

CLASSIFIEDS

Maintenance
We've Got Some
Mighty Big
Shoes To Fill
Maintenance/HVAC Specialist

Nike, Inc. has an immediate opening for a Maintenance/HVAC specialist to be responsible for performing regular preventative maintenance and troubleshooting problem areas on HVAC systems as well as coordinating and monitoring vendor's work. You will also establish programs for HVAC and other mechanical systems. Qualified applicants must have HVAC journeyman license at least 5 years experience working in large office buildings and an excellent working knowledge of pneumatic and DDC control systems. Experience with Barber Coleman systems a plus. Please forward your resume To: Employment Center, ORHVAC, One Bowerman Drive, Beaverton, OR 97005. Equal Opportunity Employer



Portland House of Umoja
Social Service Case Manager
\$24-28,000 yr.

Develop/operate programs for gang affected & other high risk youth. The Case Manager is responsible for development of an appropriate individual treatment plan for each resident of the House of Umoja, and for linking residents to appropriate resources within the agency and community. Qualifications: Master in any of social sciences & 2 yrs case mgmnt & program coordination exp; or Bachelor's Degree & 3 yrs exp. Extensive work exp will be considered. Demonstrated abilities: work effectively w/gang affected youth; develop/monitor & implement written client case plans & assess needs; work collaboratively & maintain close relationship w/outside agencies. Send resume/written cover letter, sample case plan, activity schedule, & 2 references to: **Portland House of Umoja Inc.** 4941 NE 17th Ave., Portland, OR 97211 By 1/15/93 Police security check utilized. No phone calls please Equal Opportunity Employer

HUMAN RESOURCES SPECIALIST II

Manage utility-wide human resource system development projects in one or more program areas, coordinate and/or conduct research and analysis efforts, participate in system design, policy development, and other efforts designed to improve human resource systems and programs. Provide technical assistance to managers in implementing human resource systems and policy. Requires five years progressively responsible experience related to human resources or employment practices. Experience with project management, change management preferred. Bachelor's Degree in human resources, communications, management or related field with exposure to employment practices or organizational development. Valid driver's license preferred but not required. \$1,771.20-\$2,288.80/bi-weekly. For application packet contact: **Eugene Water & Electric Board** PO Box 10148, 500 E 4th Avenue Eugene Or 97440 (503) 484-2411 Ext. 3012 Position closes Friday, February 5, 1993 5:00 pm. Equal Opportunity Employer

Director

Girls' Emergency Shelter. \$20-23,000/yr. +benefits. MA+1 yr. exp. or BA+3 yrs. exp. req'd. Knowledge of child abuse, positive peer culture, family systems, crisis intervention, mental health. Call VOA, 235-8655, for application packet. Closes 1/15/93. EOE

Civil Engineering Assistant I (Water) - City of Milwaukie, OR. Salary \$1873 to \$2390 (D.O.Q.), full-time position, plus excellent benefit package. This is a technical position in the Public Works Department involving project management, engineering design, drafting and project layout. Requires: Requires and Associate's Degree in Civil Engineering (or related degree.) An Engineer in Training Certificate is desirable. Must possess or have ability to obtain by date of hire a valid drivers license. Two years of civil engineering project mgmt. and supervision of contractors is necessary. Experience must include; civil engineering design of Public Works projects in water, sanitary sewers, storm drains and street; writing specifications and technical reports, verbal communication and surveying. Preference will be given to individuals with strong water project experience. Apply: City of Milwaukie, Personnel Office, 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Completed application and supplemental questionnaire must be received by 4pm, Friday, January 29, to the Personnel Dept. at the above address. Resumes Will Not Be Accepted. Fax# (503) 652-4433, TDD #659-5171. EEO.

Insurance
Vocational Coordinator
Corporate Headquarters
Salem, OR

Oregon's Leading worker's compensation insurance carrier is looking for top notch professionals, if you are talented, energetic and take pride in accomplishment, then consider this challenging opportunity at SAIF Corporation. This Vocational Coordinator will utilize early intervention strategies to facilitate the injured workers return to suitable employment through appropriate use of early return to work and other vocational resources. The Coordinator will work with claims adjusters in identification of suitable return to work referrals and coordinate efforts with internal and external vocational placement services. Candidates must have their workers compensation eligibility certification and be knowledgeable in the application of Oregon Workers Compensation Administrative Rules. Exceptional time management, organizational, analytical, customer service and communication skills are required.

Detailed Information is available by calling (503) 373-8047. Qualified individuals are encouraged to submit a resume or application with a cover letter which explains in detail how education and experience provide the identified minimum qualifications. Please be specific. Materials must be received by the Personnel Division no later than 5 pm, Friday, January 22, 1993.

SAIF Corporation
 Personnel Division
 PO Box 988
 Salem, Or 97308-0988
 FAX (503) 373-8628
 SAIF Corporation is an Equal Opportunity Employer

DartAmerica, Inc., an American Waste Services Company, Inc. is actively seeking qualified minority and non-minority candidates for the position of Sales Representative. The position involves selling transportation services for our Boise, ID terminal which services the Northwest market. Candidates should have a minimum of three years experience in the transportation and/or environmental field, relevant education and be willing to travel. Interested applicants should mail a resume to:

DartAmerica
 61 Railroad Street
 P.O. Box 89
 Canfield, OH 44406
 Equal Opportunity Employer

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Restaurant
Burgerville USA
Assistant Managers

Inconveniently located for most of America. Yes, we are not everywhere. Only the Pacific Northwest. We began over 60 years ago and we are unique in other ways besides our location and our years of experience. We need unique, career minded professionals to join our family. Assistant manager's salary up to \$24,000. We provide family coverage for health and dental insurance. If you have a proven track record of supervising people effectively in either food or retail service, then we are interested in you. Call Terri Hurley 206-694-1521.



Insurance
Claims Adjuster
Corporate Headquarters,
Salem, OR

We are looking for an experienced Claims Adjuster to work in our Salem office. Applicants must have the ability to provide timely, professional claims management services which support corporate goals and objectives. This adjuster will work closely with SAIF professionals in managing high exposure cases. The successful candidate must have working knowledge of medical terminology. Oregon worker's compensation rules, laws and claims procedures; excellent customer service and interpersonal skills; ability to function in a team environment; strong oral and written communication, analytical, problem solving, time management and decision making abilities. Knowledge of personal computers including word processing programs and familiarity with WordPerfect is preferred. Certification as a worker's compensation adjuster and a valid Oregon's drivers license is required.

Minimum qualifications include an Associate of Arts degree or equivalent education and work experience that provide the required knowledge, skills and abilities, A Bachelors degree is preferred.

Qualified individuals are encouraged to submit a resume or application with a cover letter which explains in detail how education and experience provide the identified minimum qualifications. Please be specific. Materials must be received by the Personnel Division no later than 5:00 PM, Friday, January 22, 1993.

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 Salem, Or. 97209-0988
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 SAIF Corporation is an Equal Opportunity Employer

Edgefield Children's Center
Mental Health

Part-time person needed for Saturday and Sunday evening swing shift for a residential treatment facility and additional hours possible. Bachelors degree required. Experience preferred. Send resume to: **Edgefield Children's Center, Inc.** ATTN: Lynn Mudd 2408 S. W. Halsey Troutdale, OR 97060 An Equal Opportunity Employer

Correctional Officer

Department Of Corrections
 Supervise and control inmates in an adult correctional institution. Beginning salary \$1,822 per month plus liberal benefits. Currently recruiting for future positions in Portland. Applicants must take two tests: 1) A reading comprehension and language arts test, and 2) A multi-choice video test portraying work-related situations. Apply immediately at local employment division offices and schedule for special February test dates. EEO/ADA Employer Females And Minorities Are Encouraged To Apply

Project Coordinator
Cancer Prevention
Grant Coordinator

State of Oregon Health Division
\$2529 - \$3370 Monthly
 The Center for Disease Prevention and Epidemiology is recruiting for a newly created position in its Breast and Cervical Cancer Prevention Program, a state-wide comprehensive project designed to reduce mortality from breast and cervical cancer through early detection and treatment. The program operates in conjunction with the Oregon Breast and Cervical Cancer Screening Coalition, and will utilize a combination of state-wide efforts including public education, professional education, access to services, and surveillance. Major duties will include: assist the Coalition in developing a comprehensive plan for breast and cervical cancer control; provide administrative liaison and technical support for the Coalition and its committees; organize and coordinate program activities to ensure effective communication and completion of grant objectives; prepare written progress reports and continuing grant applications. Applicants must have four years of experience as an executive assistant, administrative analyst, project coordinator or administrative officer. Preference will be given to individuals with graduate coursework and experience in a health-related field. Obtain official State of Oregon announcement #OC930014 and application (PD-100) from any State Employment office or by phoning Health Division, Personnel Services, at (503) 7314005. Complete application package must arrive at Executive Department Personnel Division in Salem, Oregon by January 20, 1993. Equal Opportunity/Affirmative Action Employer

English As A Second Language

Oregon State University. Position: 60% to full-time, fixed term ESL Instructor(s) in English Language Institute. Duties: up to 15 class hrs/week; assist with testing, advising and curriculum development. Requirements: MA in TESL or closely related field, 3 years full-time post-secondary ESL teaching and native or near-native speaker proficiency in English. Preferred candidates will have strong teaching skills and/or experience in CALL. Starts: between June 1, 1993 and December 31, 1993. Contract: 9-month fixed-term. Applicants must be willing to accept summer employment at the discretion of the department. Salary: commensurate with qualifications (Full-time 9-month from \$21,069 to \$24,444 plus benefits; summer salary from \$4,682 to \$5,432) Deadline: March 1, 1993. Contact/send to: send CV and 3 letters of reference to: Instructor Search Committee, ELI/OSU, Snell Hall 301, Corvallis, OR 97331-1632 Tel. (503)-737-6978, Fax (503) 737-0871. OSU is an AA/EEO employer and is responsive to dual-career needs.

Community Relations Manager

FOX affiliated TV station seeks **Community Relations Manger** to research community needs; develop, coordinate and produce public affairs and children's informational programming, public service announcements and multi-media campaigns; serve as liaison to community organizations; prepare various FCC reports. Candidate should have strong written and verbal communication skills, college degree in communications or related field, two years experience in media, public relations or related position. Electronic media experience preferred. Send resume, a brief statement (one page) of your vision of television's role in the community, and relevant print or video samples to: **Operations Manager, KPDX Fox 49.,** Portland OR 97207. No telephone calls please. EOE.

Environmental Opportunities

The Oregon Department of Environmental Quality, Air Quality Division has 4 six-month temp. appts available to assist in permitting and compliance activities.

Environmental Engineer 2
 There are 2 eng. pos. available with responsibility for assuring compliance with rules and permit conditions for moderately complex sources - one specializing in sources producing Volatile Organic Compounds emissions, the other in sources producing emissions of Metals, Chemicals, Utilities, Oil and specialty segments of heavy industry. Responsibilities: permit drafting, plan review, tech. assistance and compliance resolution. You must have 2 yrs. eng. exp. AND 1 yr. exp. in an env. protection/control program (which may be included in the 2 yrs. eng. exp.) AND a Bachelor's degree in an eng. field.

Environmental Specialist 3
 This pos. will be responsible for directing the compliance resolution effort for significant violators by assembling the required documentation, draft Notices of Noncompliance, draft Notices of Permit Violations and negotiate compliance schedules with the regulated community. You must have a Bachelor's degree in physical, env. or natural science and 3 yrs. exp. in env. protection or natural resource mgmt.

Environmental Specialist 4
 This pos. will be responsible for developing source inspection procedures, organizing existing reference materials, creating an inspection manual, and training the DEQ's field staff. You must have a Bachelor's degree in physical, env. or natural science and 4 yrs. exp. in environmental protection or natural resource mgmt.

If you are interested in being considered for any of these temp. opportunities, submit your resume and cover letter identifying in which position(s) you are interested, to David Berg, Air Quality Division, DEQ, 81 S.W. Sixth, Portland, OR 97204. Your resume must be received by Tues, 1/19/93. Equal Opportunity Employer

Payroll Administrator

Oregon Steel Mills, a world class producer of steel plate and pipe products, has a need for a Payroll Administrator who can perform general multi-state payroll functions. The position, located at our Corporate office in downtown Portland, will assume fast-paced responsibility for preparing payroll using ADP PC payroll system, journal entries/account reconciliations and corporate checks using Oracle system; establishing and maintaining general and payroll filing systems; composing and typing correspondence and reports.

Qualifications include two - five years' payroll experience (ADP-PC computer payroll preferred); working knowledge of Lotus 123 and Word Perfect 5.1. Payroll certification (CPP) and college or business courses a plus.

Oregon Steel offers a competitive salary and excellent benefits including profit sharing and ownership in the company. Send resume and cover letter by January 22, 1993 to:

Employment Specialist
Oregon Steel Mills, Inc.
 P.O. Box 2760
 Portland, Oregon 97208
 An ADA/EEO Employer

\$2000 per Month
We Train!

International Firm has various positions available

- Flexible Hours
- Paid Weekly
- Travel Options

Must have positive attitude call
503/526/1958

Cable Center Representative
Part Time

Paragon Cable is currently recruiting for full time and part time Cable Center Representatives. The qualified applicant would be responsible for greeting customers, taking payment, processing requests for service or changes in current service, maintaining accurate up to date information on services offered to customers, provides accurate assistance on billing inquiries, perform all required functions on the computer system, and perform other related duties. We are looking for an individual with the following skills: Two years retail and cash handling experience, high school diploma or equivalent, excellent communication skills, demonstrated ability to perform required tasks under pressure, demonstrated ability to use a 10-key adding machine and computer keyboard, conflict resolution skills preferred, must be able to learn and apply company procedures for receiving and distributing information. A basic skills test will be required. Must be able to work evening and weekend shifts. Please apply at: 3075 NE Sandy Blvd, Portland, Or 97232. We are an Equal Opportunity Employer

Ridgefield Community Center

Clark County and the Fred Meyer Memorial Trust have awarded to the Ridgefield Community Association Blocks Grants amounting to \$251,000. The trust share is \$70,000 and the Community Development Block Grant share is \$181,700 for a grand total of \$251,000. Requests for proposal (RFP) are being solicited by the Ridgefield Community Center Association for construction of a new community center. The center will provide housing for several social service agencies, a library, meeting rooms, and a child care center. A copy of the RFP can be obtained by calling Dan Robinson at (206) 887-4288. Proposals are due no later than January 19, 1993.

Mental Health Therapist

Full-time Therapist to work with severely emotionally disturbed children. Position is focused into a residential treatment center with children ages 11-14. Multi-cultural experience/background preferred. Caseload of families allows group work, co-therapy, in-service training and video supervision. Excellent opportunity for professional development and innovation. Graduate Degree in a mental health related field plus experience. Excellent benefits. A JCAHO Accredited Program. We are an equal opportunity employer. Send resume to: Joe Bebe, Director of Clinical Services Edgefield Children's Center, Inc. 2408 S. W. Halsey Troutdale, Oregon 97060

Development Officer

Oregon Food Bank seeks a dynamic possibility thinker to manage a creative 5 person food & fund development team & play a key role in implementing 5 year strategic plan. Requires excellent communication, planning & management skill; successful experience in developing major grants; ability to develop & implement major gifts program; exp. with direct mail & marketing; familiarity with computer word processing & donor tracking principles. Knowledge of planned giving & experience working with boards preferred. Salary depending on experience with excellent benefits. Send resume & cover letter to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211 by 2/5/93. Equal Opportunity Employer.

Girls Want-d

From OR & WA, between 7-19, to compete in this year's 4th annual 1993 Portland Pageants. Over \$20,000.00 in prizes and scholarships. Call today 1-800-PAGEANT-EXT. 2827.
1-800-724-3268