

Career & CLASSIFIEDS

Position

Announcement

Engineering Coordinator
Portland Cable Access-TV is accepting applications for the position of Engineering Coordinator. Applicants must possess sufficient education and experience applicable to design, install, repair and maintenance of television production facilities. Must be able to execute general benchwork for audio and video systems. Must have the ability to teach and supervise and have proficient skills for preparation of bids, reports, records and maintenance of equipment inventories. Ability to communicate effectively and function independently and efficiently. Valid drivers license required. Salary range: \$28,000 to \$36,000. For application materials contact: Christine Martin at (503) 288-1515 Monday thru Friday between 9am - 5pm. Completed applications are due by 5pm on 6/6/94. PCA is an EEO/Affirmative Action employer.

Program Director IV

(Parent Training Services)

Multi-service nonprofit organization seeks Program Director to plan, manage and implement a CSD funded program to provide Parent Training Services within Multnomah County. The Program Director will provide leadership and supervision to a professional staff of eight, program development and design, contract compliance, fiscal management and community relations. The qualified candidate will have a minimum of a Masters Degree in Social Work, Education, Psychology or a related field. 5 years of parent training, family counseling or related services to families in stress plus a minimum of 5 years of supervision and management experience required.

Resumes should be sent to PTS, P.O. Box 3137

Garlington Center

The following is a listing of vacancies here at the Garlington Center. All resumes and/or applications should be submitted to Personnel for consideration.

- Occupational Therapist FT/PT
- Certified Occupational Therapist Assistant (Cota) FT/PT
- Adult Care Provider FT/PT (OC shifts)
- Billing Specialist with Medicaid & Medicare expertise FT
- Residential Manager FT
- Proctor Home Coordinator/Therapeutic Foster Homes FT
- Child/Family Therapist/Groups/ Sexually abused children FT

All positions will be held open until filled. Please indicate positions desired.

Community Support Services

Adult Outpatient Program
4950 N.E. Martin Luther King Blvd.
Portland, Oregon 97211
Telephone: (503) 249-0066
FAX: (503) 249-8235

Foster Parents

Urgently Needed!

Make a difference in a young person's life. Whether you are a couple or single, own a home or rent an apt, we need your help to provide short term foster care. Compensation and support provided. Call The Boys and Girls Aid Society 222-9661 ext. 228.

Counseling

Temporary Counselor- New Directions

Family Treatment Center \$1,294-\$1,360 Per Month
Duties: CODA, Inc., seeks a Temporary Mid-level substance-abuse counselor at our New Directions Family Treatment Center located on Southeast 86th and Woodstock to: diagnose, evaluate, and treat clients; conduct individual, group, and family counseling; develop and conduct structured education groups; coordinate with CSD and other outside agencies. Anticipated duration of this position is six months; it may conclude earlier or later, or may convert to "regular" status. Shift: Position works Mon-Thur from 9 AM until 7 PM **To Qualify:** A bachelor's degree in a human services discipline and at least two years' supervised human-services experience or equivalent are required. Knowledge of chemical dependency and family treatment issues very strongly preferred. Applicants must be certified/certifiable in CPR and capable of performing CPR for fifteen minutes continuously. Individuals currently under a 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.

Clerical

Relief Clerical Specialist \$6.30 - \$6.50 Per Hour

Duties: CODA, Inc., seeks clerical specialists to work relief shifts in clinical support office to do switchboard, reception, typing, filing, and general clerical duties. Position works variable shifts on an as-needed basis; all shifts take place M-F between 8 AM and 6 PM. **To Qualify:** High school diploma and two years; secretarial training or experience are required, as is a valid driver's license and liability insurability. Applicant must pass a skills test (typing 50 wpm, spelling, vocabulary, and grammar). Individuals currently serving a federal, state, or county parole or probation are ineligible for this position. **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.

Resource Coord.

Women's/children's homeless shelter case mgt, client education in domestic violence, parenting, drug/alcohol, life skills. Sal. \$9.19 - 10.38/hr + Benefits. Resume/Cover Letter: Attn: Judy Ferguson, VOA, 537 SE Alder St., Portland, OR 97214. Equal Opportunity Employer.

Child Care

Part-Time Temporary Child Specialists

3 Positions Available \$6.72 - \$7.25 Per Hour
Duties: CODA, Inc., has three Temporary vacancies for part-time Child Care specialists. One position is at our New Directions Family Treatment Center on SE 86th and Woodstock; one is at our Outpatient Clinic on NE 20th Avenue; one at our Alpha Family Treatment Center on SE 182nd and Market. All positions are Temporary, anticipated duration six months from date of hire. All positions care for infants and children of substance-abuse treatment clients. Responsibilities include: social, education, and recreational activities for infants and children; room maintenance; co-facilitate groups for parents and their children; document observations on children's behavior; facilitate projects for volunteers. **To Qualify:** Specialized training and experience in child care are required (a Bachelor's Degree with emphasis on child development is desired). Applicants must be able to lift and carry infants and small children (approx 30 pounds) occasionally, and must be able to perform CPR for 15 minutes continuously. Applicants 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. CODA is an Equal Opportunity/Affirmative Action Employer.

Electrician Supervisor

Oregon Department of Transportation seeks applicants for diverse and secure position in Milwaukie. Will direct, oversee, and assist in the installation, repair and maintenance of electrical systems, equipment, and fixtures. To qualify you must have experience as a general, journey-level Electrician, and possess a current Supervising Electrician's License. Position offers annual salary of \$26,040 - \$34,956 and exceptional fringes. Contact ODOT Recruitment at (503) 378-6281 (TDD 373-7272) for an application packet. Completed applications must be received by 5:00 p.m. June 8, 1994. ODOT is an AA/EEO Employer committed to a diverse work force.

Alzheimer's Coordinator (part-time)

Adult & Senior Services of the Urban League of Portland seeks a part time Alzheimer's Coordinator. Individual must have back-ground knowledge and experience of Alzheimer's patients. Position requires organizational skills; creativity; and a sense of humor. Desired education: 2 year degree or 5-10 years in social work with Alzheimer patients. Applications are available at 5325 NE Martin Luther King Jr. Blvd. or 10 N. Russell St. Position will close May 31 at 3 p.m. Salary range \$8,000 - \$10,000.

Notice Of Vacancy

U.S. Attorney's Office Receptionist
Closing Date 05/13/94
For further information contact Jien Davis or Laleisha Thompson at (503) 727-1000

General Office

Light Bookkeeping/data entry & FM Light, 28 hours/week. Resume to Women's Foundation of Oregon, 921 SW Morrison #422, Portland, 97205 by 05/23/94. EOE, people of color, women & disabled encouraged to apply.

Customer Service

An immediate opening is available for a Meter Reader based out of the Portland-Metro area. Recent customer service/relations experience preferred. Accuracy in recording statistical data essential; basic math skills required. Recent physically active work experience and/or non-work activities desirable. A valid local driver's license with an excellent driving record is required. Starting wage is \$2027/month with a full benefit package. Only those to be interviewed will be contacted.

Please identify this position (Req.#94060) when submitting your resume postmarked on or prior to **May 27, 1994:**

Northwest Natural Gas Company
HR; Employment (Req.#94060)
220 N.W. Second Avenue
Portland, Oregon 97209
FAX (503) 721-2506
An Equal Opportunity Employer
Job Information Line - 503/220-2434

Clerical

Northwest National Gas Company has an immediate opening for a part-time (>20 hrs/wk) Payment Processing Clerk position at the One Pacific Square location in Portland. Requires aptitude for operating high speed computerized equipment; prior experience in cashiering/banking desirable. Tests will be administered for numerical accuracy, filing and 10-key skills. Workstation operation requires hand/arm dexterity, frequent bending, twisting, kneeling/squatting and grasping as well as extended periods of walking and standing. Extractor operation requires sustained sitting up to 6 hours per day. The wage for this position is \$9.32/hour with a benefit package.

Only those selected to be interviewed will be contacted.

Please identify this position and Requisition #94027 when submitting your resume postmarked on or before **May 27, 1994 to:**

Northwest Natural Gas Company
Human Resources, Employment #94027
220 NW Second Avenue
Portland, OR 97209
An Equal Opportunity Employer
Proud to be a drug-free, smoke-free workplace
Job Information Line - (503) 220-2434

Clerical

Northwest Natural Gas Company has an immediate opening for a full-time Administrative Clerk at the One Pacific Square location in Portland.

Tests will be administered for basic reading/filing, numeric data entry/10-key skills, and typing at 50 WPM net. PC/WP skills are required. A desire and commitment to develop other software skills including spreadsheets is preferred. Requires bending, kneeling and squatting for filing and office machine maintenance. The salary for this position is \$1,810/month with full benefit package.

Only those selected to be interviewed will be contacted.

Please identify this position and Requisition #94044 when submitting your resume postmarked on or before **May 27, 1994 to:**

Northwest Natural Gas Company
Human Resources, Employment #94044
220 NW Second Avenue
Portland, OR 97209
An Equal Opportunity Employer
Proud to be a drug-free, smoke-free workplace
Job Information Line - (503) 220-2434

Staff Attorney

Staff Attorney, Legislative Counsel Committee of the Oregon Legislative Assembly. Duties include: draft legislative measure, legal research, legal opinions. Session position August 1, 1994 to June 30, 1995. Requires Law Degree and Oregon State Bar Membership. Salary \$1790 - \$2395 per month. Call 1-503-986-1243 for application materials. Deadline for application 5 p.m., June 24, 1994. EOE

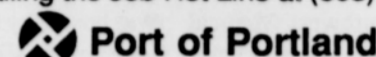
Port Of Portland Career Opportunities

Receptionist

Human Resources

Closing Date: May 27, 1994

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m. on the closing date. Information about career opportunities with the Port can be obtained by calling the Job Hot Line at (503) 731-7480.



Recycling Program Specialist

City of Milwaukie, OR. **Salary:** \$9.74 to \$12.43 per hour DOQ
Hours: 30/wk current, budget request beginning July 1, 1994 at 40/wk. AFSCME covered position, plus excellent benefit package. We are seeking a responsible person for coordination and management of the City's Solid Waste and Recycling programs. This position is responsible for program and activities development, coordination, operation, conduct and supervision. **Requires:** Bachelor's degree from an accredited four year college or university in field related to assignment; have a current valid area driver's license and have a minimum one year's prior work experience employing technical skills. Six month's experience directing and evaluating work of others or contract administration is desirable. **Apply:** City of Milwaukie, Human Resources (HR), 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Must receive completed application, supplemental questionnaire, and written examination by 1 PM, Wednesday, June 1, 1994, in HR at the above address. Resumes will be accepted in addition but not in lieu of the above. Fax #(503) 652-4433. EEO.

Social Services

Full-time Family Counselor needed to provide strength focused counseling and support services to runaway youth and their families. Requires strong clinical skills in assessment and short-term treatment; three years family therapy experience; Master's Degree in mental health related field. LCP, LCSW, LMFT preferred. Competitive salary. Position requires flexible availability for on-call response during non-business hours. Obtain required agency application at Janus Youth Programs, 738 NE Davis, Portland. Contact Doug Pullin, 233-6090, ext. 133 for further info. Position open until filled. We value diversity.

Multnomah County

Office Assistant 2

\$9.17 per hour; apply by May 27. Minority and bilingual candidates encouraged to apply. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer

Positions Open

The Northeast Coalition of Neighborhoods is currently recruiting to fill two (2) full-time, temporary positions (1+ years). These positions are for the Northeast Workforce Center, located at 739 North Killingsworth.

Community Outreach

Specialists (Client Advocates)
Individuals will be responsible for the door-to-door outreach and case management of the occupants of a targeted northeast neighborhood; providing job placement assistance information and referral to other appropriate services; collecting and tracking information necessary for effective case management; providing extensive follow-up services; and coordinating closely with other organizations providing community services. Applicants should have experience in counseling and case management - dealing effectively with clients who have multiple needs. In addition, ability to establish positive relationships with diverse groups and maintain client tracking systems are also required. Must be computer literate with experience or knowledge of computerized data bases. Salary is \$24,000/year plus benefits. Qualified applicants should obtain an application packet at:

Northeast Coalition of Neighborhoods Office

4815 NE Seventh
Portland, Oregon 97211
Hours: 9:00 a.m. - 5:00 p.m. (No Phone Calls Please)
Application deadline is Friday, May 27, 1994, 5:00 p.m. **The Northeast Coalition of Neighborhoods is an Equal Opportunity Employer.**

Information & Referral Specialist

Strong communication and problem solving skills required. Must be able to work directly with consumers by telephone; understand and explain technical issues; and develop written information materials. Organizational and clerical skills are essential. Spanish language and computer skills preferred. Salary range; \$19,000 to \$23,000. Resumes not accepted. Application available at the Portland Housing Center, 1605 NE 45 St. Position may close any time after May 30. Equal Employment Opportunity.

Sub-Bids Requested

St. Johns "B" Basin Drainage System
City of Portland, OR

Bid Date: June 2, 1994 * 2:00 p.m.

Copenhagen Utilities & Construction, Inc.

Contact Dwayne Nelson CCB #275-45
13600 Ambler Rd./P.O. Box 429, Clackamas, OR 97015
(503) 654-3104 FAX: (503) 654-3526

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business subcontractors, small businesses rural areas and women and minority business enterprises.

Sub-Bids Requested

ROTHCHILD GRADUATE CENTER

Portland, OR

All bids due by: Thursday, June 9, 1994 - 1 p.m.

Emerick Construction

P.O. Box 66100
Portland, OR 97290-6100
CCB #10723

(503) 777-5531 FAX: (503) 771-2933

We are an Equal Opportunity Employer and request sub-bids from minority, women, disadvantaged, or emerging small businesses.

DELIVERY PERSON

Requires valid drivers liscence.
Inquire with Mark Washington
at The Portland Observer.

4747 NE Martin Luther King Blvd.,
Portland, OR 97211

(503) 288-0033