

CLASSIFIEDS

Mental Health

Part-Time Temporary Employee Assistance Counselor

20 Hours per Week
\$15.00 per Hours

The Position: CODA, Inc., seeks a qualified mental health counselor to perform part-time (20 hours per week) Employee Assistance Program (EAP) services on a temporary basis. Anticipated duration of this position is six months, although it may conclude earlier or later or may become permanent. Essential duties include: Conducting clinical interviews for assessment of clients; conducting individual, couple and family counseling; Gathering relevant information from clients; communication effectively with mental-health professionals throughout the community. The position also assists as requested in program marketing and promotion activities, and may be requested to perform other standard C/V duties. Position works 20 hours per week. Shifts are flexible, and will occur between 8am and 8pm 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. Preferred candidates will possess experience/education in corporate structures and organizational dynamics. 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 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.

Social Service

Position reopened: 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 field 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. Call Boys & Girls Aid Society, 503-222-9661, X203, for application. Equal Opportunity Employer.

Head Start/ECEAP

Economic Opportunity Committee of Clark County, Inc.

Teacher

32 Hrs/Wk., 35 Wks./Yr. Requires Bachelor's Degree in Early Childhood Education; or Bachelor's Degree in Education with an ECE endorsement or Child Development Associate (CDA) certificate. One year consistent paid experience with groups of children 3-5 years old in preschool program, including supervision of adults and classroom planning/management. Must have a Food Handler's Card and First Aid and CPR certificate. Entry is expected at \$10.31/Hr.

Teacher

Provisional (Maternity Leave)
32 Hrs./Wk., Sept - March. Requires Bachelor's Degree in Early Childhood Education or Bachelor's Degree in Education with an ECE endorsement or Child Development Associate (CDA) certificate. One year consistent paid experience with groups of children 3-5 years old in preschool program, including supervision of adults and classroom planning/management. Must have Food Handler's Card and First Aid and CPR certificate. Entry is expected at \$10.31/Hr.

All applications must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4pm, Mon-Fri., Economic Opportunity Committee office, 10621 NE Copley Dr., Suite 207, Vancouver WA 98662, (206) 896-9912. Application deadline for both positions is Wed., Sept. 7 at 4pm. Interviews will be held on Fri., Sept. 9 for both positions.

EEOC/AA

Social Service

VISTA Program Coordinator

Vancouver Housing Authority
New position, part-time. Immediate opening. Monitor/supervise new VISTA Volunteer program for State of Washington Housing Authorities. Assist Housing Authorities in effective utilization of VISTA Volunteers and function as liaison among program participants. Based at VHA office; travel required (normally within Washington State). Requires community service or organizing experience in volunteer assignment, supervision, and/or training. Graduate from four-year college or university and three years progressively responsible experience in program development and management, team building and leadership; experience working with people of diverse ethnic, social, and economic backgrounds. Call (206) 694-2501 to request application materials. Resumes without applications will not be accepted. Completed applications must be received by 5:00pm Monday, September 26, 1994. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661.

Equal Opportunity Employer

Painter

Painter, Full-time. Responsible for preparation, painting and clean-up of apartments & common areas. \$1,370 to \$1500 month. Applications available at College Housing Northwest 2121 SW Broadway, Portland, OR 97201. Phone number 497-1188. Closing date 9/2/94. EOE.

Neighborhood Services Coordinator

City of Milwaukie, Or.

Salary: \$3,295 - \$4,207 per month, DOQ. Persons qualified to perform professional public information services and assist in implementing a neighborhood district program and special projects for the City are encouraged to apply. Applicants must possess a four year college degree in related field and five years experience with work in state or local government, management, journalism or research for, or related to local government. Candidates must have the ability to communicate orally and write clearly and concisely. Successful applicants will demonstrate ability to provide leadership and coordination to develop solutions and new techniques. Application materials include a letter of interest, current resume, three professional references and a copy of a news release or article written by the applicant. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than 4:00pm, Monday, September 12, 1994. TDD # (503) 659-5171 or Fax # (503) 652-4433. A job description and announcement are available upon request. Women and minorities are encouraged to apply. EEO.

Public Safety Officers

IPC International Corp. is currently seeking several individuals to join their staff at:

Lloyd Center

2201 Lloyd Center
Portland, OR 97232

Full and Part time positions are available with flexible Day, Evening and Weekend Hours. Please apply in person at the Mall Customer Service Booth, Monday thru Friday from 9am to 5pm.

eoe m/f/h/v

Social Service

Case Manager

Young Parents Program
Provide services to pregnant and parenting teens at alternative high school in Beaverton. Experience working with adolescents. Bachelor's in Human Service. We value diversity. Salary range \$14,807 - \$22,212. Deadline September 7, 1994. Apply at The Boys & Girls Aid Society, 018 S.W. Boundary Ct., Ptd. No calls please. Equal Opportunity Employer.

Administrative Analyst I

ADA Program Technician
Seasonal. Sal. \$11,833/hr. Seeking technician to compile survey information regarding rights of way curb cuts, city property and facilities to ensure compliance with the Americans with Disabilities Act (ADA). Knowledge of ADA compliance is desired; 4-yr degree in business admin. or public admin. City of Salem, Personnel Dept., 555 Liberty SE, Salem, OR 97301. (503) 588-6162. EOE/AA

Sales Assistant Trainee

Assistant position leads to commissioned remodeling design and sales position. Education and/or experience in some combination of housing design, architectural and cabinet drafting building codes, and direct client work. Degree in housing, architecture, or interior design preferred. Must provide own transportation, be able to negotiate a variety of site conditions. Fulltime, waged, benefits. Apply by sending cover letter and resume to:

Neil Kelly
Designers/Remodelers
804 North Alberta Street
Portland, Oregon 97217
No phone calls, please.

Equal Opportunity Employer.

Surveying

W&H Pacific, a multi-discipline engineering and planning firm, is currently seeking qualified individuals for the following positions in their Portland office.

Survey Office Technician

Position requires education and/or experience in survey COGO calculations and mapping. Familiarity with Autocad/DCA mapping required and Wild data collection a plus. PLS or LSIT registration also a plus.

Field Survey Crew Chief and Technician

Requires two years experience in all aspects of surveying. Familiarity with electronic theodolites and data collection required. Experience with Wild total station/data collection a plus. PLS or LSIT registration or college education in a related field also a plus.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. Applications may be obtained or resumes may be delivered, mailed or faxed to:

W&H Pacific
8405 SW Nimbus Ave.
Beaverton, Oregon 97005
Attn: Katherine Brown
Fax: 526-0775

We are an affirmative action/equal opportunity employer.

Secretarial

Construction/Maintenance Secretary

Vancouver Housing Authority
Provides secretarial/clerical support to Staff Architect/Construction Coordinator responsible for VHA's ongoing modernization program, and back-up assistance for the Maintenance Secretary. Requires occasional use of personal vehicle to transport technical documents. Requires high school plus business college and two years secretarial experience or equivalent, typing ability to 65 wpm with accuracy, familiarity with construction or architectural terminology, attention to detail, excellent communication skills, proficiency with word processing and spreadsheet software (WordPerfect and Lotus 1-2-3 preferred). Telephone (206) 694-2501 to request required application packet. Resumes without applications will not be accepted. Completed applications must be received by Monday, September 19, 1994. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661.

Equal Opportunity Employer

Air Quality Program Operations Manager

Principal Executive Manager E

\$3365 - \$4742 Monthly

The Air Quality Division of the Oregon Department of Environmental Quality is currently seeking qualified applicants for an Air Quality Program Operations Manager in Portland, Oregon. This position has statewide responsibility for implementation of air quality programs which includes program development, industrial permitting, inspections and enforcement, establishing air pollution control requirements, industrial tax credits, and implementation of provisions of the Clean Air Act.

To qualify you must have: three years of management experience in a public or private organization which included responsibility for: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

To request an application and announcement please call the DEQ jobline at (503) 229-5785, TDD users may call (503) 229-6993, no later than September 6, 1994.

Equal Opportunity Employer

STANDARD INSURANCE COMPANY

People. Not just policies.™
We need people with a wide range of talents to join us as we help families and business achieve financial security through Standard's products and services. Qualified individuals are encouraged to apply for the following job opportunity.

Secretary

Performs administrative, computer-based and reception support for the Quality and Training section. Coordinates and schedules numerous training activities, maintains associated records, and assists with material development. Updates training databases and produces computer reports. Serves as primary back-up for Home Office receptionist. Ideal candidate will have secretarial/administrative experience. Demonstrated customer service, verbal and written communication skills essential. Working knowledge of Macintosh and the following applications desired; Microsoft Word, Pagemaker, File Maker Pro and WordPerfect. Must have strong detail orientation with ability to organize workload to meet changing priorities and deadlines. Type 50 wpm.

Our job openings represent excellent opportunities 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, Sept. 14, at 1 pm. 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

Level 2, Human Resource Office
1100 SW 6th Avenue
Portland, OR 97204
Job Hotline #321-OPEN (6736)
Equal Opportunity Employer

Civil/Electrical Engineer

W&H Pacific, a multi-discipline engineering and planning firm, currently seeks a civil engineer with electrical engineering experience to assist our utilities group. Successful candidate will be responsible for sizing and lay out of electrical distribution systems for subdivisions. Preference given to applicants with two or more years of similar work experience.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. To apply please send or fax cover letter and resume referencing this position to:

W&H Pacific
8405 SW Nimbus Ave.
Beaverton, Oregon 97005
Attn: Katherine Brown
Fax: 526-0775

We are an affirmative action/equal opportunity employer.

Mental Health

Child Treatment Specialist III

Work w/traumatized boys & girls ages 4-12 in an acute care shelter program. BA & related exp preferred. Apply at Waverly Children's Home, 3550 SE Woodward, Portland, OR 97202.

Equal Opportunity Employer

Legal Assistant Program

Legal assistants are paraprofessionals who work with attorneys. They interview clients, prepare documents and case materials, and do research as well as office management tasks.

- ◆ Opportunity for challenging, fast-paced work
- ◆ A good choice for career-changers
- ◆ Evening/Saturday classes for working students

Cascade Campus
705 N. Killingsworth St.
244-6111, ext. 5212

Portland
Community
College

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Civil CADD Technician

W&H Pacific, a multi-discipline engineering and planning firm, is currently seeking an experienced civil cadd technician to staff an additional position in their Portland office. Successful candidate must have experience with Softdesk (DCA) civil engineering applications for Autocad v. 12, as well as work experience in a civil engineering and/or surveying environment.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. To apply please send or fax cover letter and resume to:

W&H Pacific
8405 SW Nimbus Ave.
Beaverton, Oregon 97005
Attn: Katherine Brown
Fax: 526-0775

We are an affirmative action/equal opportunity employer.

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Please apply in person between the hours of 2:00 p.m. and 5:00 p.m.

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