

Careers & CLASSIFIEDS

Mental Health

Counselor-III

New Directions Family Treatment Center
Salary: \$1,349 - \$1,400 Per Month Plus Benefits
The Position: CODA, Inc., seeks a full-time Counselor-III for the New Directions Family Treatment Center located at SE 86th and Woodstock to: Provide diagnosis and treatment to a caseload of clients, some of whom may be pregnant and/or have small children; Conduct individual, group, and family counseling and therapy; Facilitate or co-facilitate 4 groups per week; Coordinate therapeutic activities for clients; Perform consultation, coordination, and liaison with outside agencies; Maintain client records; Monitor the milieu; Do grocery shopping for residential clients. **Physical Demands:** Must be able to lift up to 25 pounds occasionally and to perform CPR for 15 minutes continuously. **Shift:** Position works combination of daytime and evening hours from Sunday through Thursday. **To Qualify:** A bachelor's degree in a human services discipline and at least two years' supervised human-services experience (ideally with pregnant women and/or with children) or equivalent are required. Knowledge of chemical dependency and experience with chemically-dependent client are very strongly preferred. Candidates must be in the process of obtaining Oregon drug and alcohol counselor certification. Candidates must be certified/certifiable in 1st Aid/CPR and capable of performing CPR for 15 minutes. Preferred candidate will demonstrate strong oral and written communication skills. 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 Services/Social Change/Domestic Violence Intervention Agency Security Manager

Bradley-Angle House is seeking an On-site Security Manager for our New Transition Facility.
 Nights plus apx. 14 hours/week.
 Room and monthly stipend.
For application packet call 232-0988.

Bi-lingual, bi-cultural applicants and knowledge of domestic violence preferred.
 EEO/AA/Feminist Organization

Project Mechanical Engineer

Aluminum reduction facility looking for project mechanical Engineer. BS with 5+ years' design experience in heavy industrial areas, structures, foundations, fabrication, machinery, hydraulics, roofing, and contract writing/administration. Interested persons should send resume to: **Personnel Manager, Reynolds Metals Company**, 5100 NE Sun Dial Road, Troutdale, OR 97060. Resumes must be postmarked no later than 3/31/95.

An Equal Opportunity/Affirmative Action Employer

Custodian

2 Fulltime positions w/benefits. Local private school. Basic cleaning, advanced floor cleaning procedures. Nightshift 11pm - 7:30am, Sunday-Thursday. Reliable/experienced only. OBE bkgnd check. Send resume to Plant Mgr., 8825 SW Barnes Rd., PDX, 97225.

Public Works Director

City of Milwaukie, OR Salary: \$3,758-\$4,932 per month, DOQ, plus excellent benefit package. Responsible for professional performance and administration of Public Works Department. Plans, organizes, and directs the activities of the Building, Engineering, Facilities, Maintenance, Sewer, Streets, and Water divisions. Promotes excellent, dependable performance, responsive customer service, pride, initiative, commitment, cooperation, safety and a team approach. Person who "lead by example" and promote collaboration and shared responsibility for project successes are encouraged to apply. Applicants must possess a four college degree in related field and ten years of progressively responsible public works and management experience, complimented by graduate level course work or recent training in related areas. Candidates must have the ability to express ideas effectively, orally and in writing. Successful applicants will demonstrate ability to take reasonable risks in trying new approaches, adapt flexibly to changes or new situations and acknowledge and work through conflict openly. Application materials include a letter of interest, current resume including salary history, and three professional references. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, Or 97222, no later than 4:00 PM, Monday, April 17, 1995. TDD# (503) 659-5171 or FAX #(503) 652-4433. All qualified applicants are encouraged to apply. EEO. Prior to hiring, applicants will be required to satisfactorily complete a drug test.

Washington County

Appraiser I

\$2358-\$2866 per month
 Apply by March 31, 1995

Appraiser II

\$2735-\$3325 per month
 Apply by March 31, 1995

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.

Accounting



BlueCross BlueShield of Oregon HMO Oregon Cost Accountant

Qualified candidates must have a Bachelor's degree with emphasis in Accounting, one to three years cost accounting experience plus extensive knowledge of cost accounting techniques, theories and EDP applications. Candidates must also have PC experience with Lotus and Ami Pro. Experience with Integral is preferred. Must have the ability to meet frequent deadlines.

Blue Cross and Blue Shield/HMO Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #046 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
 Human Resources Dept, 3rd Flr
 100 SW Market
 Portland, OR 97207
 TDD #225-6780
 Equal Opportunity Employer

Operating Room

Immediate opening now exists for a clinical manager in the Operating Room Program, Portland VA Medical Center. The Clinical Manager is responsible for unit management, including management of nursing personnel and patient care issues. The Clinical Manager will contribute/maintain the quality of nursing care through the implementation of hospital and nursing service goals, objectives and standards. In addition, the clinical manager plays a key role in interdisciplinary and OR program development. Qualifications include:

1. BSN with Master's.
2. Minimum of 5 years experience in Operating Room with minimum of two years management.
3. Ability to organize and analyze complex data to arrive at a sound and logical conclusion.
4. Knowledge of the mission and function of health care organizations and their relationship with other external bodies i.e., JCAHO.
5. Ability to relate to Healthcare professionals and top level management.
6. Ability to communicate in writing for a variety of purposes e.g., technical reports, correspondence, policies, statements, recommendations.
7. Ability to establish priorities and function under pressure.
8. Ability to do research.
9. Experience working in an interdisciplinary team setting.

Benefits include: Vacation, sick leave, military leave, federal retirement program, health & life insurance.

To apply or for more information:

Call or write Nurse Recruiter
 (503) 220-8262 X6024
 (360) 696-4061 X6024

Send resume to:

Nurse Recruiter
 118P Portland
 Veterans Affairs Medical Center
 P.O. Box 1034
 Portland, OR 97207

Portland Development Commission

Loan Officer II

Rental Housing Development

\$33,928 - \$49,200

The Housing Department with Portland Development Commission is seeking two qualified professionals to solicit and originate loan applications and underwrite real estate loans to owners of income-producing property. Knowledge of both public and private lending practices helpful. Bachelor's degree or equivalent combination of training and experience specializing in real estate financing required.

Interested applicants should pick up a more detailed job description and application packet at PDC. Applications must be returned by 5:00 p.m., March 31, 1995. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission
 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.

Project Electrical Engineer

Aluminum reduction facility looking for Project Electrical Engineer. BS with 5+ years' design experience in heavy industrial areas, motors and controls, PLC's/MCC's/HVAC, contract writing/administration.

Interested persons should send resume to: **Personnel Manager, Reynolds Metals Company**, 5100 NE Sun Dial Road, Troutdale, OR 97060. Resumes must be postmarked no later than 3/31/95.

An Equal Opportunity/Affirmative Action Employer

Nursing



BlueCross BlueShield of Oregon HMO Oregon Medical Management Coordinator

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Medical Management Coordinator position.

The Medical Management Coordinator position requires a current RN license, a valid Oregon driver's license and a minimum of three years active practice experience in a hospital setting or recent precertification experience. Case management, utilization review, quality assurance (improvement) or discharge planning experience would be helpful. Additional experience outside of an inpatient hospital setting would be highly desirable: e.g., home health, HIT.

Blue Cross and Blue Shield/HMO Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #047 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
 Human Resources Dept, 3rd Flr
 100 SW Market
 Portland, OR 97207
 TDD #225-6780
 Equal Opportunity Employer



BlueCross BlueShield of Oregon HMO Oregon UNIX Systems Administrator

The Unix administrator filling the Lead Systems Engineer position will have strong Solaris or AIX installation and support experience and will be working in a large LAN/WAN environment, with a team supporting 50 UNIX servers in Portland and throughout Oregon. Strong experience with TCP/IP, ETHER-NET, NFS NIS+, DNS, Internet Service, routing, Hardware Configuration, Remote Server Support, X-Windows, and PC to Unix integration is a must. Experience with Novell, Oracle, MS-Windows, 3270 emulation, Tivoli, or setting up and maintaining LAN dial-in systems are strong pluses. Responsibilities also require on-call support and periodic weekends for upgrades and maintenance.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #015 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
 Human Resources Dept., 3rd Flr
 100 S.E. Market
 Portland, OR 97207
 TDD# 225-6780
 Equal Opportunity Employer

Truck Driver

Experienced, 26,000 lb. cap. standard transmission, city traffic, heavy lifting, \$7 per hour. Part-time. No benefits. Resume by 3/24 to Human Resources, 8825 SW Barnes Rd, Portland, OR 97225.

Aerobics Instructor

Premiere North Portland Health Club is seeking experienced and qualified Funk Aerobics Instructor. If you are a self-motivated and creative team player then contact Jeff at 283-5404.

Portland State University Assistant Director

Portland State University invites applications for a full-time, 12-month, renewable, fixed term position as Assistant Director of the School of Business Administration Outreach Program. Applicant should have a working knowledge of the academic environment and a minimum of five years of practical business experience. It is desired that the applicant have, or be actively pursuing, a MBA, or equivalent degree. Applicant should have a strong commitment to community service for an urban university. Application deadline is April 3, 1995 or until the position is filled. Please call Alan Zeiber @ 725-3705 for a complete position description. Send letter of application, complete resume, three letters of recommendation, and examples of recent work to:

Alan R. Zeiber
 Chair, Search Committee
 Business Outreach Program
 School of Business Administration
 Portland State University
 P.O. Box 751
 Portland, Oregon 97207-0751

Portland State University is an equal opportunity, affirmative action employer. Minorities, women, and members of other protected groups are encouraged to apply.

Placement Specialist

If you are a high energy, professionally minded person who is effective when working with people, not afraid of paperwork, and comfortable in high pressure work environment, this position may be an exciting opportunity. A great deal of time will be spent on the phone talking with youth and potential employers. Requires excellent organizational, effective listening and communication skills and possess a thorough understanding of entry level job market, bachelor's degree in business administration, human resources, behavior science or related field and one year related experience. Submit resume and letter of interest to: Human Resources, 31224 E. Historic Columbia River Highway, Troutdale, OR 97060 no later than April 3, 1995. Equal Opportunity Employer M/F/D/V

Portland Parks Summer Playground Leader

10 wk program. \$6.50 & up. Call 823-5100. Applications due March 10. 1120 SW 5th Ave, Rm 1302, Portland, OR 97204.

Clinician

Full-time exp clinician needed to provide mental health treatment to culturally diverse participants in JOBS Program. Duties incl screening, intake, assessment, diagnosis and med mgt. Exp in areas of sexual abuse, parenting, domestic violence & substance abuse req. Exp w/group and grief modalities a +. Masters degree preferred.

Alcohol and Drug Specialist

Full-time alcohol and drug specialist needed to serve as case mgr for mentally ill and chemically dep clients. As a member of a newly formed multidisciplinary team, duties incl providing outreach community based services, case mgt and counseling. Min 2yrs exp dealing w/substance abuse in mental health setting req. Masters degree preferred.

Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211. Attn: HR Fax: 249-8235 EOE Minority/disabled encouraged to apply.

RN's

Immediate openings now exist for part-time evening shift operating room RN's (BSN preferred). Salary compensate with education and experience. Benefits include vacation, sick leave, holiday, military leave, retirement program, shift differential, weekend pay, on call pay, orientation/preceptor program and health and life insurance. Benefits prorated depending on number of part-time hours. Must be available for on call.

To apply or for more information, call nurse recruiter, (503) 220-8262, ext 6024 or (360) 696-4061, ext 6024, or send resume to Nurse Recruiter 118P, VA Medical Center, P.O. Box 1034, Portland, OR 97207. An Equal Opportunity Employer.

Credit Union Accounting Coordinator

Credit Union Accounting Coordinator. Must be detail oriented, willing to learn & like to work as a resource person for staff, good GL accounting background. Windows spreadsheet & word processing experience a must. Competitive salary w/incentive/great benefits. Resume to VP of Finance, PACE Credit Union, 3010 SE Belmont, Portland 97214

Job Opportunity

City of Portland

Engineering, Electrical

Senior Engineering Associate, Electrical

Approximate Monthly Salary: Engineer \$4,306 at entry, Sr. Engineering Assoc. \$3,718 at entry. Tentative closing date: Monday, April 10, 1995. No Postmarks.

Sr. Planner - Urban Design

Approximate Annual Salary: \$40,477 at entry to \$51,667 after 6 steps. Tentative closing date: Friday, March 31, 1995.

Secretarial Clerk I

Secretarial Clerk I's perform secretarial and general office work in a variety of assignments throughout the City. Responsibilities include scheduling appointments, screening calls and walk-in visitors, providing information to citizens and representatives of other City departments regarding bureau services. Approximate Annual Salary: \$18,470 at entry to \$25,646 after 3 years.

Maintenance Machinists

Maintenance Machinists perform skilled machinist work, operating machine tools in the fabrication of a variety of metal-parts for machinery and equipment. Duties include setting up and operating machine tool equipment used to cut and share metal parts, repairing and rebuilding a wide variety of mechanical equipment, fitting parts of equipment and making adjustments. Approximate Hourly Salary: \$16.25 at entry to \$17.66 after 6 months.

Architectural Supervisor

This is professional and supervisory work in architectural design and project contract coordination. Responsibilities include supervising and participating in the work of an architectural design unit; managing and coordinating the preparation of architectural plans, specification and cost estimates; managing programming and design of capital projects; public presentations and performing other general project management or supervisory duties. Approximate Salary Range: \$4,231 to \$5,406. Tentative closing date: Friday, March 31, 1995.

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.