

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

COUNSELING C-IV DTS

2 Positions available. Starting salary \$1393-\$1450 per month plus benefits. CODA Inc. seeks senior counselors in the drug treatment services (DTS) program. Responsibilities include diagnosis, evaluation and treatment to client caseload, handling of complex cases, provision of individual group, youth and family therapy, community outreach activities, program development. To qualify: Master's degree or substantial post graduate course work in psychology, counseling or related field or equivalent required, 2 years relevant experience desired. To apply 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.*

ACCOUNTING

Accts receivable Specialist Starting salary \$951-\$1020 mo. plus benefits. CODA INC., seeks full time accounts receivable specialist for the drug treatment outpatient clinic. responsibilities include assessment of charges and collection of fees, handling of aged accounts receivable, submission of all title XIX billings, daily posting of client charges and receipts, maintenance of 3rd party eligibility data. Position requires some local off site travel. To qualify: candidate must be proficient in recording accounting data, basic bookkeeping skills, EDP, use of 10 key calculator, typing (40 wpm). Valid drivers license and reliable transportation are required. To apply complete and submit standard CODA application including screening question responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. *Equal opportunity/affirmative action employer.*

COUNSELING

**Clinical Supervisor C-V
Alpha House. Starting Salary
\$1644-\$2025 per month plus
excellent benefits.**

CODA Inc. seeks clinical supervisor for Alpha House Adult Residential Treatment Facility. Responsibilities include administration of daily program operations, direct clinical supervision to staff of 5 counselors, co-ordination of client admissions, diagnosis and treatment services, consultation with probation and parole officers, development and implementation of policies and procedures, training of staff and the general public. To qualify a master's degree in a human services discipline and 2 years supervised human services experience or equivalent are required. Advanced training/experience in addition, pregnant addict, criminal justice client and residential treatment techniques very strongly preferred. Must be trained/trainable in CPR and capable of administering CPR for 15 minutes continuously. To apply complete and submit standard CODA application form including screening question responses to the address below. Application materials and instructions are available at CODA Inc., 210 NE 20th, Portland, OR 97232. *Equal opportunity/affirmative action employer*

COUNSELING

Assessment Counselor C-5

Starting salary \$1644-\$2025 per month plus excellent benefits. CODA Inc., seeks counselor supervisor in the Assessment Program. Responsibilities include diagnosis of substance addicted clients, clinical supervision of staff, liaison with community resources, provision of assessment services, development and implementation of policy procedures, treatment of chemically dependent women and dual diagnosis clients. To qualify: master's degree or substantial post graduate course work in a human services discipline or equivalent are required. 2 years supervised human services experience strongly desired. Advance training/experience with chemically dependent women and dual diagnosis populations preferred. To apply complete & submit standard CODA Application form including screening question response to the address below. Application materials and instructions are available at CODA Inc., 210 NE 20th, Portland, OR 97232. *Equal opportunity/affirmative action employer*

EMPLOYMENT OPPORTUNITIES MULTNOMAH COUNTY

**Traffic Aids Supervisor;
\$28,397-36,937 Annually**
Responsible for traffic aids operations including sign manufacturing and installation, road striping and traffic counts; requires three years related work experience including one year lead or supervisory experience, and a driver's license; apply by October 12, 1990.

**Corrections Counselor;
\$24,764-33,763 annually**
Provides alcohol and drug evaluation, referral, and monitoring services to female clients-may conduct observed urinalysis; requires two years alcohol and drug counseling experience (desire criminal justice experience) and education equivalent to a Bachelor's degree; apply by October 12, 1990.

**Clinic Health Assistant (Spanish
Interpreter); \$8.31 per hour**
Provides health assistance in a clinic, including interpreting for Spanish-speaking clients; requires ability to speak and understand Spanish, some training or experience in healthcare is desirable; apply by October 12, 1990.

**Program Supervisor, Nursing
Facilities Branch;
\$31,111-40,445 annually**
Responsible for the operation of a branch office of the Aging Services Division; requires two years of professional experience in the social services field, preferably in aging services; apply by October 12, 1990.

**Program Development Specialist,
Disabilities Services;
\$13.16 per hour**
Duties involve the development and coordination of disabilities services for Medicaid clients; requires one year of program planning, development and/or evaluation in social services area and training equivalent to a Bachelor's degree in a relevant field; apply by October 12, 1990.

**Case Management Specialist;
\$11.84 per hour**
Responsible for direct supervision of case management activities and employees in the Aging Services Division; requires two years of increasingly responsible case management experience and training equivalent to a Bachelor's degree in a related field; apply by October 12, 1990.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204. *Multnomah County is an Equal Opportunity Employer offering an excellent benefit package.*

MEDIA SERVICES MANAGER

**FORESTRY MEDIA CENTER
OREGON STATE UNIVERSITY**
Seeking someone to oversee a wide range of audio-visual activities, including a large equipment pool, slide and tape duplication services, a photographic darkroom, and computer graphics workstation. Will work with faculty and students. Opportunity to assist in media productions. Bachelor's degree required. Faculty position without academic rank. Half-time; fixed term with renewal possible; available November 1; \$9500-11500. To apply contact: Forestry Media Center, Oregon State University, Corvallis, OR 97331 (737-4702). OSU is an Affirmative Action/Equal Opportunity employer that complies with Section 504 of the Rehabilitation Act of 1973 and has a policy of being responsive to the needs of dual career couples.

ACCOUNT MANAGER

Outgoing, motivated person with excellent selling skills, 2 years experience in media sales or agency account work desired. Resumes to Dale Coloma, Local Sales Manager, KPDX-TV, P.O. Box 49, Portland, OR 97207 by Wednesday, October 3, 1990. No phone calls EOE.

SECRETARY

Admin. Asst. for local non-profit. Wordperfect, database skills preferred; type 50WPM. Heavy phones, self-starter, organized. \$5.50-\$7.00/hr. + benefits. Send resume to 537 S.E. Alder, Portland, OR 97214, Attn: Jeri. Equal Opportunity Employer.

RESEARCH ASSISTANT, INFORMATION SPECIALIST

University of Oregon, Specialized Training Program, Employment Projects. hiring up to two full-time positions to work on federal grants to manage and maintain information systems supporting research and development projects relating employing people with severe disabilities. A key responsibility is to facilitate the flow of all project information to staff. The position may include activities related to training events and supervision of practicum, students. Specific duties include: Maintain computer-based management information systems, including data entry and generating reports; organize, file and manage project records; maintain a library; develop an annotated bibliography of publications; manage computer bulletin board; participate in research; participate in writing tasks, editing and proofreading; assist in project training and technical assistance activities; support other staff in use of computer-based management information and communication systems. Qualifications: Bachelor's Degree or equivalent experience; expertise in collecting, organizing and reporting information; computer experience; documented skill in writing; preference given for demonstrated self-initiative, attention to detail, ability to analyze and articulate problems; preference given for ability to work well in team oriented settings and independently; preference given for experience and interest in improving quality of life of people with disabilities. Salary \$20,000-\$26,000 (12-month annual rate). Closing date: October 14, 1990. Starting date: November 5, 1990. Apply to: Patty Schwartzer, Specialized Training Program, College of Education, University of Oregon, Eugene, OR 97403. *Equal Opportunity/Affirmative Action institution committed to cultural diversity*

SUPPORT SERVICES SUPERVISOR 2 (X0113X)

**SUPERVISOR-RECONCILIATION
IN THE RECOVERY SERVICES
SECTION ADULT AND FAMILY
SERVICES DIVISION
SALARY (\$1694-\$2276)
Excellent Benefit Package**

The State Of Oregon, Adult and Family Services, is recruiting for a Support Services Supervisor 2, Supervisor, Reconciliation Sub-Unit, in the Recovery Services Section located in Salem, Oregon. The person filling this position will coordinate all accounting and clerical activities in the Reconciliation sub-unit of the Child Support Unit, recovery Services Section. **QUALIFICATIONS:** YOU MUST HAVE one year of experience as a supervisor of technical, office, or support staff which included responsibility for hiring, training, assigning and reviewing work, doing performance appraisals, and handling disciplinary actions and grievances. Obtain a State of Oregon Application (PD100) and Announcement #OC901302 from Personnel Center, 775 Court Street, Salem, Oregon, 97310 or from Portland Personnel Center, PCC, 2850 SE 82nd Ave., Portland. **APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE RECEIVED BY OCTOBER 24, 1990, TO BE ACCEPTED** FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT. **AN EQUAL OPPORTUNITY EMPLOYER.**

ACCOUNTING CLERK, SENIOR

Salary range-\$1,525/mo. to \$1,857/mo. D.O.Q. (Wages currently under negotiation.) This position performs a variety of skilled duties including preparation and maintenance of budget payroll, accounting and other fiscal records. Requires education and experience equivalent to a combination of five years of experience in accounting/full-charge bookkeeping or the equivalent of municipal experience both supplemented by college or business school training in bookkeeping or accounting. City employment application and certification form must be received on or before 12:00 PM (Noon), Monday, October 15, 1990 at the Personnel Office, City of Milwaukie, 10722 main Street, Milwaukie, OR 97222; 659-5171 or Fax 652-4433. *EOE*

Innovation Through Diversity

The innovative spirit at SAFECO is built on the idea that involvement in several areas 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.



MULTNOMAH EDUCATION SERVICE DISTRICT JOB OPPORTUNITIES

Our District provides programs and services to our 12 constituent school districts. We are currently looking for qualified individuals for the following positions:

Break Assistant/Special Education 179 Days

Educational assistant/Child Care Lab 190 days

Occupational Therapist 190 Days

Secretary/Clerk Educational Resource Services 135 Days

Teacher, Alternative Schools 190 Days

Substitute Registered Nurses, Teachers, Educational Assistants, LPN.

Call 257-1510 (24/hr job information) for qualifications, Salary & Closing dates. Required MESD employment application can be obtained in person at MESD's Recruitment Office at 11611 NE Ainsworth Circle, (Airport Way), Office hours are 8:00-5:00, Monday thru Friday. Applicants residing outside of Tri-County area and physically disabled applicants may request application materials by mail by calling 257-1501 during regular office hours. *An Equal Opportunity Employer*

COMPUTER OPERATOR

Georgia-Pacific Corp. has an immediate opening for a Computer Operator to operate an AS/400 computer including submitting jobs, printing reports, mounting tapes and diskettes and operating auxiliary after-handling equipment.

One year experience on a S/36 or AS/400 preferred. Must be able to work varying hours including graveyard shift and overtime as necessary. Looking for an individual who is a self-starter with the ability to work independently.

Prefer applicants apply in person Wednesday, 10/3 through Friday, 10/5 from 9:00-4:00. If unable to apply in person, send resume with salary history by October 5th.

Georgia-Pacific Corporation Human Resources Department-17th Floor 900 S.W. Fifth Avenue Portland, OR 97204 *Equal Opportunity Employer*

PORTLAND AREA THEATRE ALLIANCE TICKET SELLERS

P.D.X. T.X.I. a new discount ticket outlet seeks ticket sellers. \$5.50 P/H approximately 15 hours plus. Knowledge of Portland theatre scene required. Resume by October 8, 1990 to Portland Area Theatre Alliance, 1436 W. Montgomery, Portland OR, 97201 No Calls please.

MASTERCARD- PREAPPROVED

NO ONE REFUSED. CLEAR BAD CREDIT. CALL 1-619-565-6597 EXT. CX1978 24 HRS FOR APPLICATION.

MENTAL HEALTH SPECIALIST 2 GERONTOLOGY PROGRAM

**\$2283 TO \$2899 per month
Excellent benefits plus 6% PERS
retirement contribution.**

Are you ready for a challenge? Possess strong treatment skills and experience with older adults having substance abuse and other mental/emotional disorders? Clackamas County's Gerontology program is seeking a dynamic individual to provide clinical and in-home treatment services to this population. Incumbent will also provide clinic liaison with other elder-serving agencies to coordinate services for clients. Competitive candidates will possess strong assessment, clinical, case management and behavior management skills.

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date October 12, 1990, 5:00 p.m. *An Equal Opportunity Employer.*

SHIP SCHEDULER

Northwest Marine is seeking a Ship Scheduler. In support of our ship repair operation, you will analyze design plans, work plans, availability of information, and man hours estimated, then establish a work schedule for production shops and off-site work locations. This will involve reviewing progress reports, attending arrival conferences, and developing scheduling standards, and rescheduling as necessary.

We require 3-5 years of experience as Ship Progressman/Planner, or 4-6 years' shipyard field experience as Craft Foreman or a related major craft role. You must also have 2 years in the use of PC hardware and software.

For immediate consideration send resume to: Personnel Manager, Northwest Marine, Inc., P.O. Box 3109, Portland, OR 97208.

Equal Opportunity Employer.
**NORTHWEST
MARINE**

COUNSELING

Family Treatment Therapist is responsible to provide professional therapeutic group & individual counseling services for clientele, families, and youth/adolescents. Preference given to individuals with Indian child welfare knowledge. Requires BA in behavioral science or related field & 2 yrs exper as a family therapist. Preference given to native Americans and/or individuals with exper working with Indians. Salary negot, \$18,000-\$22,000.

COUNSELOR/Chemical Dependency. Provide intakes, assessments, one to one (individuals) counseling, group counseling, treatment plans, goal planning, referrals, after care/follow up services. Applicants should be certified and or certifiable within 1 year. Requires 2 yrs previous exper as paid chemical dependency counselor and/or 24 credit hours of chemical dependency related course & 1 yrs exper. Salary negotiable. Preference given to native Americans (Indians). Submit resume by Oct. 15, 1990 to NARA NORTHWEST, Inc., 2022 NW Division, Gresham, OR 97030

SECRETARY

Precision Castparts Corp., is a leader in investment casting for the aerospace industry.

Our Division Finance Department is seeking a senior-level secretary who will handle phone calls, review and respond to mail, type correspondence and financial reports, organize workflow, schedule meetings, arrange travel and maintain a variety of files. Candidates should have excellent typing skills, word processing experience (MS Word), composition, grammar and spelling. Demonstrated organizational skills, tact, confidentiality and effective interpersonal skills a must. Prior finance or accounting experience preferred.

We offer a competitive salary with an excellent benefit package. For immediate consideration, please send your resume and salary history to: Precision Castparts Corp., Attn: Division Human Resources, Reference #COO27, 4600 SE Harney Drive, Portland, OR 97206. Precision Castparts Corp. is an Equal Opportunity Employer. We encourage

Women, Minorities and Handicapped to apply.

YOUTH GANG PROJECT DIRECTOR

The Youth gang Project is a component of the Northeast Coalition of Neighborhoods, Inc., funded by the City of Portland's Bureau of Community Development, Multnomah County, and United Way. The Youth Gang Project services include: Outreach to Youth, Families and Community

Youth Gangs Hotline Mentorship Program Information and Referral Gang Graffiti Removal Parent Support Groups

The Project Director's responsibilities include:

Supervision of Youth Gang Project Staff Program reports to funding agencies, governmental agencies and community groups

Budget preparation and monitoring Coordination of services with Portland Police Bureau, Portland Public Schools, Multnomah County Juvenile Court and other agencies

Program and staff development Program evaluation

Reports to Northeast Coalition of Neighborhoods Board, Youth Gang Task Force, and Youth Gang Task Force Steering Committee, monthly

Makes presentations to community groups, agencies, as needed

Is project spokesperson to media

Skills Required for Position: Demonstrated supervisory experience Ability to communicate effectively, both written and orally

Demonstrated skills with budgets and grants

Working knowledge of Inner Northeast/North Portland

Familiarity with Youth Serving Agencies and juvenile Justice System

Ability to work with diverse groups

A high degree of confidentiality required for this position. Police security checks will be required. Finalists must have insured vehicle with valid Oregon Drivers License.

Applications must be returned by Monday, October 15, 1990, 5:00 p.m. No applications will be mailed. No Phone Calls Please.

Northeast Coalition of Neighborhoods, Inc. 4815 N.E. 7th Ave. Portland, Oregon 97211

CONCESSION/HOUSE MANAGER

Artist Repertory Theatre is seeking an experienced Concession/House Manager for its' 1990-91 season.

Application deadline is October 17, 1990. Send resumes and three references to:

Search Committee
Artist Repertory Theatre
1111 S.W. 10th Ave.
Portland, Oregon 97205

Artist Repertory Theatre is an Affirmative Action Equal Opportunity Employer. Women and minorities are encouraged to apply.

PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

Communications Dispatcher will dispatch and receive information over Port police, fire and emergency radio frequencies. This position will close on Friday, October 5, 1990, at 5 p.m. For additional information, call the Port's Job Hot Line, (503) 231-5478.

The Port is an Equal Opportunity Employer.

VOLUNTEER PROGRAM

Retired Senior Volunteer Program has job opportunities for seniors over 60. Volunteers can be reimbursed for their transportation costs and receive free supplemental insurance to cover their volunteer work.

SECRETARY/RECEPTIONIST-Needed by PORTLAND SICKLE CELL ANEMIA AGENCY to greet clients and guests, answer phones, etc. Hispanic and Asian languages would be helpful-typing must be accurate. Word processing training provided. Call 229-7787 for information.

GOVERNMENT SEIZED VEHICLES from \$100.00. Miata's, Corvettes, Mercedes, Jaguars, Porsches and other misc. confiscated property now being sold to the general public. For buyers guide call (708) 355-9802 ext. 7585. Open 7 days 8:00 a.m. to 11:00 p.m.