

Career & CLASSIFIEDS

Resident Assistance Coordinator

(Part-Time Position)
Vancouver Housing Authority
 Immediate opening. This highly responsible position provide full management of a diversified caseload of family and elderly/disabled clients subsidized under federal housing programs. Duties include eligibility certification, lease enforcement, housing quality standards inspections, resident files maintenance, resolving resident related problems, and enforcing program requirements. Degree plus two years related experience or equivalent combination of education and experience. Requires strong interpersonal skills, experience working with multi-ethnic clients, good judgment, problem solving, conflict resolution, strong written and oral communication skills, math skills, and ability to handle heavy paperwork. Salary range \$1004 - 1304 per month (20-hr per week schedule). Excellent benefits. Call (206) 694-2501 for application materials. Submit to VHA, 500 Omaha Way, Vancouver, WA 98661 by 5 p.m. Monday, June 20, 1994. Equal Opportunity Employer

Executive Director

The Arc of Oregon seeks a dynamic individual to lead our statewide advocacy and program efforts on behalf of people with development disabilities and families. Master's level degree and 5 years' experience in human services management, or equivalent, required. Understanding of developmental disabilities a must. Job involves fiscal and program administration, fund/resource development, advocacy, governmental affairs and the ability to work with a board of directors and in collaboration with others. Some travel required. Starting salary \$40,000, plus benefits. Call (503) 581-2726 for application instructions or write: CEO Application Information, The Arc of Oregon, 1745 State Street, Salem, OR 97301. Completed Applications due by 5:00 p.m., July 15, 1994.

Social Services

Juvenile Justice Programs Supervisor. MSW or master's in related field, or bachelor's in mental health related field plus combination of 2 years education (mental health related beyond bachelor's) & clinical mental health experience required; also competence in program accountability, supervision, coordination of community relations, internal communications, & working in multicultural setting. Salary range \$21,517 - \$32,276 DOE. Excellent benefit package. Call Boys & Girls Aid Society of Oregon, 503-222-9661, ext. 203, for application. Equal Opportunity Employer.

Construction

Temporary Position
(approx. three months)
 Must know interior wall and ceiling construction. Some plumbing and electrical experience is preferred. Hours M - F, 7:00 a.m. - 3:30 p.m., and some Saturdays. \$7.00 hr. Please apply at 3580 N.E. Broadway, Portland, OR 97232, M - F between 1 - 5 p.m. Equal Opportunity Employer.

Volunteers

An opportunity to work with street youth. Willamette Bridge Programs will be accepting applications and training volunteers to work with street youth. Training conducted June 4 & June 7th. Contact 233-8111 for registration information.

Social Service Program Assistant

Non-profit seeks versatile person for food program serving low-income mothers and children: client screening, recordkeeping and volunteer supervision. Good computer and communication skills required. Background in nutrition education preferred; knowledge of MS Publisher a plus. Send cover letter with salary requirements and resume to Oregon Food Bank/Child's Path, 2540 N.E. Riverside Way, Portland, OR 97211 by 6/13/94. Equal Opportunity Employer.

Professional African-American Bikeriding Club
 Rides scheduled for Wed, Sat and Sun. Call (503) 282-6921 for details.

Principal Executive Manager B

(Branch Manager)
\$2511 - \$3536 + Benefits
 The State of Oregon Vocational Rehabilitation Division is recruiting for a Branch Manager in Salem to oversee and monitor activities of the vocational evaluation staff in providing Social Security disability services for claimants. Contact local Employment Office to obtain announcement X7002, OC940331 and a state application. Applications must be received no later than 6/10/94, 5:00 pm to be considered for our current vacancy. VRD is an AA/EEO Employer which complies with the Rehab. Act of 1973 and ADA. Minorities, females and persons with disabilities are encouraged to apply.

Multnomah County

Clinic Pharmacist: \$40,987 - \$47,836 annually; apply by June 10. Minority and bilingual candidates encouraged to apply. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 S.W. 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Microcomputer

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We need people with a wide range of talents to join us as we help families and businesses achieve financial security through Standard's products and services. Qualified individuals are encouraged to apply for the following job opportunity.

Microcomputer Administrator

Administers, maintains and delivers reliable, secure microcomputer services to all company employees and business customers in accordance with corporate standards and guidelines. Requires working knowledge of current MS-DOS and Windows, 386/486 hardware and LAN fundamentals; minimum of two years demonstrated support experience in a 100 plus user environment with emphasis in IBM and compatibles, MS-DOS commands, memory management, drives Windows set-up, PC communications, installing/deinstalling applications, and Macintosh fundamentals. Working knowledge of PC LANs and PC support in a Novell environment desirable, ideal candidates will be self-directed and possess effective interpersonal, written and verbal communication skills for frequent interaction with customers and technical staff. Work hour flexibility required to provide support as needed. Lifting of equipment weighing 25 lbs. or more is required. Limited travel.

Our job openings represent an excellent opportunity to be associated with a growing company proud of its financial strength. Standard Insurance offers a smoke-free work environment and a comprehensive benefit program which includes a family package with child care subsidy and referral service, medical, dental, and vision insurance. Our home office is conveniently located downtown and we provide a transit subsidy for our employees who take advantage of public transportation. Application deadline is Wednesday, June 8th, 1994 at 1pm. Business hours are 8am to 5pm and a room is available from 9am to 1pm for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 2.

Standard Plaza
 7th Floor, Human Resources Office
 1100 SW 6th Ave, Portland, OR 97204
 Equal Opportunity Employer

Sub-Bids Requested

Rothchild Graduate Housing

Conversion of Seven Story Office Building to 106 units of Low Income SRO Housing.

The Building is a Reinforced Concrete Type II Building Requiring Seismic Upgrade.

Walsh Construction Co.

3015 SW First, Portland, OR 97201
 (503) 222-4375, FAX (503) 274-7676

Plans are available:

- Walsh Construction Co., 3015 SW First Av., Portland, OR 222-4375
- Construction Data West, 1200 NW Front St., Portland, OR 225-0200
- Construction Data East, 1125 SW Madison St., Portland, OR 234-0281
- Daily Journal of Commerce (DJC) Plan Center, 2374 NW Vaughn St., Portland, OR 274-7744
- Impact Business Consultants, 8959 SW Barbur Blvd., Portland, OR 245-9253
- Oregon Assoc. of Minority Entrepreneurs (OAME), 1130 NE Alberta St., Portland, Oregon 249-7744
- National Assoc. of Minority Contractors (NAMC), 4837 NE Martin Luther King Blvd., Portland, OR 282-1190
- Salem Contractors' Exchange, 2256 Judson Street SE, Salem, Oregon 362-7957
- SW Washington Contractors' Exchange, 7017 NE Hwy 99, #214, Vancouver, Washington 98665, (206) 694-7922
- Oregon Contractor, 10788 SE Highway 212, Clackamas, OR 97015 650-0148

Bide Date: June 9, 1994

Bide Time: 3:00 p.m.

Walsh Construction is an Equal Opportunity Employer and strongly encourages women, minority, and emerging small business enterprises to submit bids on this work.

Social Services

Outreach Specialist, Youth Gangs Program

Previous knowledge and experience with youth gangs in the Portland Metro area. Experience in working with diverse groups. Bilingual skills welcomed. Starting salary \$9.65 hr. Must apply in person to NE Coalition of Neighborhoods, 4815 N.E. 7th, Portland, before June 13, 1994, 5:00 p.m. **No Resumes Accepted. EEO Employer.**

Foster Parents

Urgently Needed!!

Make a difference in a young person's life. Whether you're 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. The Boys and Girls Aid Society 222-9661 ext 228.

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 Carla lost over 35 lbs in 10 weeks and made over \$1200 last month working part time out of her home!
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 (503) 788-0140

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.

Employment

City of Portland

Assistant Management Auditor (Licenses) - to \$3,643 a month at top of range (Closes on Monday, June 20, 1994)
 For more info/closing dates call (503) 823-4573 (24 hr job information). No resumes please.

BUREAU OF PERSONNEL
 1220 S.W. 5th ave., First Fl.
 Portland, OR 97204
 Apps also available at:
 URBAN LEAGUE
 10 N. Russell

Minorities, females and disabled encouraged to apply.

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DELIVERY PERSON

Requires valid drivers liscence.
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 at The Portland Observer.

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