

# Careers & CLASSIFIEDS

## Mental Health Counselor-V Outpatient Treatment Services (OTS)

**Starting Salary: \$1,917-\$2,100  
Per Month Plus Benefits**

**The Position:** CODA, Inc. seeks an experienced senior chemical-dependency counselor for our Outpatient Treatment Services to serve a diverse chemically-dependent client population: mandated; dual-diagnosis; and methadone-maintenance clients. Service delivery is both short- and long-term. Duties of this exempt position include: Manage a caseload consisting primarily of opiate-dependent clients; Provide individual, family, and group counseling/therapy with minimal guidance from clinical coordinator; Monitor, track, and record client treatment progress including treatment planning and progress summaries; provide clinical supervision to junior counselors; Coordinate client services and consult with external agencies (CSD, Probation Offices); participate in promotion and marketing of services and with task force, committee, and research duties as requested. **Physical Demands:** must be able to (a) negotiate a staircase, and (b) perform CPR for fifteen minutes continuously. **Shift:** Position works a combination of daytime and evening hours Monday through Friday. **To Qualify:** A master's Degree in psychology, mental health, counseling, or a related field is required; Candidate must be in the process of obtaining Oregon Alcohol and Drug Level II certification. Preferred candidate will have achieved such certification. Additional desired certification includes CADC, LCSW, LPC, and LMFT; Two years of supervised human-services experience, including clinical supervision duties, is required; Knowledge, skills, and abilities demonstrating competence in chemical-dependency treatment are required; Specialized skills in criminal-justice and/or pregnant-client are preferred; Excellent oral and written communication skills are required; Candidates must be certified/certifiable in 1st Aid/CPR for 15 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.

## STANDARD INSURANCE COMPANY

People. Not just policies.™

### Client Service Representative III

Responds to telephone inquiries relating to dental insurance policy benefits and special claims. Requires customer service, strong telephone skills and CRT experience. Demonstrated ability to juggle multiple tasks and support team goals is essential. Dental experience strongly desired. Knowledge of dental terminology preferred.

Application deadline is Wednesday, April 26, at 1 pm. Business hours are 8 am to 5 pm and a room is available from 9 am to 1 pm 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

Human Resource Office, Level 2  
1100 SW 6th Avenue  
Portland, OR 97204

Job Hotline #321-OPEN (6736)  
Equal Opportunity Employer

## Nursing Relief Nurses (RN or LPN)

**Salary:**  
RN: \$10.24-\$16.49 Per Hour  
depending on qualifications  
LPN: \$8.86-\$14.55 Per Hour  
depending on qualifications

**The Position:** CODA, Inc. seeks registered or licensed practical nurses to work in an outpatient drug treatment facility. The position works on-call shifts as needed providing general nursing services to methadone-treatment clients. Duties include: Daily assessment of opiate-dependent clients; Administration of non-injectable methadone; Maintenance of medication records; Observation for and reporting of any adverse client reactions; Interaction with clinical physicians and transcription of their orders; Provision of direct nursing services to clients and staff in emergency situations. **Shift:** Available days and specific shift hours vary considerably, providing much flexibility for scheduling. The dispensary operates Monday through Friday from 6:00 AM until 3:00 PM, and 7:30 AM until 11:30 AM on Saturdays and holidays. **To Qualify:** Applicant must possess a current, unencumbered Oregon license as a Registered Nurse or Practical Nurse. A valid driver's license is also required. Applicants must consent to and successfully complete a criminal background investigation. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. **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.



BlueCross BlueShield  
of Oregon  
HMO Oregon

### Technical Lead Analyst/ Senior Programmer Analyst

Required skills and experience: Experience in design and development of client/server systems using C++ (preferably Visual C++) and MS Windows. Additional skills and experience in the following are desirable:

- Unix (AIX preferred).
- ORACLE and SQL.
- Imaging Applications

Ability to research, learn and effectively use new tools quickly.

Good oral and written communication skills.

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 #065 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. W. Market  
Portland, OR 97207  
TDD# 225-6780  
Equal Opportunity Employer

### Counselor I

Full-time position (half-time with adjudicated female services program, half-time with shelter/evaluation program); experience with intake, working with at-risk, high-risk adolescents, interacting with CSD, juvenile court, other community professionals. Starts immediately. To apply, call The Boys & Girls Aid Society, 503-222-9661, ext 247. Deadline April 26, 1995. Equal Opportunity Employer.

## Dispatcher/9-1-1 Call Taker

City of Eugene

**Salary Range \$1,835-\$2,586/month** (eligible for a maximum of 10% additional premium pay after 3 years of employment). The City of Eugene is accepting applications for entry-level or lateral positions in the public safety communications center. Requires quick, efficient, and accurate receiving and processing of information for police, fire, and medical calls. Must possess one year work experience in a fast-paced and high-pressure public contact environment. Must have computer and telephone work experience or have completed a one-year 9-1-1 program. Must be able to speak clearly and distinctly, to effectively communicate with the public in emergency situations, and to type 35 wpm. Required to work all shifts on a rotating basis. Preference may be given for fluency in Spanish or Asian languages. **Closing Date:** May 5, 1995. Our goal is to have a work force that reflects the diversity found in our community. We encourage applications from people of color. Accessible work stations are available. Obtain application packet at Human Resource/Risk Services, City of Eugene, 777 Pearl Street, Room 101, Eugene OR 97401 or call 687-5061. AA/EEO

### Insurance



BlueCross BlueShield  
of Oregon  
HMO Oregon

### Member Service Representative

Qualified candidates will possess the ability to communicate effectively and professionally both orally and in writing.

This position involves the ability to work autonomously in a fast paced environment, and applicants must have demonstrated excellent attendance in previous employment. Other requirements include:

1 yr work exp in customer relations (within the last 2 years, preferably insurance-related). Practical knowledge of medical/dental terminology PC experience & the ability to type 40wpm  
Good math skills

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 #067 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. W. Market  
Portland, OR 97207  
TDD# 225-6780  
Equal Opportunity Employer

### Washington County Community Health Supervisor

(Epidemiology and Maternal-Child Health)  
\$3587-\$4360 per month  
Apply by May 5, 1995

**Engineering Technician I**  
(Traffic)  
\$2123-\$2570 per month  
Apply by April 28, 1995

**Engineering Technician I**  
(Operations Project Development)  
\$2123-\$2570 per month  
Apply by April 28, 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.

## Case Aide

Full-time position, Adjudicated Female Services Program.

Two years experience working effectively with at-risk, high-risk clients, preferably female adolescent corrections clients; good organizational skills & ability to work effectively with community agencies required. Position requires flexible working hours, including some evenings/weekends. To apply, call The Boys & Girls Aid Society, 503-222-9661, ext 247. Deadline April 26, 1995. Equal Opportunity Employer.



BlueCross BlueShield  
of Oregon  
HMO Oregon

### Research Analyst

This position requires a Masters degree in a field related to Health Research (Social Science, Health Behavior, Statistics, Health Policy, Health Administration, Public Health), two years experience in applied research, a knowledge of current methods in health, demographic and social science research, and experience with research design and statistical analysis related to measuring and improving health. Qualified candidates must have effective presentation skills to communicate activities, analysis and recommendations and have the ability to work on multiple projects simultaneously.

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 #069 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. W. Market  
Portland, OR 97207  
TDD# 225-6780  
Equal Opportunity Employer

### Executive Office

The Commission on Indian Services is recruiting for an Executive Officer. The Executive Officer is the agency director and is responsible to the Commission for the overall program administration and coordination. A Bachelor's degree or college level courses in a field related to management such as Business or Public Administration and five or more years of professional-level management experience is required. Applicants must have an understanding and background in working with legislation, statutes, Indian laws, tribes and communities. Salary range \$3206 - \$4301 per month. For application materials contact Employee Services, 140 State Capitol, Salem OR 97310 986-1373 TTY: 986-1374 Fax: 986-1684. Deadline for application is April 28, 1995.

### Project Manager \$40,000 Salary Benefits

Seeking individuals with public policy management experience in the areas of public safety and/or economic development to serve as a Project Manager in the Office of the Mayor, City of Portland, Oregon. Contact (503) 823-4120 for an application packet. Minorities, women and individuals with disabilities are urged to apply.

### Radio Advertising Sales

Sell Commercial Time For All-Sports Station - 1-2 Yrs. Sales Exp. Good Organizational Skills. Send R - Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE

**Student Activities/Programs.** The Oregon State University Memorial Union is searching for two student activities/college union professionals who will contribute to the enhancement of a tradition of high quality student oriented services and programs.

**Assistant Director for Student Activities:** this person leads a staff consisting of two professionals (a Leadership Development Coordinator and a Diversity Education Coordinator, three graduate assistants (who advise leaders and event planners), three clerical support people, and student employees. The team provides advising and developmental support services for student governance plus three hundred recognized student organizations. The Assistant Director supervises the staff and manages the operating budget for the Student Activities Center which provides services and training programs, offices, work and meeting spaces, and equipment for OSU students. The person works with a faculty student committee in developing policies for student organizations and their activities. This position reports directly to the Director of the Memorial Union and Educational Activities. This is a 12 month academic appointment without rank. Requirements: Master's Degree in an academic area related to education or human services plus a minimum of five years fulltime employment in a college level student activities or college union setting. Position start date will be July 1. Salary commensurate with education and experience.

**Programs Coordinator:** this person provides advising and developmental support services for MU Program Council committees and other student organizations and assists in operating the Programs Office. The office provides information services, work space and equipment and a graphic design service for the development of organizational advertising materials. The position reports to the memorial Union Assistant Director for Programs and Marketing. This is a 9 month full time academic year Student Affairs faculty position with one additional month employment. Bachelor's required, Master's degree preferred. Must have at least one year experience. The start date is September 12. Salary commensurate with education and experience.

**For each position:** send a letter of application stating position desired; a resume; names, addresses, and telephone numbers of three current references; a written statement on the philosophy of student development; a detailed description of personal student activities and leadership training experience; and a detailed description of personal organizational management experience to Screening Committee Chair, Memorial Union, Oregon State University, Corvallis, Oregon 97331-5004. For full consideration, apply by May 22; positions shall remain open until filled. Persons of diverse backgrounds are encouraged to apply.

OSU is an AA/EEO employer and is responsive to dual-career needs.

## Job Opportunity

### City of Portland

#### Recreation Coordinator I

This position is responsible for planning, developing, implementing, and evaluating a wide range of recreation and human delivery programs. Sites are community schools and centers. Approximate Salary: \$2,224 at entry to \$2,728 in three years. Tentative Closing Date: Friday, April 28, 1995.

#### Electronic Systems Specialist

Approximate Salary: \$2,777 at entry to \$3541. Tentative Closing Date: Monday, April 24, 1995.

#### Senior Facilities and Maintenance Manager

Approximate Salary: \$56,243 to \$71,885. Tentative Closing Date: Friday, April 28, 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.

### Crisis Team Supervisor

Crisis team supervisor needed to lead dynamic crisis response team serving chronically mentally ill adults. Ability to facilitate/coordinate services w/law enforcement, hospitals, families & other social services. Excellent crisis assessment & intervention skills req. Min 2 yrs clinical/admin supervisory exp req. Masters degree in mental health field req. License preferred. Competitive salary & benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, Oregon 97211 Attn: HR Fax: 249-8235 EOE Minority/disabled encouraged to apply.

### Remodeling Sales Assistant

Trainee position leading toward commissioned residential remodeling design and sales. Education and/or experience in some combination of interior design, building design, interior architecture, architecture, or housing; and in board drafting. Sales experience plus. Waged entry level position with benefits. Job description available on request. Send resume and cover letter to: Julia Spence, Neil Kelly Designers/Remodelers, 804 N. Alberta St., Portland, OR 97217.

### Customer Service/ Telephone Sales

Looking for PT/FT employees for taking phone orders, answering questions, & light office work. Keyboard skills helpful. Summer/evening/weekend shifts. Possible advancement to System Operations/Network Administration. Send resume to: FASTIXX 10 NW 6th Ave. Portland, OR 97209 Attn: Resume. Equal Opportunity Employer. No Phone Calls please.

### On Call Teacher Aide

Teacher Aide working w/families at risk, Resp. incl. assisting teacher in classroom and assisting children on/off van. Must be 18 years old or older and desire to work with children. Resume/App: VOA-Family Nursery Attn: Lorraine Barton, 537 SE Alder, Portland, OR 97214. Equal Opportunity Employer.

### Receptionist

Receptionist needed to work in mental health setting. Exp w/ high volume multi-line switchboard req. Other duties incl greeting clients & assisting w/ general office duties. Typing 45 wpm req. Competitive salary & benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, Oregon 97211 Attn: HR Fax 249-8235. EOE. Minority/disabled encouraged to apply.