

CLASSIFIEDS

Driver

Full time 40 hour per week bus drivers wanted. Requires minimum of a high-school diploma or equivalent and one year experience as a licensed driver with a valid commercial driver's license. Send cover letter, resume and proof of CDL license to:

Custodian

Full time custodian needed to maintain student cafeteria area. Includes some supervision and instruction of students. Requires high-school diploma or equivalent and previous experience as a custodian. Send cover letter, resume to:

Cook

Full time cook needed with some experience in supervision young adults. Requires minimum high-school diploma or equivalent, food service training and one year relevant experience and a valid food handler's permit. Send cover letter, resume to:

Records Clerk

Full time records clerk needed to perform clerical tasks, systems and procedural records administration. Requires data entry experience, high-school diploma or equivalent and one year related experience, including word processing or computer data entry experience. Must type a minimum of 40 words per minute. Send cover letter, resume to:

Accounting Clerk

Full time accounting clerk needed to perform a variety of routine accounting and/or payroll duties. Requires a high-school diploma or equivalent and one year varied and responsible accounting or book-keeping experience. Academic training in bookkeeping, accounting or payroll preferred. Automated accounting system experience preferred. Send cover letter, resume to:

Human Resources

31224 E. Historic Columbia River Hwy. Troutdale, Oregon 97060

Responses must be received no later than Friday Oct. 21, 1994. An Equal Opportunity Employer M/F/D/V

Counselor

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.

Community

Development Officer

The Oregon Housing and Community Services Department is recruiting a Community Development Officer, (Program Rep. 2; \$2606-\$3472 mo.). Provides program information and technical assistance to housing interests around Oregon to expand and improve affordable housing for low and moderate income households. Application deadline 11/3/94. For job announcement and application call Sue Harris, (503) 986-2009 or TDD (503) 986-2100.

Physician Asst

Medical Services Practitioner

Salary: \$3,075 - \$3,200 Per Month Plus Benefits

The Position: CODA, Inc., seeks a nurse practitioner or physician's assistant as our Medical Services Practitioner who facilitates the provision of medical services to all CODA out-patient and residential substance-abuse clients. Responsibilities include: At each treatment site, perform medical evaluations and physical examinations for all incoming clients; Under the Medical Director's supervision, monitor and assist with medical quality-assurance criteria; Make treatment recommendations to the Clinical Care Review Team; Participate in ongoing educational, clinical and medical activities; Review OAR and create or revise complying medical policies and procedures for all CODA treatment facilities. **Physical Demands:** must be able to perform physical examinations of ambulatory clients. Must be able to perform CPR for fifteen minutes continuously. **Shift:** Position is exempt, and typically works Monday through Friday from 8:00am until 5:00pm. **To Qualify:** Applicants must possess a current, unencumbered Oregon license as a Nurse Practitioner or Physician's Assistant; Applicants must have at least two years' experience with a chemically-dependent population (advanced chemical-dependency education may be substituted in whole or part); Applicant must have a valid driver's license, reliable transportation, and must be insurable for automobile liability; Individuals currently serving any federal, state or county parole or probation are ineligible for this position; Applicants must consent to and successfully complete a criminal background investigation. **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.

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.

Medical Records

Clerical Specialists

Two Positions Available Salary: \$1092-\$1150 Per Month Plus Benefits

The Positions: 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.

TCI Cablevision of Oregon, Inc., an Equal Opportunity Employer currently has a full time opening for the following position:

Warehouse Person

Qualifications: High school diploma or equivalent; previous warehouse experience; valid OR driver's license w/good driving record; strong communication, interpersonal and organizational skills; must be able to lift 70 lbs; familiar with inventory control procedures; ability to plan and organize workload. **Drug test required of final applicant.**

Applications accepted until 10/25/94.

Interested parties may submit applications/resumes by mail to:

TCI Cablevision of Oregon, Inc. 3500 SW Bond Street Portland OR 97201 Attn: Dean Beseda

Manufacturing

Production

Local Mfg. company is currently seeking a Label Room Supervisor. Duties include: train, supervise personnel; set up and work label equipment; maintain reports; etc. Must have minimum of two years college, two years superv. exp. at a dept. level and three years mfg exp. Must be self motivated. \$8-\$10hr DOE. Excellent benefit package after 90 days. Qualified applicants please apply or send resume to 3580 NE Broadway Portland, OR 97232, M-F between 1-5pm. We are an equal opportunity employer

Production

Quality Jobs... Quality People

- Big Rewards
- Temp to full time
- Long-term night work
- Large international firm

Walk in applicants welcome. 1 - 4 p.m., Monday - Friday 1020 SW Taylor, #230

CALL 1-800-90KELLY

KELLY Temporary Services

(Equal Opportunity Employer)

Washington County

Correction Officer Trainee

(Eligibility List) \$2,182 per month Apply by November 4, 1994

Engineering Technician II

(Traffic Operations) \$2,252 - \$2,730 per month Apply by October 28, 1994

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Personnel

155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

Promotion

Coordinator

Coordination and implementation of promotions, on-site events, press relations. Gen office duties. Two years exp. send R to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE.

Manufacturing

Production

Growing manufacturer seeking Packaging Team members. Varied shifts available. Starting Wage \$5.25 - \$5.50 hr. Benefits after three months successful on-the-job production. Apply M-F 1-5pm at 3580 NE Broadway, Portland, OR 97232. Equal Opportunity Employer.

Employment

Northeast Openings!

ENTRY LEVEL

Major Hi-Tech comp. has immediate openings for assemblers & packers. Long term potential competitive wages, excellent work environment & OT opportunity, Trainees OK. CALL TODAY!!



EASTSIDE 655-5711

CURRENTLY INTERVIEWING IN NE

Never A Fee Equal Opportunity Employer

Environmental & Safety Manager

The Port of Portland has an immediate opening for a Programmer Analyst I in the Information Technology Division to perform functions related to computer program development, implementation, and maintenance. The successful candidate will:

- Manage and develop a comprehensive operating area environmental program.
- Ensure that operations area staff properly interpret and comply with all applicable regulatory requirements.
- Plan and promote environmental and safety compliance programs
- Develop and implement department goals and standards for environmental and safety compliance programs.
- Manage communication and monitoring of all tenant and adjacent organizations responsible for compliance with or responding to environmental or safety requirements.
- Coordinate all operation area programs and activities with corporate environmental and loss control managers.

Preferred Education and Experience:

- Course work or experience equivalent to a four-year degree with emphasis on safety/environmental studies.
- Course work or experience in occupational safety issues.
- Experience in environmental program management and industrial safety and loss prevention.
- Knowledge of federal and state regulations related to compliance.
- Ten or more years related experience.
- Effective team development, and the ability to work with diverse work groups at all organizational levels.
- Excellent verbal and written communication skills.
- Advanced microcomputer skills with word processing, spreadsheets, and data base systems.
- Associate Risk Management Certificate (ARM).
- Certified Safety Professional (CSP)

In addition to a starting hiring range of \$41,268 to \$47,912, the Port offers a competitive benefits package.

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 persons may request application materials by calling (503) 731-7400. Pre-employment drug screening is required. Applications received after 5:00 p.m., Friday, October 28, 1994, may not be considered.

Port of Portland
Equal Opportunity Employer.

BANKING

TURN YOUR SPARE TIME into CASH

Looking for a part-time opportunity with a well-established, supportive company where you can work 17.5 hours per week or less? U.S. Bank has just the opportunity you've been searching for. Part Time Teller opportunities are available throughout Oregon including North, Northeast & Downtown Portland, Beaverton, Hillsboro, Clackamas, Salem and other locations.

We offer flexible hours, very competitive wages, mass transit subsidy, free checking account and on-the-job training. Previous cash handling experience would be a definite plus.

It's easy to apply. Just stop by our Open House at one of the convenient locations

OPEN HOUSE

Saturday, October 22

11:00 am to 2:00 pm

U. S. Bank
Martin Luther King Jr. Branch
5505 N.E. Martin Luther King Jr. Blvd
Portland

U. S. Bank
Washington Square Branch
9185 S. W. Hall Blvd.
Tigard

If Open House Date not convenient, you may also call 503-275-6769 or stop by our Employment Office at 555 SW Oak Street, Portland, OR 97204. Drug screen required.

We are an equal opportunity employer.

