

CLASSIFIEDS

Advertising
■ Employment
■ Bids/Sub-Bids

Dispatcher Clerk

City of Milwaukie, Oregon. Salary: \$1550 - \$1886/mo. DOQ, plus excellent benefit package. Seeking responsible persons(s) who under general supervision, receives and transmits emergency and routine voice radio messages concerning police and fire department; dispatches equipment and personnel according to predetermined policies; performs clerical work as required. **EXPERIENCE:** Education and training equivalent to graduation from high school and one year general office work including radio-telecommunications work. Special condition: no impairment of hearing or speech. Supplemental Questionnaire and application must be received by 4 p.m., Monday, March 25. Apply to City of Milwaukie Personnel Office, 10722 SE Main Street, Milwaukie, OR 97222. Phone 503-659-5171, Fax #652-4433. EEO

GEOTECHNICAL TEAM LEADER

\$2490-\$3343 Monthly

Oregon State Highway Division seeks applicants for a position in Salem. Responsible for developing and finalizing earthwork design recommendations; prepares reports; and provides guidance and training to geotechnical designers. Requires two years of experience in geotechnical engineering AND a Bachelor's degree in civil or geotechnical engineering; OR three additional years of the required experience. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m., March 27, 1991. AA/EEO EMPLOYER

LAND USE SPECIALIST

\$2153-\$2889 Monthly

Oregon State Highway Division seeks applicants for a position in Salem. Researches, analyzes, and writes reports and findings on land use impacts and plan conformance of transportation projects. If you have a Bachelor's degree with major coursework in land use analysis and planning, or a closely related environmental or social science field, AND two years experience in environmental analysis or resource management related to land use, you should apply. An additional three years of the required experience can be substituted for the Bachelor's degree. To apply, contact ODOT Personnel for an application packet. Applications and test responses must be returned by 5:00 p.m., March 18, 1991. AA/EEO 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 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

EQUIPMENT SHOP MANAGER

\$2367-\$3333 MONTHLY

Oregon State Highway division seeks applicants for a current vacancy in LaGrande. Applicants may also be considered to fill future vacancies as they occur in Bend and Salem. Apply now if you are interested in any of these positions. responsible to manage a heavy equipment repair facility. This includes fabrication of new and existing equipment, modification, and repairs, storeroom management, clerical/administrative, and equipment body and fender repair/repairing. If you have five years of experience in an automotive or heavy equipment repair facility, you should apply. Experience must have included management participation in areas such as development of 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 may be substituted for up to three years of the required experience. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m. March 18, 1991. AA/EEO EMPLOYER

Nursing Management

Manager-International Health Services Multnomah County Health Division

Manages and coordinates international Health Services for refugees; duties include supervising a staff of 27; performing program assessment, planning and evaluation; serving as coordinator, consultant and advisor in providing health services to refugees; and representing the agency to other agencies and community groups; requires the equivalent of three years of increasingly responsible community health experience, including experience working with refugees, and a Bachelor's degree in community health, nursing, public health administration, or related field. \$32,176-\$41,844 annually, plus excellent fringe benefits; standard hiring range \$32,176-\$37,020, depending on experience and qualifications. Apply by March 15, 1991, at Multnomah County Employee Services, 1120 SW 5th, Room 1430, Portland, OR 97204, 248-5015. Equal Opportunity Employer

Marketing

National financial products marketing company seeking career oriented individual with leadership ability and a desire to quickly accept major responsibilities. Send resume to 8980 SE Sunnyside Rd. suite 176 Clackamas, Or. 97015

ENGINEERING GRAPHICS SYSTEM MANAGER

\$2614-\$3680 Monthly

Oregon State Highway Division seeks applicants for a position in Salem. Responsible for managing the CADD system for the Department. Involves evaluation of system capabilities; budget preparation; and supervision of the CADD technical crew. If you have five years of experience in supervision, staff technical, or professional level work related to computer assisted transportation related design, you should apply. Experience must have included at least one year of project leader responsibilities. A Bachelor's degree or coursework in a field related to management, engineering, or computer science may be substituted for up to three years of the required experience. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test answers must be returned by 5:00 p.m., March 25, 1991.

AA/EEO EMPLOYER

ADVOCATE

Welfare Rights Hotline paralegal for Legal Aid office. Provide advice and representation regarding legal rights in government benefits programs. Also involves community education and outreach. Requires demonstrated commitment to poverty issues and some experience with government benefits programs. Bi-or multi-lingual preferred. Excellent fringe benefits. Salary dependent on experience. Send resume and cover letter to Carla Roberts, Administrator, Multnomah County Legal Aid Service, 310 S.W. 4th, #900, Portland, OR 97204. AN EQUAL OPPORTUNITY EMPLOYER.

HOMEWORKERS NEEDED

Earn up to \$339.84 per week assembling our products at home.

Amazing 24 hour recorded message reveals details. Call today (206)742-1570 or (206)298-5543 Dept. 489

TREASURY FINANCIAL ANALYST

\$2511 - \$3051/month

We are seeking a multi-talented person to do financial work on a variety of issues: supporting budget and long range financial plan management, coordinating receivables (Daily cash and investment management), managing contracts, being liaison with other departments, & advising top management on financial issues.

Our best candidate will have enthusiasm, a strong technical background, & an equally strong desire & ability to work with people. We want a person who will complement our award-winning financial management team. requires a bachelor's degree in a related field & 3 years progressively responsible professional experience, or a satisfactory equivalent combination of training and experience. Apply: City of Springfield, 225 5th St., Springfield, OR 97477. Deadline March 22, 1991. AA/EEO

Financial Clerk

Responsible to set client's charts for all clinical programs. Relief person for client data entry, and billing in computerized system. Filing and other clerical duties as assigned.

Must be well organized. Type 50 wpm and operate on-line mainframe computer program. Min. Qual: High School Grad. or Equiv. 1 year work exp. comprehensive salary and benefits. CLOSING: March 8, 1991.

Resume to: Rodney R. Harry, N/NE Community Mental Health, 4950 N.E. Martin Luther King Blvd., Portland, Oregon 97211. Minorities encouraged to apply. EOE.

Strategic Planning Admin Aide

City of Eugene

\$6.07 - 8.32/hour

The City Manager's Office is filling a temporary (12-month) position to provide secretarial and clerical assistance for a Strategic Planning program. Responsible for arranging meetings, preparing and mailing agendas, keeping program files, word processing, and other clerical support. Duties also include high interaction with public and elected officials. Requires two years clerical and/or secretarial experience. CLOSING DATE: March 15, 1991. Obtain application and supplemental questionnaire at City of Eugene, Human Resource and Risk Services, 777 Pearl St., Rm. 101, Eugene. AA/EEO



City of Bellevue, WA Mechanical Inspector

\$2612-\$3392/mo

Reg exp in installation, design & mtncnce of heating/ventilation/air conditioning (HVAC), and high-rise engineering systems. Must know UMC & be willing to obtain ICBO certification in UMC. App due 3/22. For app materials send stamped self-addr busns env to: Personnel-MI, box 90012, Bellevue, WA 98009-9012. The City of Bellevue values diversity in its workforce and is committed to affirmative action.

Mental Health

Part-time relief worker, 7 a.m. Mon, at a five bed CMI treatment facility. Duties: Household chores, personal care, meal preparation, dispense meds, Recreational activities.

experience with CMI important. Salary \$9,600 annual and full health benefits.

Resume To: Rodney R. Harry, Personnel Officer, North/Northeast Mental Health Inc., 4950 N.E. Martin Luther King Blvd., Portland, Oregon 97212, Phone: 249-0066, CLOSING: March 8, 1991. Minorities encouraged to apply. EOE.

Experienced Teachers

Experienced Teacher openings '91-92: Elementary Librarian, love & knowledge of children & children's literature with wide-ranging interests & ability to work with all ages; **2nd Grade Homeroom,** team taught, one year position, familiar with individualized reading; manipulative, problem solving math, process writing & experiential education. **High School English,** 1/2 time, experience in teaching writing & literature grades 9-12; knowledge of poetry, theater, school publications important. **Kindergarten,** 1/2 time & **Preschool,** 1/2 time. Both require team teaching, group & individual instruction. Must be versed in developmentally appropriate practices. Narrative writing skills necessary. Send resume Personnel Office, Catlin Gabel School, 8825 SW Barnes Rd, Portland 97219. Deadline March 15.

Economic Opportunity

Committee Of Clark County, Inc.

Teacher Assistant II - AA in ECE or CDA and 1 yr. experience with 3-5 yr. olds in preschool setting. Beginning salary \$6.06/hr., 28 hrs./wk., 35.5 wks./yr. Position requires dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 - 4:00 p.m., Mon-Fri., EOC Office, 10621 N.E. Coxley Drive, Vancouver, WA 98662. (206) 896-9912. Completed applications must be received in EOC Office by 4 p.m., Thursday, March 7, 1991. EEOC/AA

PAINTER

JOURNEY LEVEL PAINTER

The James River Corp., Wauna Mill, is looking for a Journey Level Industrial Painter. To be considered, candidates MUST have at least 5 years experience in Industrial painting (residential and/or auto parking experience does not qualify), preferably in the pulp and paper or related industry.

Apply at the Washington State Employment Service, 711 Vine, Kelso, WA, or Oregon State Employment Service, 818 Commercial in Astoria, OR. Include resume and proof of journey level status (certification), if available.

Applications accepted until March 1 at 5:00 pm The Wauna Mill is located on Oregon Highway 30 between Longview and Astoria. Equal Opportunity Employer m/t.

James River Corporation

CLERK

Student Success Program

Position #88

Portland Community College Sylvania Campus

Part-Time Temporary through June 30, 1991 Continuation Subject to Budget Approval

High School diploma or equivalent required. One year recent clerical experience required. Other required skills include: Intermediate level typing, word processing, data entry and filing. Job closes March 12, 1991.

Contact Staff Employment, 049 SW Porter, Ross Island Center Room A-1 273-2823, for amended office hours and an application packet. An affirmative action equal opportunity employer.

Secretarial

Portland Community College

Steps to Success Program - Located at 26 NE Morris. Full-Time. Temporary through June 30, 1991.

Secretary - Job #76

High school diploma or equivalent and advanced training/education in secretarial science/office administration required. Two years secretarial experience required. Other required skills include: advanced typing, microcomputer, strong organizational skills and excellent verbal and written communication skills. Job closes March 15, 1991.

Contact Staff Employment, 049 SW Porter, Room A-1, 273-2923 for an application packet. PCC is an Affirmative Action/Equal Opportunity Institution.

REVENUE AGENTS STATE OF OREGON

Current openings with the Dept. of Revenue. Revenue Agent 1 - \$1478 - \$1942/m + benefits. Based in Salem. Requires 6 mo. collection experience. Revenue Agent 3 - \$1762 - \$2344/m + benefits. Portland & other locations. Requires 1 yr. field collection experience.

For required application & job announcement contact your local Employment Division Field Office. for more information call 378-3384. EOE/AAE

ACCOUNTING & REPORTING MGR, Salem, OR.

Opportunity to serve as statewide mgr of the tip accounting technicians in Oregon state govt. \$36,600-\$51,576 with 100% state paid PERS and excl benefits. CPA preferred. Expertise in governmental accounting, financial statement preparation generally accepted accounting principles, personal computer skills, automated accounting systems, federal accounting and reporting issues, management skills are mandatory. To obtain an application packet, call 503-378-3156 or write Administrator, Executive Dept. Accounting Division, 155 Cottage St. NE, Salem, Or. 97310 Completed applications due Mar. 21, 1991.

Teacher

Half-time Teacher at N/NE Children's Day Treatment. Experience with Pre K to 1st grade preferred. Cultural competency and ability to work with team desired. Oregon Certificate with Handicapped Learners endorsement required. Minorities are encouraged to apply.

MENTAL HEALTH

Opportunities With Community Psychiatric Clinic

CPC is a rapidly growing Mental Health Center. We provide services to psychiatrically disabled children & adults and their families through a variety of nationally recognized tx progs. located throughout Seattle. We are committed to a culturally and ethnically diverse workplace. Competitive salary & benefit pkg.

Its. BA, prev exp w/mentally ill criminal must system.

MENTAL HEALTH NURSES

Full-time & part-time positions in expanding mental health agency serving north central King Co. WA (Seattle). Opportunities to work w/multi-disciplinary teams in community support, crisis intervention, residential programs, providing assessments, medication evals and case mgmt. positions avail for licensed RNs & Amps w/prescriptive authority and exp. working w/disabled mentally ill adults.

PSYCHIATRIST

Full-time & part-time positions available in expanding community mental health agency serving north central King Co., WA (Seattle). Opportunities to work w/multi-disciplinary teams providing community support, crisis intervention & psychosocial rehab. Min req. WA State license, exp. working w/disabled mentally ill adults.

CRISIS WORKER - CIS (Wallingford area)

Crisis walk-in & outreach prog. for mentally ill adults. Day, eve, & wk-end hrs. Salary \$21,500 - \$31,500. BA, exp. in acute care. Exp. working with chem. abuser pref.

MICA CASE MANAGERS-CASE MGMT TEAM (north Seattle).

Case mgr & supervisor positions (10) available on case mgmt team being developed in north King County. This multi-disciplinary team will provide assessment service planning, case mgmt, crisis intervention & support to mentally ill adults. Min. req for case mgr positions: AA+3 yrs. relevant exp. (\$21,500-31,500). Prior exp. working w/mentally ill persons w/special needs is highly desired.

CRISIS BED CLINICIAN-2 POSITIONS

Unique opportunity to be involved in the start-up of an 8-bed crisis respite program that will serve the Seattle area. Will include start-up of samll 3-bed facility and service to some scatter site beds. Prefer combination of residential and crisis intervention exp. Must have BA+exp. w/mentally ill adults, or AA+5yrs.exp. Salary: \$21,500-27,500.

PRE-BOOKING DIVERSION

New pilot program to divert mentally-ill misdemeanants from inappropriate jailing. Multidisciplinary team to provide assessment, crisis intervention and linkage to services. Exciting opportunity to work with multiple systems including law enforcement, criminal justice, drug and alcohol, and mental health. This is a 24 hr service w/rotating shifts. Now hiring 4 crisis positions & 1 supervisor, Min. reqs: Crisis worker: BA + 5 yrs acute care exp: Supervisor: MHP qualified plus 2 yrs supervisory exp. Prior exp working with MICA consumers with ethnic & culturally diverse backgrounds highly desired.

Please send cover letter (identify position) and resume to: ATTN: Personnel, CPC, 401 Second Avenue W. Suite 400. Seattle, WA 98119. 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 for Programmer Analysts. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM environment.

Successful candidates 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.

Candidates must also have experience in the following:

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

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 #449 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
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. Starting salary \$1347/mo. Training classes will begin Feb. 4, 1991.

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 #499 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
Tdd #225-6780

Equal Opportunity Employer



Black and White together in the Portland Observer