

# CLASSIFIEDS

Advertising  
Employment  
Bids/Sub-Bids

## Part Time Counselor II Child Care Worker

(26 hours per week)  
Starting salary \$721-\$790 month plus excellent benefits. CODA Inc. seeks child care worker for part time work in the family services program providing child care to infants and children of clients in drug and alcohol outpatient treatment. Duties include: organization of social, educational and recreational activities for children, parental relations, consultation with primary counselors. Hours: Mon-Thurs 1 pm-7:30pm. To qualify: higher education in child development and 2 years experience in professional child care or equivalent are preferred. Applicant must be trained/trainable in first Aid and CPR. To apply: Complete and submit standard CODA application form with screening question responses to address below. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.  
*Equal Opportunity/Affirmative Action Employer.*

## 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.*

## SECRETARY

For Adoption Family Services for non-profit agency. Full time position. \$5.25 to \$5.90 per hour depending on experience, plus benefits. Demonstrated skills and 2 years experience in traditional support functions including typing, filing, telephone, and computer experience are required. Attendance, accuracy, detail orientation, ability to organize, carry out tasks independently and in consultation are essential. Obtain application at 2301 N.W. Glisan, Portland, OR or call 222-9661 x222. Deadline for accepting applications 10/15/90 by 5:00 p.m. *Equal Opportunity Employer.*

## VICE-PRESIDENT- FINANCE & ADMINISTRATION

Major not-for-profit organization seeks qualified individual as Vice President of its Finance and Administration Division. Will be responsible for effective management of financial and internal operations and administrative functions of the organization; including Management Information Systems, Human Resources, Finance and Building Services. Will work with community members and volunteer leadership. Requires Graduate degree or equivalent in Accounting, Business or related field. Minimum five (5) years related work experience, preferably in a not-for-profit setting, with strong emphasis in the financial and MIS areas. Demonstrated ability to communicate well in a variety of settings. Must display strong management and supervisory skills. Salary commensurate with background and experience. Send resume by 10/12 to The Portland Observer, P.O. Box 3137, Portland, Oregon 97208, RE: VPF&A

## Research Assistant (Research Coordinator)

Position available December 1, 1990, experience in forest management, supervision and research activity coordination on an operational level required. One year renewable appointment. Must have B.S. in Forestry or related field. Salary \$20,000-\$22,000 per year. Send letter of application, resume, university transcripts and three letters of recommendation by November 16, 1990 to Jeffrey W. Garver, Manager, OSU Research Forests, College of Forestry, Oregon State University, Peavy Hall Rm. 218, Corvallis, OR 97331-5711. Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. OSU has a policy of being responsive to the needs of dual-career couples.

## PCC SEEKS INTERIM DIRECTOR

The board of Directors of Portland Community College seeks applicants to fill a board vacancy created by the resignation of Director Monica Little. The board will appoint an interim director to serve the remainder of Ms. Little's term, November 15, 1990, to June 30, 1991.

The seat will come up for election on March 26, 1991. The interim appointee must be a resident of PCC District Zone 2, which includes portions of North Portland, Albina, St. Johns, Scappoose, St. Helens, Deer Island, extending west to Vernonia and Birkenfeld. Residents interested in applying for the seat may call Margie Tennyson at PCC, 244-6111, Ext. 4363, for a zone map to ascertain whether their residences are situated within Zone 2.

A letter of intent, accompanied by a resume, should be addressed to Karen McKinney, Chair of the Board of Directors, c/o Office of the President, Portland Community College, P.O. Box 19000, Portland, Oregon 97219-0990. Applications must be postmarked by October 19, 1990.

*Portland Community College is an affirmative action, equal opportunity institution.*

## 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. Starting salary \$1347/mo.

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 #413 at the top of your resume or you may apply in person between 9 AM-4PM Mon-Fri.

Blue Cross Blue Shield of Oregon  
Human Resources Dept. 5th Floor  
100 S.W. Market  
Portland, Or 97201  
Blue Cross Blue Shield  
Equal Opportunity Employer  
Tdd #225-6780

## 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.



## SECRETARY

Mental Health Clinic seeks a personable secretary for Housing and Rehabilitation departments. Duties include typing, computer/word processing, filing, prepare mailing & and other general clerical duties. Requires organizational skills, ability to develop and maintain record keeping system. Type 55 wpm. Must have the ability to work independently.

Minimum qualification: 3 years experience preferred.

Competitive salary & benefits.

Send resume to:

Rodney R. Harry, Personnel Officer  
N/NE Community Mental Health, Inc.

4950 N.E. Martin Luther King Jr. Blvd.

Portland, OR 97211

Closing-October 17, 1990

Minorities Encouraged to Apply

EOE

Last Day to Register  
to Vote for this election  
is October 16

## SERVICE UNIT SUPERVISOR

Physical Plant Customer Service Unit Supervisor at Oregon State University, Corvallis. Minimum three years experience in leadwork or supervision including maintenance, repair and construction required. College degree preferred. Contact OSU Dept. of Human Resources for application at (503) 737-3103. Completed applications must be received by October 22, 1990. OSU is an AA/EEO employer and complies with Section 504 of the Rehabilitation Act of 1973.

## RADIO

Permanent part-time entry level position assisting telephone operator for radio station. 9am-noon, Monday-Friday. Call Jan at 231-0750. Equal Opportunity Employer

## \*EXTRA INCOME "90"\*

Earn \$200-\$500 weekly mailing greeting cards & novelty gift items. For more information send a stamped addressed envelope to: Greeting Cards, Inc. P.O. Box 2297, Miami, FL 33261



## JOB SHOPPERS INC.

"Temporary Services"

"WEEKLY PAYCHECK" "NEVER A FEE"

- ★ WORK WHEN YOU WANT! Need Money?
- ★ LONG AND SHORT TERM JOBS!
- ✓ Light Industrial! (Clean Environment, Entry Level and Experienced.)
- ✓ Technical Personnel! (Drafters, Designers, Engineers)
- ✓ Office Staff! (Clerical, Computer Positions!)

(503) 297-8037

5319 S.W. Westgate Drive Suite 146  
Portland, Oregon 97221

## Holladay Park Medical Center



1225 Northeast 2nd Avenue  
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

## REPOSSESSED VA & HUD HOMES

Available from government from \$1, you repair. No credit check. Also drug seizures and IRS foreclosures sold for back taxes.

To obtain a directory for your area

send \$69.95 and your PRINTED name and address to:

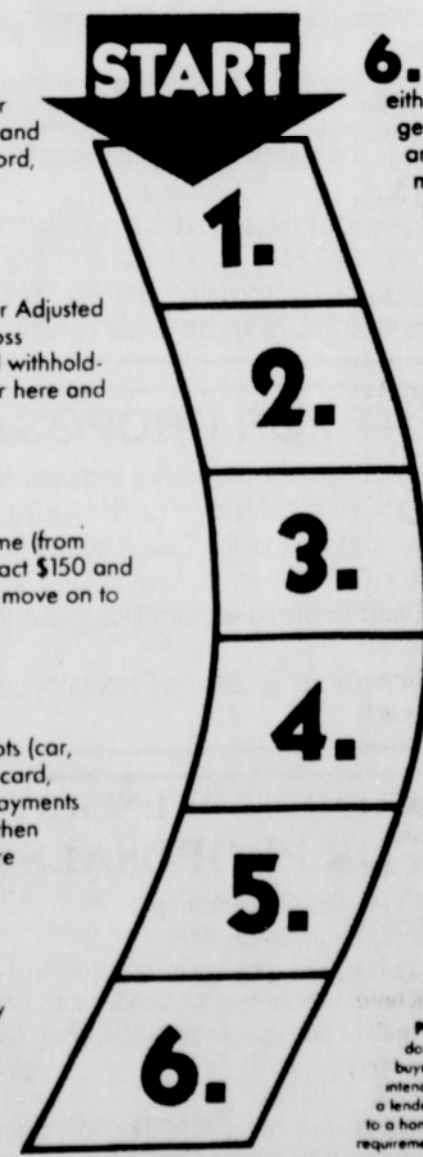
GOVERNMENT HOMES & INVESTMENTS

617 Garden #G, Santa Barbara, CA 93101

# WANT TO BUY YOUR OWN HOME? MOVE SIX SPACES FORWARD.

(It'll take just a few minutes  
to see if you can afford a HUD home!)

1. If you've worked for two years for the same employer (or in the same occupation) and you have a good credit record, move ahead 1 space
2. Stop here and compute your Adjusted Income. That's your total gross monthly income, less federal withholding taxes. Write your answer here and move on.
3. Multiply your Adjusted Income (from space 2) by 0.38, then subtract \$150 and write the answer here. Then move on to the next space.
4. Add up all your monthly debts (car, loan, credit purchase, credit card, child support and alimony payments you owe every month) and then add \$150. Fill in the total here and go to space 5.
5. You're almost home. Multiply your Adjusted Income (from space 2) by 0.53, subtract the amount on space 4, and write the result here. Now move along.



6. Write the smaller amount of either space 3 or space 5 here. As a general rule, that's the maximum amount you can afford for a monthly house payment (including property taxes).

**YOU DID IT!** If the number in space 6 is more than \$550, then chances are good that HUD has an affordable home for you. Your next move is to call your real estate agent.

Low monthly payments and 3% down!

Most of our HUD homes are approved for FHA Mortgage Insurance, which makes them more affordable than ever. Plus, HUD's bid process is easy.

For listings of HUD homes available now, look for our big real estate classified ad in every Sunday Oregonian.



**PLEASE NOTE:** Individual circumstances vary as do lenders' requirements for qualifying a prospective buyer for a home mortgage. The formula here is intended only to provide you with a general idea of how a lender may view your financial condition as it applies to a home purchase. For further information on loan requirements, talk to your real estate agent or local lender.

## 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 addiction, 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*

## HELP WANTED PART-TIME TRANSIT OPERATOR

Individuals needed to operate transit buses on an "as needed" basis. Must be available for work 6 operating days (Monday through Saturday). Must have a valid Oregon Chauffeur's or Class 2 license, experience in operating large vehicles, good driving record, ability to communicate effectively and ability to work with the public in a courteous and professional manner. \$9.34 per hour. Submit official application form by October 19, 1990, which is available at the Salem Area Mass Transit District, 3140 Del Webb Ave. N.E., Salem, OR 97303. EOE.