIENCE** to include: Two years of professional experience administering, managing, or coordinating a program which provides developmental services to children or families. Annual salary is \$28,944-\$37,032 + benefits. For application and bulletin call (206)753-4923. Positions are located Olympia. DCD is an EOE.

### MULTNOMAH COUNTY PROGRAM DEVELOPMENT SPECIALIST

#### VOCATIONAL SERVICES; \$27,478-\$33,596 annually

Responsibilities include monitoring operational details of mental health community based supported employment, educational, and other programs; developing cooperative working agreements with other agencies; and providing technical assistance to supported employment programs serving mentally retarded and developmentally disabled students an adults; apply by August 31.

Dental Hygienist; \$11.46-\$13.23 per hour; apply by August 31, 1990.

Dental Assistant/Receptionist; \$8.31 per hour; apply by August 31, 1990.

Dentist 1; \$35,475-\$46,124 annually; apply by August 31, 1990.

Warehouse Worker; \$9.14 per hour; apply by September 7, 1990.

Project Supervisor-Homeless Families Program; \$32,177-\$41,844 annually; apply by August 31, 1990.

WHERE TO APPLY Multnomah County Employee services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.

**"An Equal Opportunity Employer"**

### ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC. - HEAD START OF CLARK COUNTY

#### BUS DRIVER - Valid Washington Commercial Driver's license or willingness to obtain. Experience working with young children. Salary range: \$5.45 - \$6.62/hr.; 20-32 hrs./wk; 28-35 wks./yr.

#### PARENT INVOLVEMENT SPECIALIST - Bachelor's Degree in Human Services or related field, or combination of A.A. degree and two years experience in Human Services or related field. Salary range: \$7.06 - \$8.60/hr.; 40 hrs./wk.; 40-45 wks./yr.

All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m.-4:00 p.m., Mon.-Fri., EOC Office, 10619 N.E. Coxley Drive, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC office by 4 p.m., August 29, 1990.

EEOC/AA

### EMPLOYMENT OPPORTUNITY

The Federal Bureau of Prisons has opened a new Federal Correctional Institution in Sheridan, Oregon. The Federal Correctional Institution will provide care, custody, and control for 1500 minimum/medium security inmates.

Correctional Officer positions are available.

Salary: \$8.71/hr., possible promotion to \$9.68/hr. after six months of service.

Experience: Three and a half years of substantive work experience required. Some military experience and/or post high school education may be substituted for work experience.

In accordance with Public Law 93-350, applicant for positions within a federal correctional institution must not have reached their 35th birthday in order to be eligible for appointment to this position.

Interested individuals should contact the Human Resource Department at (503) 843-4442, or you may write the following address for additional information: Human Resource Department, FCI-Administration, Post Office Box 5001, Sheridan, OR 97378-5001.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

### BUS OPERATORS (Part-Time)

Would you like a part-time job that pays over \$10/hr? Are you at least 21 years of age? Do you have an excellent driving record? Do you have good people skills? Have you had continuous employment for at least one year with one employer? If you can answer yes to all of these questions, then part-time bus driving may be the job for you! To find out, apply weekdays between 8:30 - 4:30 PM at the TRIMET Personnel Office, 4012 SE 17th Ave., 4th Floor, Portland: Applications accepted through Friday, September 14, 1990. An EOE.

### SELL YOUR HOME Without Bank Financing

1/3 of the Homes on the market will qualify for Bank financing.

1/3 will require some repair and is financially.

1/3 won't qualify under any circumstances.

75% of the Homes in inner N/NE Portland will fall into the last two categories. Let us show you how to avoid the hassles. Call today for a free market analysis.

### SOCIAL SERVICES

Facility Coordinator, Men's A/D Residential Tx Program for individuals referred through court system, supervise 8 safety/security staff, \$17-20K + benefits, BA & 2 yrs. supervisory experience. Resume: VOA-MRC, 537 S.E. Alder, Portland, Or 97214. Open until filled. Equal Opportunity Employer.

### SOCIAL SERVICES

Counselor Aide, FT & PT openings for new Men's A/D Residential Tx Program. Excellent training opportunity. \$5.50-\$7.00/hr + benefits. Application/resume: VOA-MRC, 537 S.E. Alder, Portland, OR 97214. Open until filled. Equal Opportunity Employer.

### SECRETARY

Admin. Asst. for Men's A/D residential Tx Program Knowledge of Wordperfect 5.1 and ability to type 45 WPM. Good office & org. skills. \$6.00-7.00/hr + benefits. Resume: VOA-MRC, 537 S.E. Alder, Portland, OR 97214. Open until filled. Equal Opportunity Employer.

### SENIOR ECONOMIST \$32,736 - \$43,632

The Oregon Public Utility Commission in Salem is recruiting for a Senior Economist to develop and defend independent analysis on the cost of supplying electricity in the future and how these forecasted cost estimates should be reflected in actual electricity rates to various customer groups. To qualify, you must have 4 years of experience in engineering, economic research and analysis, or utility auditing or accounting, AND a Bachelor's degree in engineering, economics, accounting, or a relevant scientific discipline can substitute for one year of the required experience. For application materials, call 503/373-7949. Anticipated close date 9/25/90.

### POSITION ANNOUNCEMENT

**POSITION:** Outreach Worker. Full-time position. Forty (40) hours per week. Approximate salary range: \$9.00-\$10.00 per hr.

**DUTIES AND RESPONSIBILITIES:** Outreach workers will be responsible for developing positive relationships with gang affected, gang involved youth living in the community, on probation from the juvenile justice division, or in the state training schools. They will be responsible for disseminating information on the Portland House of Umoja Programs, and helping to establish the concept of sanctuary within the community.

Workers should possess excellent verbal and written communications skills.

**POLICE SECURITY CHECKS WILL BE REQUIRED.** Finalists must possess a valid Oregon Drivers License.

Please submit Letters of Qualifications and or Resumes to:

**Portland House of Umoja Inc.**  
P.O. Box 11053  
Portland, Oregon 97211

Deadline for submission of information is Friday, August 31, 1990. No phone calls please.

**Equal Opportunity Employer**

### ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC. Head Start of Clark County

**CLERICAL ASSISTANT 1 - 1 yr. clerical experience, or 1 yr. college or business school course work may be substituted. Heavy phones; light typing; act as receptionist; assist clerical staff. Salary range: \$4.57-\$5.56/hr; 35 hrs/wk; 42 wks/yr.**

**TEACHER - 0 BA Elementary Education, prefer ECE. 1 year paid experience with 3-5 yr. olds in preschool setting. Experience supervising adults. Beginning salary \$8.66/hr; 30 hrs/wk; 36.5 wks/yr.**

All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m.-4:00 p.m., Mon-Fri, EOC Office 10619 N.E. Coxley Drive, Vancouver, WA 98662 (206)896-9912. Completed applications must be received in EOC Office by 4 p.m., September 5, 1990.

EEOC/AA

### PUBLIC INFORMATION REPRESENTATIVE PUBLIC AFFAIRS SPECIALIST \$1858 - \$2464

The Oregon Department of Forestry currently has an opening in Salem for a Public Information Representative, Public Affairs Specialist. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Public Affairs Specialist is responsible for preparing and presenting public information programs to foster and promote public awareness, understanding and acceptance of the Department of Forestry and Board of Forestry's programs, activities, policies, and procedures.

Announcement closes September 24, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

### NURSE Come Join the Challenging Field of Correctional Health Services

Oregon Department of Corrections is recruiting for Registered Nurse positions (\$2330 to \$3091 monthly) for two new facilities in the Portland area. The State offers excellent retirement and other fringe benefits, including Tort Liability insurance. To inquire: contact Cindy Linville at (503) 378-2581 from 8 a.m. to 5 p.m., Monday-Friday. *The State of Oregon is an Equal Opportunity Employer.*

### CORRECTIONAL OFFICER

Supervise and control inmates in an adult correctional institution. Beginning salary \$1,677 per month plus liberal benefits. Current positions in Baker City, North Bend, Pendleton, Portland and Salem. Future positions in Ontario. Exams will be held in Portland on Sept. 22, Oct. 27, Nov. 17, and Dec. 15, plus additional dates in Salem, Ontario, and Pendleton.

Applications available at Urban League of Portland, Employment Division offices, or contact:

**Department of Corrections Personnel**

2575 Center Street NE

Salem, OR 97310

(503) 378-2497

**EQUAL OPPORTUNITY EMPLOYER**

## Innovation Through Diversity

The innovative spirit at SAFECO is built on the idea that involvement in several arenas not only expands our options—it expands yours. This philosophy is as true in our product and service offerings as it is in our approach to rewarding every employee. As one of America's largest diversified financial corporations, we offer excellent salaries and an innovative benefits package.

Our commitment to innovation and diversity is also reflected in the unique blend of cultures and customs in our people. By taking an active role in equal opportunity efforts, we can more readily meet the needs of an increasingly complex marketplace. To that end, we particularly invite minority, senior, and disabled applicants to explore employment opportunities in areas such as claims, underwriting, and clerical support.

In return for your efforts, you can expect a very competitive starting salary, an excellent benefits package, and salary increases based on performance. Please forward your resume to SAFECO Insurance Companies, Attn: Personnel, 4101 S.W. Kruse Way, Lake Oswego, OR 97035.



### ASSISTANT DIRECTOR FOR UTILITIES SERVICES

The University of Oregon Physical Plant invites applications for Assistant Director for Utilities Services. Responsibilities include managing utilities systems on campus including central power station, steam distribution system, chilled water distribution system, and electric power distribution system on campus. Candidates must have a minimum of six years experience in professional level work in utilities systems including experience in planning, system development and evaluation. Technical skills or degree in mechanical or electrical engineering highly desirable. Salary \$2768-\$3898 monthly plus excellent fringe benefits. Recruiting information available from: UO, Office of Human Resources, 463 Oregon Hall, Eugene, OR 97403. Applications and supplemental information must be received in this office by September 21, 1990. EO/AA institution committed to cultural diversity

### VOLUNTEER PROGRAM SUPERVISOR (X6682X\*)

**SALARY (\$1872-\$2513)-Monthly Excellent Benefit Package**

**ADULT AND FAMILY SERVICES DIVISION (AFS) ANNOUNCEMENT NUMBER OC900215a**

AFS is recruiting for a qualified person who will be responsible for providing services to clients of AFS, Children Services (CSD), Senior and Disabled Services, Mental Health and Developmental Disability 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 client delivery and encourage community involvement in agency programs.

There is a current half-time, Job-Share opening in the Clackamas County area. Job specific specialties of this position include volunteer recruitment in one-on-one assignments with CSD clients in Clackamas County. This announcement will also be used to fill other (statewide) openings as they occur.

**QUALIFICATIONS:** 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 (#)C900215a) at Personnel Center, 775 Court Street, Salem, Oregon 97310. Follow the detailed instructions on the announcement.

**AN EQUAL OPPORTUNITY EMPLOYER**

## JOB ANNOUNCEMENTS

The Private Industry Council is a private nonprofit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington an Multnomah Counties.

### RESOURCE ROOM SPECIALIST

**Responsibilities:** Operates job search resource room for Steps to Success trainees; trains participants in effective job search techniques; tests and interviews individuals to assist in selecting vocational goals; places individuals in appropriate training programs and jobs; documents and tracks data.

**Preferred qualifications:** Two years work experience in employment interviewing, counseling, vocational guidance, education or social casework; knowledge of vocational testing; Bachelors degree or qualifying experience with major emphasis in counseling, sociology or closely related field.

**Salary Range:** \$19,048 to \$29,028 plus excellent benefit package.

### ACCOUNT REPRESENTATIVE

**Responsibilities:** Develops client work relationships with employers to insure successful employment; services employer accounts by maintaining regular contact with employers; works with Steps to Success trainees during initial employment period.

**Preferred qualifications:** Two years business experience; excellent communication skills; background in public relations; Bachelors degree or qualifying experience with major emphasis in business, marketing, communication, or closely related field; valid driver's license and reliable transportation.

**Salary Range:** \$19,048 to \$29,028 plus excellent benefit package

### RECEPTIONIST/SECRETARY

**Responsibilities:** Provides client reception, telephone reception and clerical support for Youth Employment Institute staff.

**Preferred qualification:** High School diploma or GED; three years experience in office support or secretarial position/ accurate typing skills; multi-line phone experience as lead operator or receptionist; ability to communicate well with a variety of people and to meet multiple deadlines.

**Salary Range:** \$14,060 to \$19,820 plus excellent benefit package.

Closing date for these positions: 5 PM Tuesday, September 11, 1990.

Applications available at **The Private Industry Council, 520 SW Sixth Ave., Suite 400, Portland, OR 97204. FAX 241-4622. No phone call please.**

*An Affirmative Action/Equal Opportunity Employer.*

## DATA PROCESSING PROFESSIONALS

### There Are A Million Reasons Why We Speak Your Language!

Blue Cross and Blue Shield of Oregon is currently accepting applications from Programmer Analysts and Senior Programmer Analysts. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM environment.

Successful candidate will have strong communication, interpersonal and user skills. Positions require 2-5 years experience in performing systems analysis and design, coding, testing, and implementation assignments. CICS skills a definite plus. Senior programmers must have demonstrated project management experience.

**Candidates must also have experience in the following:**

- VSAM
- COBOL
- TSO/ISPF
- OS/JCL

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 # at the top of your resume or in your cover letter. Send resume to:

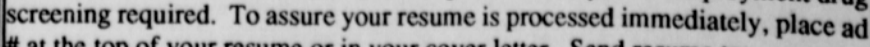
**Blue Cross and Blue Shield of Oregon**

**Human Resources Dept., Fifth Floor**

**100 S.W. Market**

**Portland, OR 97201**

**Equal Opportunity Employer**



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7740 # 225-6780