

CLASSIFIEDS

Mental Health

Counselor-IV - Senior Substance-Abuse Counselor

Starting Salary: \$1463-\$1520 Per Month Plus Benefits

The Position: CODA, Inc., seeks a full-time Counselor-IV for the New Directions Family Treatment Center located at Southeast 86th and Woodstock to provide diagnosis and treatment to a caseload of 7 to 8 clients, both residential and outpatient. Many are pregnant and/or have small children; conduct individual, group, and family counseling and therapy; facilitate 4 groups per week; perform consultation, coordination, and liaison with CSD, Probation and Parole Offices, and other outside agencies; maintain client records in accordance with standard clinical procedures; participate in marketing and promotion activities, and in program development. **Physical Demands:** Must be able to perform CPR for 15 minutes continuously; lift infants and children (up to 30 pounds) on an occasional basis. **Shift:** this exempt position works a combination of daytime and evening hours from Monday through Friday of each week. **To Qualify:** a bachelor's degree in a human services discipline and at least two years' supervised human-services experience (ideally with dual-diagnosis and other complex chemical-dependency clients) or equivalent are required; preferred candidate will demonstrate strong oral and written communication skills and the ability to work with minimal supervision. Applicants must be certified/certifiable in CPR and capable of performing CPR for fifteen minutes continuously. 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.

Economic Opportunity Committee of Clark County, Inc. Secretary

Minimum two years clerical experience; one year of college or business school course work may be substituted for one year of experience. Demonstrated ability to type 55 wpm, WordPerfect 5.1 required. Lotus 1-2-3, desktop publishing and graphics highly desirable. Typing and WordPerfect tests will be given. Knowledge of office practices, business English, correspondence layout 35 hrs/wk., 46 wks./yr; beginning salary \$7,30/hr. Obtain application package, 9am - 4pm, Mon - Fri, EOC Office, 10621 NE Coxley Dr., Ste. 207, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC Office by 4pm, Wed., Oct. 12, 1994. EEO/AA

Accounting

Accounts Payable/ Bill Clerk

KPDX Fox-49 is looking for an upbeat, detail oriented person to run its accounts payable desk. The successful candidate will also be responsible for debriefing broadcast logs and generating invoices in a timely fashion. We offer a competitive salary and great benefits. Macola and/or broadcast experience helpful. Obtain required application at KPDX, 910 NE Martin Luther King Jr Blvd, Portland, OR 97232, or contact personnel at (503) 239-4949. Closes 10/12/94. EEO.

Medical Records Clerical Specialists Two Positions Available Salary: \$1092-\$1150 Per Month Plus Benefits

The Position: CODA, Inc., seeks two Clerical Specialists (Support Services 2) to support our outpatient and residential substance-abuse treatment programs. Duties include: daily filing and management of clinical records; on-site clerical support at our two residential treatment facilities; monitoring of clinical records; transcription of admissions and medical data; chart delivery to residential sites as required; relief residential clerical assistance three days per week; standard clerical duties such as typing, filing, and word processing (WordPerfect); as requested, clerical support to the Medical Director and assistance with switchboard and reception duties. **Physical Demands:** must be able to climb stairs, carry bundles of medical charts, repeatedly open and close lateral-file drawers, and lift loads up to 25 pounds. Shift: both positions work Monday through Friday 8am until 5pm. **To Qualify:** a high school diploma and two years of secretarial training or one year's secretarial experience (or combination of education and experience) or equivalent are required. Applicants must be able to relate well to staff and to the general public, follow complex, detailed instructions with little supervision, type 55 wpm with no more than 5 errors. Candidates must have a valid driver's license and reliable transportation, and must be insurable for auto liability. 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.

Custodians

Portland Public Schools PPS Civil Service Board is seeking applicants for custodial positions. Beginning annual salary \$19,864, plus district benefits package. Applicants will be accepted October 10-19, 1994, 8 a.m. to 5 p.m. Information and applications available in the lobby of the Blanchard Education Service Center, 501 N. Dixon, Portland, OR 97227. No phone calls please. Equal Opportunity/Affirmative Action Employer.

Occupational Safety Specialist 3 (Training Specialist) \$2,486 - \$3,307

The Oregon Occupational Safety and Health Division (OR-OSHA) of the Oregon Department of Consumer & Business Services is recruiting for a Training Specialist for its Portland office. The OSS3 is responsible for developing and delivering training to employers and employees to assist in their compliance with the Oregon Safe Employment Act. If you would like application information and a job announcement, contact Employee Services at (503) 378-8980. This recruitment closes October 24, 1994 at 5:00pm.

An Equal Employment Opportunity Employer

Security Officers

Portland Security Firm has immediate opening for Security Officers for graveyard and swing shifts. We offer training and uniforms. Must have valid ODL. Apply in person 714 NE Alberta. EOE.

Development Officer For Special Campaigns

Portland State University seeks a Development Officer for Special Campaigns to assist with University-wide fundraising activities. Reporting to the Executive Director of University Development, the Development Officer for Special Campaigns will coordinate special project plans and activities with all members of PSU's development staff.

The Development Officer is responsible for the recruitment, cultivation and management of volunteers that support a variety of PSU activities. In addition, the successful candidate will assist in identifying priority goals for which private funds are needed and will aid in identifying and cultivating potential donors. The Development Officer for Special Campaigns will conduct corporate donor research and generate proposals or letters in support of special campaigns, events and other activities. Other duties include: scheduling meetings and providing materials as appropriate, serve as the central clearinghouse for information regarding all aspects specific activities, maintaining accurate records and organize materials for future special campaigns and events as necessary and appropriate.

This is a 3/4 (.75 FTE) time position at an annual salary of \$22,500.

Qualifications include: The successful candidate should have a baccalaureate degree or 3 to 5 years of event and volunteer management. Fund raising experience would be desirable.

Interested candidates should send a letter of interest, resume and the names of three professional references to: Nadine Wall, University Development, Portland State University, P.O. Box 751, Portland, OR 97207. Review of applications will begin October 17, 1994 and will continue until a suitable candidate is identified.

Portland State University is an affirmative action/EEO employer. Women, persons from under-represented groups, veterans and individuals with disabilities are encouraged to apply.

Social Services

Program Assistant Special Needs Adoption Coalition

Part-time position. Program Assistant provides the full range of support activities to the SNAC Recruiter's. Job includes maintaining data base on waiting children and adoptive families. Responding to adoption inquiries from families and agencies from throughout the Pacific Northwest; Coordinating activities associated with production of newsletter. Assist on Special Recruitment activities. Maintain contact media who feature "waiting child" features. Three years experience or equivalent training in full range of clerical skills including word processing and database management required. Proven skills in public contact especially over the telephone in order to maintain successful relationships with the media, adoptive families and adoption agencies. Familiarity with Child Welfare and Adoption a plus. Non-profit agency experience helpful. Call The Boys and Girls Aid Society, 503-222-9661, X141, for application. Deadline October 10, 1994. Equal Opportunity Employer.

Kindergarten Teacher

Jeanette Fegan School of Early Learning has an immediate opening for a Kindergarten Teacher and Teacher in infant/toddler nursery. For more information, call 287-5656.

Advertise in
The Portland Observer
call (503) 288-0033

Economic Opportunity Committee of Clark County, Inc. Family Service Worker II

Associated Degree in Human Services or related field with 4 years experience working with children and families in human services. Act as family advocate, establishing helping relationships with families and networking with other community agencies. Past experience with Head Start helpful. Position requires dependable automobile, driver's license and insurance. Starting salary is \$9.16 p/hour. Must submit cover letter, resume, 3 letters of recommendation and an EOC application. Obtain application package 9am - 4pm, Mon-Fri, EOC of Clark County, 10621 Coxley Dr., #207, Vancouver, WA 98662, (206) 896-9912. Deadline is Wed., October 12, 4:00pm. Interviews will be held October 14 & 17. EEO/AA

Mental Health

Residential Relief Workers

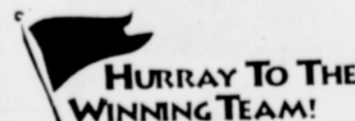
\$6.30 Per Hour

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.

Electrician

Oregon Department of Corrections

This position is located at the Oregon State Penitentiary in Salem. The Corrections Electrician coordinates, instructs and directs unskilled and semi-skilled inmates in the installation, alteration, maintenance, and repair of electrical systems, equipment and fixtures, and performs skilled electrician work. Experience as a general journey level electrician and a valid Oregon general supervising electrician license or limited supervising manufacturing plant license required. Salary range \$2,303 - \$3,212 per month. Liberal insurance, retirement vacation and sick leave benefits. A detailed job announcement and state of Oregon Employment Application can be obtained from any local Oregon employment division office. Apply immediately if you are interested in this vacancy EEO/ADA Employer.



Kelly temporary employees are tops. Thanks for being part of our team.

We're always looking for good players. So tell your friends to call Kelly too.

• Office Clerical • Light Industrial
• Marketing • Technical

NATIONAL TEMPORARY HELP WEEK OCTOBER 2-8

Join Our Winning Team Today!

CALL 1-800-90KELLY

KELLY Temporary Services
(Equal Opportunity Employer)

"HUD DOES NOT OWN NOR IS HUD SELLING THIS REAL ESTATE"



PURCHASE OPPORTUNITY



Beacon Manor
3205 S.E. 8th Avenue
Portland, Oregon 97202

The above property is offered by the owner pursuant to the Low Income Housing Preservation and Resident Homeownership Act of 1990. For six months, this offer is only open to resident councils and community-based nonprofits with at least 50% resident support who agree to maintain low-income affordability restrictions on the property. For the next six months it is also open to all nonprofit organizations and State and local government agencies. Offers from other qualified purchasers will not be considered until the end of a twelve month period.

The following information is provided for informational purposes only:

Name and address of owner:	Unit Composition:
William C. and Alma F. Dietz	Type Number
12107 Ridgecrest Rd.	0-BR 12 Units
Portland, OR 97262	1-BR 8 Units
(503) 761-6076	

Earnest Money Deposit: \$4,800
Transfer Preservation Value: \$480,000

All potential purchasers must contact the owner(s) directly, however, interested nonprofit purchasers must submit an expression of interest to:

Rob Prasch, Asset Manager
U.S. Department of HUD
520 Southwest Sixth Avenue
Portland, Oregon 97204-1596
(503) 326-2788

Potential purchasers may send their names to receive copies of prescribed notices to the above HUD office.

Expressions of interest will include: (1) a statement that the purchaser is a Resident Council, a nonprofit organization or a State or local government agency; (2) a copy of the organization's articles of incorporation, charter or bylaws; (3) a list of officers or directors; (4) evidence of Section 501 (c) status or application there of; (5) any owner affiliation; or (6) establishment of a subsidiary purchaser, if any.

A successful offeror must submit a Plan of Action to purchase the property and must agree to maintain low-income use restrictions at the project for its remaining useful life.

Finance

Portland Development Commission Project Coordinator II/Finance \$37,100 - \$55,700

The Housing department at PDC is seeking a qualified professional to manage a small team of income property loan officers. This team will have responsibility for soliciting, originating and underwriting real estate loans primarily for single-family and multi-family rental housing development. The position is responsible for taking the lead on potential rental development projects including the coordination of a variety of predevelopment activities and consultant contracts. The successful candidate must demonstrate solid skills in development management income property financing, and possess the following qualifications:

- Ability to manage project development and supervise professional staff.
- Ability to structure complex financing arrangements and negotiate private lender participation on selected multi-family housing projects.
- Ability to evaluate complex loan proposals; determine borrower credit worthiness.
- Ability to communicate and negotiate effectively.
- Thorough knowledge of both public and private lending practices and federal multi-family funding programs.
- Familiarity with financial needs and barriers to owners, sponsors and developers affecting residential development.
- Spreadsheet experience required. Quattro Pro for Windows an added plus.
- Bachelor degree and 5 years equivalent combination of experience in banking, housing development and multi-family/income property real estate financing.

Please pick up application packet and return by October 14, 5:00pm. Applicants outside the Portland Metro area may call 823-3463 to receive a packet by mail.

Portland Development Commission
Attn. HR
1120 SW 5th Avenue, #1100
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to Equal Employment Opportunity and Affirmative Action.

Security Officers

Unarmed Full & Part-time. Entry & lateral positions throughout the Portland metro area. Wage scale: \$5.00 - \$6.50 hr.

- Medical (HMO)
- Holiday Pay
- Uniform Provided
- Life Insurance
- Vacation Pay
- Optical Plan
- Paid Training

Qualified Individuals with Transportation & Phone. Please apply in person at 9570 S.W. Barbur Blvd. Suite 304, Portland, OR 97219.

Career Opportunities

Port of Portland

Risk Manager
Finance & Administration
Closing Date: October 14, 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. Pre-employment drug screening is required. All applicants 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 Hotline at (503) 731-7480.

Multnomah Education Service District

Job Information Hotline

257-1510

257-1518 TDD

An Equal Opportunity Employer & Drug Free Work Place