

Career & CLASSIFIEDS

Counseling Residential Relief Workers

\$6.20 Per Hour
The Position: CODA, Inc., seeks relief workers to provide facility and client supervision on an irregularly-scheduled, as-needed basis at our two residential treatment facilities. Some positions require child-care (infant through toddler) skills and experience. **To Qualify:** requires drug/alcohol treatment experience and/or education. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **To Apply:** submit standard CODA application form, including screening question responses, to the address below. **Application Materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290, Ext 254.
CODA is an Equal Opportunity / Affirmative Action Employer.

Maclaren School
Seeking applicants for someone with the necessary skills and competency level to implement and facilitate a self-sufficiency/job readiness curriculum. This will be a part-time position on a contract basis. Applicant must have own medical/liability insurance. Salary negotiable. If interested, please contact:
Roger Wilder
Maclaren School for Boys
2630 N Pacific Hwy
Woodburn, OR 97071
(503) 982-4438
Minorities and females are encouraged to apply.

Case Manager
Case Mgr., 3 yrs CM exp reg. A&D, DV, MH exp. reg. Albina Ministerial Alliance 285-0493 apply by 3/31/94

Promotion Assistant
NW Fox TV affiliate seeks detail-oriented Promotion Assistant to assist advertising and promotional activities. Organization and follow-up a must. College graduate, communications, television, broadcasting or related field. Letter and resume to Craig A. Miller, PO Box 49, Portland, OR 97207.
No phone calls please, EOE


Production-Entry Level
Oregon Cutting Systems, An Established Oregon manufacturer, currently has openings for temporary production positions paying \$6.31 an hour. We are seeking candidates with the following qualifications: Flexibility to work different shifts as needed in three area locations, stable work history, high school diploma or GED, and the ability to work in a progressive team environment.
Apply in person at: 4909 SE International Way Milwaukie, Oregon Monday through Friday, 10:00 A.M.-2:30 P.M., or the Employment Division 506 High Street Oregon City, Oregon. Blount Inc.
Oregon Cutting Systems Division 24-Hour Job Hotline 653-4441 TTD/TTY 653-4247

Counseling House Parenting Team
Seeking 2-person team w/exp personally and/or professionally who want to make a difference parenting teens. Live-in situation for well-established program providing short-term residential care. Share unusual rotating schedule: 7 day on, 14 days off. Unnecessary to relocate. Duties involve: supervision, counseling, networking, meal preparation, housekeeping. College preferred. Salary \$1680 per mo/per team. Benefits pending. Resume by 4/1/94 to: 214 East 7th Place, The Dalles, OR 97058.

HUMAN RESOURCES Sr. Compensation Analyst

\$2733-\$3718 Monthly (\$32,796-\$44,616 Annually)
The State of Oregon, Department of Administrative Services, Human Resources Management Division, is offering a challenging and exciting opportunity for a Senior Compensation Analyst. As a member of the central statewide policy recommending compensation and classification team, you will develop and analyze total compensation data; design, conduct and participate in comprehensive market surveys; serve on the central evaluation team to perform Hay job evaluations; testify as an expert witness regarding total compensation comparisons for collective bargaining; and consult with state agencies in compensation and performance management/pay for performance design, training and administration. You will participate in making compensation recommendations for the Governor's biennial budget and work with the Department's Fiscal Policy and Analysis Division to distribute approved salary and benefit fund appropriations/limitations to State agencies.
This position requires knowledge of compensation systems and computerized data analysis. Generally, this will be equivalent to 2-4 years compensation and/or related human resources experience, preferably in a unionized environment.
To apply: Please call (503) 378-4688, Internal Support Division, Department of Administrative Services, to request the application packet.
Application materials must be received by: 5 p.m., March 30, 1994

STATE OF OREGON
Equal Opportunity/
Affirmative action Employer

SECRETARY

Executive Services Secretary General Counsel's Office Oregon State Bar
Secretary for General and Assistant General Counsel within the Executive Services Division Composes and types a wide variety of correspondence and reports requiring detailed knowledge of bar and division functions and procedures. Handles confidential and sensitive materials on a recurring basis, routine administrative matters as assigned by the Division Director, including coordination and administrative support for division programs. Requires strong office organization skills and ability to manage multiple priorities. Needed are excellent interpersonal, communication skills. Requires strong skills and experience in Word-Perfect software. Experience needed includes three years of progressively responsible secretarial experience, law office experience helpful. Salary Range starts at: \$1,662 pr month with Excellent Benefits Apply immediately - send resume with a cover letter to personnel Officer, Oregon State Bar, Attn: ESS, 5200 S.W. Meadows Road, Lake Oswego, OR 97035-0889. Deadline for application is Monday, April 4, 1994.
Equal Opportunity Employer

Finance And Operations, Director
Experience required, degree in accounting or CPA, personnel management, proven leadership qualities, caring for & about children, financial planning experience, excellent PC skills. Key management position in a "team" environment. Resume to:
Finance/Operations Position, 8825 SW Barnes Rd Portland, OR 97225

COUNSELING Part-Time Employee Assistance Counselor

30 Hours Per Week Salary: \$10.25 Per Hour + Benefits
CODA, Inc. seeks a senior mental-health counselor to work 30 hours per week providing Employee Assistance services. Duties include: assessment of clients; individual, couple and family counseling; effective treatment of short-term clients; liaison throughout the community; assisting clients in problem-solving techniques; client referral; instructing on a variety of mental-health subjects; assist as requested in program marketing and promotion activities; perform other standard C-V duties. Position works flexible shifts which occur between 8AM and 7PM Monday through Friday. **TO QUALIFY:** A Master's Degree in a human services discipline and two years' supervised human services experience or equivalent are required. Candidates must demonstrate an ability to communicate information and ideas effectively both orally and in writing. Experience/education in corporate structures and organizational dynamics is preferred. A valid driver's license, reliable transportation and liability insurability are required. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **TO APPLY:** submit standard CODA application form, including screening questions responses, to the address below. **APPLICATION MATERIALS ARE AVAILABLE AT AND MUST BE RETURNED TO:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254.
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Mental Health Community Mental Health Center Seeks Culturally Competent Professionals For These Vacancies:

Adult Program FT regular (full benefits) Adult Crisis Intake Worker to work with a wide range of walk in psychiatric issues. Provide crisis intervention, assessment, outreach and follow-up.
Children's Program FT temporary (no benefits) Children's Crisis Intake Worker to provide crisis intervention/triage services to children/families.
(1) FT regular (full benefits) Child/Family Therapist to provide outpatient services to emotionally disturbed children and families. Skills in assessment and development/implementation of treatment plans are essential.
All positions require: (1) Masters degree in mental health related field or (2) Bachelor's plus two years of related experiences or (3) RN and 2 years of psychiatric experience. All positions require some evening/weekend on-call coverage.
Closing Date: March 28, 1994 Resumes To:
Garlington Center Personnel Department 4950 N.E. Martin Luther King Jr. Blvd. Portland, Oregon 97211 E-O-E
Minorities And The Disabled Are Encouraged to Apply

Social Services Program Assistant/CNA
MON-FRI, 9AM-3:30PM going to FT 8AM-5PM. Provide therapeutic recreation, personal care, transportation in agency lift vehicles for frail elders of adult day care program. Requires BA, or Associates, or reasonable combination of skills/experience, CNA highly desirable. Valid or Drivers license. \$6.5/hr + benefits.
Resume/App: VOA-ADC 537 SE Alder St. Portland, OR 97214
Equal Opportunity Employer.

CHILD CARE Part-Time Child Specialists

3 Positions Available \$6.72-7.35 Per Hour Plus Benefits
DUTIES: CODA, Inc., has vacancies for three part-time Child Care specialists. One position (CODE: C2F33) works 25 - 30 hours per week at our Family Treatment Center on SE 86th and Woodstock. Two 20-hour-per-week positions (CODES: C2030 and C2031) work at our Outpatient Clinic on NE 20th Avenue. All positions care for infants and children of substance-abuse treatment clients. Responsibilities include: social, educational and recreational activities for infants and children; consult with clients on basic care and parenting; room maintenance; co-facilitate groups for parents and their children's behavior on daily log reports; facilitate projects for volunteers. **TO QUALIFY:** A Bachelor's Degree with emphasis on child development is required; To years' experience in professional child care/child development or equivalent are preferred. Applicant must be trained/trainable in 1st Aid and CPR. Individuals currently serving any federal, state or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. **TO APPLY,** submit standard CODA application form, including screening question responses, to the address below. **APPLICATION MATERIALS ARE AVAILABLE AT AND MUST BE RETURNED TO:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254.
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Development Director

Innovative nonprofit agency providing a variety of community-based treatment services to youth and their families is seeking a highly skilled professional who is looking for a challenge and is interested in being part of a decision-making management team. Requires 5-10 years of progressively responsible experience as a successful development professional in positions emphasizing membership, direct mail, individual donor and corporate solicitation. Position is responsible for the creation and implementation of a fund-raising plan which will demonstrate concrete results within one year. Public relations, marketing, sales, and campaign backgrounds do not qualify. Competitive salary a excellent benefits. Supportive work environment. Position closes 4/1/94 at 5:00 p.m.
Send resume to:
P.O. Box 3137 Portland, Or. 97208

Human Resources Director

(part-time) for a private, non-profit agency. Must have experience in personnel practices, development, and recruitment; worker's and unemployment compensation; state labor laws; employer paid retirement and fringe benefits; maintenance of personnel records, knowledge of budget and accounting principles. Requires 3 yrs personnel management experience and related education and training. Send resume by March 28, 1994 to:
CCMH 6329 NE M.L. King Jr. Blvd Portland, OR 97211.
Attn: Human Resource Position

Social Services
Night Residential Counselor needed Mon-Wed nights, 10:45p.m.-8:00 a.m. at Harry's Mother. Salary is \$6.25 per hour plus benefits. Agency application is required & may be obtained at Janus Youth Programs, Inc., 738 NE Davis, Portland. We value diversity. Position open until filled.

Public Service Representative

State of Oregon, Adult and Family Services Division, (AFS) needs applicants for a Public Service Representative 3 (CO323) position in the Astoria Branch in Astoria, Oregon. AFS's mission is to promote the independent and self-sufficiency of families and individuals while providing, developing, and coordinating resources and services to meet their basic needs. Excellent benefits are available upon appointment. The salary range is \$1568-\$2060-monthly. **This position requires the applicants to be able to read, write, speak and translate for our limited English (English-Spanish) customers.**
To qualify you must have two years of experience in customer service. One year of which must have included interpretation and explanation of rules, regulations, and policies and responsibility for dealing with unique or unusual situations.
To apply: Obtain a State of Oregon application (PD100) and the announcement (OC940026) at the Astoria Branch of Adult and Family Services, 818 Commercial St., Astoria, Oregon 97103, Attention: **Sunny Huong, Operations Manager,** Telephone, 325-2021, extension 218.

Follow the instructions on the announcement. Submit your State of Oregon application (PD100) and attachments to: Astoria Branch of Adult and Family Services 818 Commercial St. Astoria, Oregon 97103.
Apply as soon as possible, there is an immediate need in the Astoria Branch.
An Equal Opportunity Employer

Mental Health Residential Counselors

Relief Residential A/D program for women offenders. Knowledge of A/D, women's issues, criminality H.S. Diploma or GED plus 1 yr exp. or BA Degree. Appl: VOA Attn Virginia WRC
200 SE 7th Portland, OR 9714
Equal Opportunity Employer.

Teacher Teacher Assistant

Innovative Family Preservation Program seeks two FT teacher Assts to work flexible schedule w/at-risk African-American families. Resp incl assisting teacher in classrm and in-home child care on a flexible basis. HS diploma/GED + 1yr rel exp. Exp and knowledge of African-American culture and families preferred. Competitive salary and bens. Resume/appl: VOA-Family Nursery Attn Lorraine Barton 537 SE Alder St. Portland, OR 97214.

Multnomah County
Construction Projects Specialist; \$14.52 per hour. Manage small construction and remodeling projects; work on design, budgets, schedules with clients and contractors. Requires two years of facilities project management experience to include space planning or design; related degree desirable. Apply by April 8, 1994. Call 248-5035 for job information or visit: Employee Services 1120 SW 5th Ave. Room 1430, Portland. Equal Opportunity Employer

Teacher, Preschool
Fulltime. Experience in a developmental, child-centered approach to early childhood education. Essential to have an abiding love of children & learning, ability to work in a team. Need B.A. and 3 yrs. early child classroom experience. Send resume by April 8th:
PreSchool Position 8825 SW Barnes Rd Portland, OR 97225.

Position Announcement

Technician
Engineering technician position. TV studio benchwork, 3/4" and 1/2" VCR's, camera heads, general equipment maintenance. Familiar with TV systems, design and operation. Ability to communicate effectively and function independently and efficiently. Valid drivers license required. Starting salary: \$16,288. For application materials contact: Christine Martin at 288-1515 between 9am-5pm. Completed applications are due by 5pm on 4/6/94. PCA is an EEO/ Affirmative Action employer.

Teachers, Middle School

Math, fulltime; US History, fulltime; French, 1/2 time; Spanish, 1/2 time. B.A. plus 3 yrs. exp. Coaching, advising, other duties. Interest and experience working with interdisciplinary team, curriculum development. Enthusiasm, experience working with middle school children required! Send resume by April 4th to:
Middle School Search, 8825 SW Barnes Rd Portland, OR 97225.

INSURANCE Blue Cross Blue Shield of Oregon HMO Oregon

Blue Cross & Blue Shield of Oregon/HMO Oregon offers a wide variety of career opportunities. We are currently recruiting for the following positions:
Senior Programmer Analyst (Position #010)

Candidates must have at least 2-5 years experience developing application systems using C+++. Experience with UNIX, MS Windows, HLLAPI, TCP/IP, SQL, MVS, CICS, or COBOL would be a plus.
BENEFITS SPECIALIST (Position #046)

This position requires a minimum of 3 years recent in-depth benefits administration experience handling worker's compensation reporting, case management, 401k & pension retirement plans. Qualified candidates should have a knowledge of ERISA, IRS, FASB regulations pertaining to retirement plan documents, worker's compensation regulations; OSHA, EPA, SARA, HAZCOM. Other requirements include group presentation experience pertaining to employee benefits plans, a college degree in Human Resources Administration and/or equivalent work exper & 50wpm typing.

CORPORATE ACTUARY (Position #070)

This position requires a Master's degree in mathematics, statistics or other quantitative science, or associate of the Society of Actuaries and a minimum of five years experience in health related actuarial or statistical work with two years experience in a management or supervisory capacity. Strong oral and written communication skills are also required. For more information about current openings call our:
Job Information Line: 1-800-231-1617

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flextime work hours and competitive salary Pre-employment drug screening required. To assure your resume is processed immediately, place the position number or job title at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept. 3rd Floor, 100 SW Market Street Portland, OR 97207 TDD #225-6780 Equal Opportunity Employer