

CLASSIFIEDS

Head Start/ECEAP Economic Opportunity Committee of Clark County, Inc.

Teacher Assistant

Cathlamet Head Start. 34 hrs/wk - beginning 12/12/94, ending 06/30/95. Minimum requirements; High school diploma or equivalent; AA or CDA in Early Childhood Education preferred. One year experience working with children 3-5 years of age in a pre-school setting. Position requires dependable automobile, driver's license and auto insurance. Travel to Vancouver minimum of twice a month required. Local residents preferred. Must have a Food Handler's card and First Aid and CPR certificate. Starting salary: \$5.97 - \$7.61 p/hr., depending on qualifications.

Teacher

Cathlamet Head Start. 34 hrs/wk - beginning 12/12/94, ending 06/30/95. Minimum requirements; AA in Early Childhood Education; BA Early Childhood Education preferred. One year consistent paid experience working with children 3-5 years of age in a pre-school program, including supervision of adults and classroom planning/management. Position requires dependable automobile, driver's license and auto insurance. Travel to Vancouver minimum of twice a month required. Local residents preferred. Must have a Food Handler's Card and First Aid and CPR certificate. Starting salary: \$9.16 - \$10.31 p/hr., depending on qualifications.

Teacher Assistant II

Vancouver, 30 hrs/wk, ending 06/19/95. Requires AA Degree in Early Childhood Education and one year of consistent paid experience with group of children 3-5 years of age in a pre-school program, or a Child Development Associate (CDA) and two years consistent paid experience with group of children 3-5 years of age in a preschool program. Position requires dependable automobile, driver's license and auto insurance. Must have a Food Handler's Card and First Aid and CPR certificate. Entry is expected at \$7.61/hr.

Teacher

Vancouver, 32 hrs/wk, ending 06/19/95. Requires AA 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 including supervision of adults and classroom planning/management. Position requires dependable automobile, driver's license and auto insurance. Must have a Food Handler's Card and First Aid and CPR certificate. Entry is expected at \$10.31/hr.

For all positions applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA 98662, (206) 896-9912. Application deadline is Tuesday, November 15, 4 pm. Interviews will be held November 17 and 18.

EEOC/AA

Construction Inspector

Oregon State University
OSU, Facilities Services recruiting for F/T Construction Inspector (Mechanical and Metal Planner/Estimator). Must have 2 yrs exp inspecting constr proj & facilities; or 3 yrs exp supvr commercial, industrial, or multi-unit building constr proj. \$2605/mo. AutoCad exp required. For application materials contact, OSU, Employment Serv, Dept Human Res, Administrative Serv B122, 14th & Jefferson, Corvallis 97331-2132, (503) 737-3103, TDD (503) 737-3088. Application materials must be received by closing date of Nov 16.

Actors

Secrets - Kaiser Permanente Education Theatre Program - seeks experienced actors, 2 females/3 males, to play teenage roles in HIV/AIDS education play touring SW Washington and Oregon schools. This is a 6 month contract from January to June, 1995, weekdays; some evenings, some weekends or overnight required.

Positions require two or more years' professional acting experience or equivalent education. Excellent communication skills and singing ability required. Prefer exp. working with teen education program. Must have valid OR/WA driver's lic. and ability to lift 40 lbs.
Apply in person, M-F, 9am - 3:30pm to complete an on-line application. Please submit theatre resume and headshot. **Deadline is November 15th.** Out of area applicants should send resume to Kaiser Permanente, Human Resource Office, Suite 164, 2701 NW Vaughn, Portland, OR 97210-5398.



KAISER PERMANENTE
The health caring people.

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Social Services

Program Director 1

Full time position for Director of a residence for pregnant and parenting teen mothers and their babies. Will provide various case management services to residents and supervision of house managers. Experience in delivery of services to teen parents required. Salary range \$8.10 - \$12.27. Hours M-F, 11:30am - 8:30pm. Please apply by 5:00pm, Wed. Nov 16, 1994. YWCA of Portland-Northeast Center, 5630 NE MLK Blvd. Portland, OR 97211. Call Joan Miggins with questions at (503) 223-6281. Equal Opportunity Employer.

Mental Health Managed Care Coordinator

This position seeks a healthcare professional to perform a variety of activities designed to contribute to the readiness of a comprehensive community mental health center to provide services in a managed care environment. The position will include the development and coordination of a utilization management system; consultation to Human Resources in the credentialing process of clinical practitioners; collaboration with Agency marketing and development functions for managed care responsiveness; obtaining provider status on managed care provider panels; providing internal consultation to management and other staff regarding managed care; providing ongoing staff training pertaining to managed care; and, keeping abreast of managed care related trends and innovations in the community mental healthcare industry. Salary commensurate with experience. Send resume to the Garlington Center, Human Resources Department, 4950 Martin Luther King Jr. Blvd., Portland, OR 97211.

Handyperson/Painter

Handyperson/Painter needed, part time position, \$7-8 per hour. Painting skills, minor carpentry, plumbing and electrical skills a plus, must be able to lift 50 lbs., and work on ladders, valid driver's license needed. Equal opportunity employer. Call 284-8870 by 11/20.

Multnomah County Complaint Specialist-Adult Care Home Program: \$14.88 per hour; apply by November 18. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Finance

Portland Development Commission Financial Services Manager

\$56,887 - \$88,150

The Portland Development Commission serves as the City's agency for urban renewal, housing and economic development is seeking a financial professional to lead/manage our finance and accounting team. We need a positive team player who can be "hands on", creative and communicate well in our innovative public/private environment. Successful candidate will possess the following qualifications/skills:

- Strategic financial planning
- Supervision of governmental accounting/finance and budgeting functions
- Knowledge of mortgage/commercial/lending, loan servicing and secondary market activities
- Negotiation, communication, presentation skills
- Experience in creative and innovative public/private finance
- Ability to communicate financial information
- Computerized accounting/system conversion experience

Bachelors degree in finance, accounting or related field; experience in financial management as well as governmental accounting, lending/loan serving or equivalent experience. CPA or equivalent certification desired.

Please pick up an application packet and return by December 2, 1994, 5:00 p.m.

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.

Washington County

Inspector II/Building

\$2,858 - \$3,474 per month
Apply by November 21, 1994

Occupancy Specialist (Eligibility list)

\$1,973 - \$2,399 per month
Apply by November 21, 1994

Residential Services Monitor (Corrections)

\$1,833 - \$2,399 per month
Apply by November 21, 1994

Residential Services Monitor (Corrections)

(Temporary On Call/All Shifts & Part-time 2-3 hrs. Mid-Shift)
\$1,833 - \$2,228 per month
Open Continuous

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.

Head Start/ECEAP Economic Opportunity Committee of Clark County, Inc.

Speech/Language

Audiology Assistant

Vancouver, 20 hrs./wk. Requires a high school diploma, college experience in Early Childhood education or Speech/Language Pathology desired, one year experience working with children. Positions requires dependable automobile, driver's license, and auto insurance. Entry is expected at \$7.61/hr.
For all positions applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA 98662, (206) 896-9912. Application deadline is Tuesday, November 15, 4 pm. Interviews will be held November 17 and 18.

EEOC/AA

International Student Advisor

Portland State University - Office of International Student and Faculty Services, and Intensive English Language Program

Effective 1/1/95 - 6/30/95: Full-time, fixed-term, renewable 12-month Academic Professional I appointment. Position split between 2 offices -- International Student and Faculty Services, and Intensive English Language Program.

PSU seeks an International Student Advisor with responsibility for: advising international students on immigration, personal and academic matters; assisting with orientation and special workshops; monitoring and maintaining student records on academic progress; reviewing applications to the ESL program; including evaluating transcripts and financial documents; providing general administrative and logistical support to the Office of International Student and Faculty Services and the Intensive English Language Program.

Required qualifications: Bachelor's degree: minimum 2 years' international student advising experience at the university or college level, a thorough current and working knowledge of F-1 visa regulations, and a basic understanding of J-1 regulations. Strong oral and written communication skills, interpersonal skills, computer skills and administrative skills. Desirable international transcripts, cross-cultural sensitivity, and overseas experience.

Annual minimum salary is \$23,760 or commensurate with experience and qualifications.

Deadline for receipt of application is November 30; please call (503) 725-4808 or 1-800-547-8887 X4808 for a detailed job description and application requirements.

PSU is an affirmative action, equal opportunity employer and is committed to diversifying its workforce, and strongly encourages applications from women, people of color, and individuals with disabilities.

On-Call Residential Adult Caregiver

Various shifts available; High School diploma/GED ability to assist in activities of daily living, one-to encouragement, support, problem-solving with chronic mentally ill clients in residential setting. Salary based on experience, with full benefits. Position requires experience communicating with people of diverse backgrounds. Closing date November 16, 1994 at 5:00 pm.

Proctor Home Coordinator

Join a multi-cultural mental health team. Recruit, screen, train supervise specialized foster parents for pre-school, treatment clients. Bachelors degree; child development's, child welfare knowledge, outreach & parent-training skills required. Position open until filled.

Temporary Proctor Home Recruiter

Recruit & screen specialized foster parents for pre-school day treatment clients. Outreach & public speaking skills required. Position open until filled.

Resume to:
Garlington Center
4950 NE Martin Luther King Jr. Blvd.
Portland, Oregon 97211
No Phone Calls Please

E-O-E

Minorities and the Disabled are Encouraged to Apply

Portland Public Schools

Clerk II/King Neighborhood Facility Coordinator. Apply with Personnel Services, 501 N. Dixon St., Portland, OR. Closing date November 16, 1994
An Equal Opportunity Employer/ Drug Free Workplace.

Job Opportunity

City of Portland

Program Manager II - Biosolids Annual wage: \$43,534 to \$55,619

This position within the Bureau of Environmental Services manages the bio-solids management plan. Some of the duties include design, develop and update plan annually; selects and manages outside consultants; negotiates and manages all contracts; plan, develops, monitors and controls biosolids and residuals marketing and distribution budgets. Tentative closing date: Friday, November 18, 1994.

Water Analytical Chemist

Approximate Annual Salary: \$32,573 at entry to \$42,078
This is professional work in laboratory analysis of water and wastewater samples utilizing EPA methodologies for organic analysis with G and G/MS. Some duties include performing analyses of inorganic and organic chemical constituents on water and solid samples and for providing technical assistance and direction to assigned lab technicians. Tentative closing date: Monday, November 14, 1994.

Police Data Technician Trainee

Approximate Hourly Salary: \$8.36 at entry to \$9.09 after six months

This is a trainee-level information processing work for the Records Division of the Portland Police Bureau. Employees will be trained in classifying, coding and filing a variety of information from police reports and other documents as well as data entry and retrieval procedures on Police Bureau computer terminals and teletypes. Tentative closing date: Friday, November 18, 1994.

Program Manager II - Business Specialty

Approximate Monthly Salary: \$3,446 at entry to \$4,404
This is program management work to increase the participation of MBE, FBE and ESB's in Capital Improvement Plan work contracted by the Bureau of Environmental Services. Duties include providing assistance to MBE, FBE and ESB contractors; develop methods to identify qualified contractors for bureau staff; determine actions to be taken for compliance purposes and provides supervision, guidance and direction of the bureau's Youth Employment Program. Tentative closing date: Friday, November 25, 1994.

Apply at City Hall, Room 100,
1220 SW 5th Ave. Portland, OR 97204.

Applications also available at local TPIC branch offices,
NE Workforce Center and Urban League.

Job information call: (503) 823-4352 and TDD (503) 823-3520
The City of Portland is an AA/EEO employer.

NOW HIRING! MEIER & FRANK

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Downtown
Washington Square

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We have positions available for:

- Part-Time Sales Associates
Day/Weekends and Evenings/Weekends
- Stock Replenishment

Interested candidates should apply in the Human Resource Office at the Meier & Frank nearest you.

Equal Opportunity Employer

MEIER & FRANK

Information System Analyst

Portland based timber investment management firm seeks a highly motivated individual with demonstrated experience in computer hardware and software support and systems development. Responsibilities include support of a 45 user Novell 3.11 LAN and support of remote office PC's and LAN's. Applications support includes Windows, Lotus 123, WordPerfect, FoxPro, Access, MS Office, Platinum, and E-Mail. Candidate must be a service oriented team player with good communication and interpersonal skills. CNA/CNE, HP3000, and previous programming experience a plus. Competitive salary/benefits package. We are an equal opportunity employer. Please send resume to Vicki Reber, One SW Columbia, Suite 1720, Portland, OR 97201.

Substitute Bus Driver

Recruiting to create a pool of eligible drivers.

On-call position, 0 to 32 hrs/wk. Position requires dependable automobile, insurance, valid WA State driver's license with safe driving record. Able to pass pre-employment health exam indicating ability to carry out the needs of the position. Must be willing to obtain CDL, class "C" with passenger endorsement. Paid training. Placement at \$7.20/hr.

For all positions applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA 98662, (206) 896-9912. Application deadline is Tuesday, November 15, 4 pm. Interviews will be held November 17 and 18.

EEOC/AA

Physical Therapy Assistant

Fairview Training Center, Salem, Oregon. Must be eligible for Oregon license or temporary permit. Employment subject to satisfactory completion of drug screening test. Contact Fairview Personnel (503) 378-5241. EOE/AA.

Occupational Therapy Assistant

Fairview Training Center, Salem, Oregon. Must be eligible for Oregon license or temporary permit. Employment subject to satisfactory completion of drug screening test. Contact Fairview Personnel (503) 378-5241. EOE/AA.