

Careers & CLASSIFIEDS

Mental Health

Counselor-II

Detoxification Technician
2 Positions Available
(Part-Time and Full-Time)
Starting Salary: \$7.05 - \$8.94
Per Month Plus Benefits

The Position: CODA, Inc., seeks a full-time (Code C2T32) and one part-time (24 hours per week - Code C2T34) Counselor-II Detoxification Technician to assist in the supervision of patients detoxifying from alcohol and/or drugs in our six-bed facility located in Tigard. This position is responsible to: Monitor the health conditions of men and women (including pregnant women) detoxifying from alcohol and/or drugs; Check vital signs of patients; Monitor authorized patient medication; Complete intake paperwork and perform admission assessment, and treatment planning per CODA policy and procedure; Admit and discharge patients as appropriate and as directed by the Medical Director/Nurse Practitioner; Facilitate educational groups; Maintain shift log and progress notes for each patient; At each shift change, debrief each patient's status and conduct thorough medication inventory with oncoming staff; Monitor and control all visitations. **Shift:** C2T32: 1:00 PM to 9:00 PM Monday through Friday. C2T34: 8 PM until 8 AM Saturday and Sunday (24 hours per week). **Physical Demands:** Must be able to perform CPR for 15 minutes continuously. **To Qualify:** 1. A bachelor's degree or certification in health services, counseling, or other relevant discipline and at least one year of supervised human-services experience (ideally in residential detoxification services) or equivalent are required. 2. Candidate must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor certification. 3. Applicants must be certified or certifiable in CPR and capable of performing CPR for fifteen minutes continuously. 4. 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:** CODA will not accept resumes except as enclosures to a standard CODA application form. Applicants must 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

QMHA Positions

QMHA positions available at residential treatment center in Tigard serving male adolescents. Positions require QMHA status & ability to meet corporate driving eligibility. Salary is \$7.50 per hour plus benefits. On-call positions also available at \$6.50 per hour; no benefits. Complete required application at Janus Youth Programs, 738 NE Davis, Portland. Positions open until filled. We Value diversity.

Mental Health

Temporary Residential Counselor

Temporary Residential Counselor positions available at shelter facility in Tigard serving male adolescents. Starting salary is \$6.50 per hour; no benefits. Contact Tracey, 684-0678 for further info. Complete required agency application at Janus Youth Programs, 738 NE Davis, Portland. Positions open until filled. We Value diversity.

Mental Health

Residential Counselor-III

(Two Positions Available)
Starting Salary: \$1,359 - \$1,650
Per Month Plus Benefits

The Position: CODA, Inc., seeks two full-time Residential Counselor-III for our Detoxification Facility located in Tigard. These exempt positions are responsible 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; Coordinate therapeutic activities for clients; Maintain client records; Monitor the milieu; Perform as requested all standard C-III duties. **Physical Demands:** Must be capable of performing CPR for fifteen minutes continuously. **Shift:** Position C3T40: Monday through Friday 7AM to 3PM. Position C3T42: 9AM to 5PM Wednesday through Sunday. **To Qualify:** 1. A bachelor's degree in health service, psychology, counseling, or a related discipline, and at least two years' supervised human-services experience or equivalent are required. Experience with pregnant women and children is very strongly preferred. 2. Applicants must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor certification. 3. Preferred candidate will have had residential treatment experience and will demonstrate strong oral and written communication skills. 4. Applicants must be certified/certifiable in CPR and capable of performing CPR for fifteen minutes continuously. 5. 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:** CODA will not accept resumes except as enclosures to a standard CODA application form. Applicants must 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.

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Accounts Payable Clerk

FOX 49 KPDX-TV is looking for an upbeat, detail-oriented person to run our account payable desk. The successful candidate's responsibilities will include coding and inputting invoices, processing checks, administering petty cash, and maintaining vendor files. Experience with computerized accounting required. Macola software and/or broadcast experience helpful. We offer a competitive salary and excellent benefits. Obtain the required employment application by calling (503) 239-4949. Submit resume, salary history, and employment application in person or by mail no later than June 23, 1995 to: KPDX-TV, 910 NE MLK Jr. Blvd, Portland, OR 97232. Women and minorities are urged to apply. EOE

Plumber/Mechanical Systems Technician

\$2,582 - \$3,201/mo. + 2.7% Increase July 1, 1995

City of Eugene

Recruiting for Facilities Division Plumber. Must be journey-level certified in Oregon. Accepting application packets until June 30, 1995. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

Field Representative 3

Oregon Lottery is accepting applications for Field Representative 3. Salary is \$2,606 - \$3,309 monthly. The assigned areas are undetermined, but will be located in either Portland, Salem, or Eugene. The persons in these positions must live within 30 miles of the assigned area. There are three current vacancies. The Field Representative 3 markets the Lottery product line and performs preventative maintenance on all Lottery equipment at retail outlets in an assigned area of the state. Requires a valid Oregon driver license; requires frequent exposure to tobacco smoke; requires occasional exposure to temperature extremes; requires occasional night driving, driving long distances, and overnight travel; requires occasional exposure to belligerent language; requires ability to climb a ladder occasionally; and requires ability to supply a minimum but flexible 40-hour work week. To qualify you must have three years of experience in sales, marketing, and/or service/repair. A college degree in Communications, Public Relations, Marketing, Electronics, or closely related field may substitute for one year of the required experience. If you qualify, on a separate sheet of paper answer the following question. **Describe your experience in sales, marketing, and/or service repair including your level of responsibility, and size of customer base. Does your experience include territory or route management?** To apply submit a State of Oregon Application Form (PD100) or an Oregon Lottery Employment Application. State of Oregon application forms can be obtained from a local Oregon Employment Division office or most state agency personnel offices. Oregon Lottery application forms can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. Prospective employees are subject to a background check which includes criminal history, fingerprinting, credit history, private financial and tax records, driving record, and any affiliations with the gaming industry. Felony conviction or any gambling related offense will automatically preclude you from employment with the Oregon Lottery. **Application Materials Must Be Received In The Lottery Office By Friday, June 30, 1995.** Equal Opportunity/Affirmative Action Employer; women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process. Call (503) 373-0306, TTY (503) 373-0333.

Human Resources Assistant

Professional Position. Growing company looking for part-time HR Asst. approx. 24-30 hrs a week. Responsible for recruitment and administration for our Affirmative Action Plan. Must have two year degree in Human Resources or equiv., two years previous interviewing exp. pref., with knowledge of Affirmative Action. Must be organized and detail oriented. Qualified applicants send resume or apply at 3580 NE Broadway, Portland, OR 97232 between the hours of 1-5pm, M-F. We are an equal opportunity employer.

Production

Growing mfg. Co. seeking Pkg. team members. Three days a week, twelve hour shifts. All shifts avail. \$5.25-\$5.55 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.

Financial

Portland Development Commission**Loan and Real Estate Closing Technician**

\$26,855 - \$38,950

The Property Transactions section at PDC is seeking a qualified individual who will be responsible for the closing of loans made by the Commission. Provides acquisition and disposition closing services. Major responsibilities of the position are:

- Closing Housing, Economic Development and Development loans.
 - Drafting loan documents.
 - Working with Legal counsel
 - Working with loan origination staff.
 - Directing title insurance companies in loan closings.
 - Completes loan closing follow-up and final review of all loan files.
- Technical knowledge and understanding of real estate law, finance, principles and practices required. Wordperfect for Windows required. Minimum of four years closing and acquisition/disposition experience related to financial institution real estate lending or title insurance company required.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packets must be returned by 5:00 p.m., June 30, 1995. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission

1120 SW Fifth Avenue, Suite 1100
Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative action.

Policy Analyst**Clarification Of Minimum Requirements**

The Legislative Administration Committee is accepting applications for Policy Analyst, providing analytical and policy support to the Legislative Assembly in an assigned issue area. The categories are 1) Agriculture/Natural Resources/Environment 2) Education 3) Business & Labor 4) Health & Human Services 5) General Government (state & local government, elections, transportation) You must have five years of experience in professional level work which must have included administration or oversight of an ongoing project. Three of the years must have included project leader responsibility in a specific issue area. A Bachelor's degree may be substituted for up to two years of the required experience, but not the three years of project leader responsibility. Salary is \$3206-\$4301 per month. Applications must be received by 5:00 p.m. July 7, 1995. For application materials contact Employee Services, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax: (503) 986-1684. EOE

Laborer/ Groundskeeper

The Vancouver Housing Authority is recruiting for a Laborer/ Groundskeeper to perform groundskeeping work and manual labor on VHA owned and managed properties. Requires experience in grounds maintenance, ability to do small engine repair, and ability to perform heavy manual labor in all types of weather. Competitive wage, excellent benefits. Application materials are available at the VHA Administrative Office, 500 Omaha Way, Vancouver, WA 98661, or by calling (360) 694-2501. Closes 5:00 p.m., Wednesday, June 28, 1995. Equal Opportunity Employer

Garlington Mental Health Center

Child and family therapist needed to provide outpatient services to culturally diverse population of children ages 0-21. Exp working w/minority youth & families desirable. Masters degree in mental health related field req.

Residential housing specialist needed to work on interdisciplinary team to access housing for chronically mentally ill adults. Prior exp working w/landlords, public & private agencies preferred. Strong client advocacy skills a must. Valid driver's license & reliable transportation req. Masters degree in mental health related field pref.

Crisis clinician needed to provide phone and walk-in triage, community outreach, assessment, on-call and hospitalization services to diverse population of chronically mentally ill adults. Min 2 yrs prior exp req. Masters degree in mental health related field req.

Outpatient therapist experienced in brief treatment for CMI adults with personality disorders, PTSD and crisis recidivist needed. Min 2 yrs exp req. Group & family modalities a+. Masters req. LCSW preferred.

On-call adult caregivers needed to assist mentally ill clients in activities of daily living & problem solving in residential setting. Min 1 yr prior exp 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.

Computer

Network**Administrator**

Excellent opportunity for an experienced Network Administrator to administer a 150-node Netware network and provide support for users running Microsoft Windows, Lotus SmartSuite and Lotus cc:Mail. In addition, you will configure and administer AS/400 connectivity for the networked PCs and provide training and support for users with varying levels of computing experience.

Selected candidate will have experience with Novell Netware 3.12 server and client administration, and be proficient with Microsoft Windows integration in a netware and AS/400 environment. Requires familiarity with most popular Windows applications, specifically Lotus SmartSuite. Knowledge of Lotus cc:Mail, Lotus Notes, Oracle or TCP/IP desirable.

We offer an excellent benefits package and growth opportunity. All qualified candidates send your resume with salary history to: James River Corporation, Attn: Human Resource Manager, P.O. Box 17128, Portland, OR 97217. Equal Opportunity Employer.

James River Corporation**Medical Director**

The Oregon State Board of Medical Examiners seeks a physician to serve as Medical Director of its Health Professionals Recovery Program. MD degree required. Successful candidate should have experience working with physician rehabilitation, alcoholism, and other chemical dependencies. Excellent clinical skills, good public relations ability, and demonstrated success working with diverse groups are essential. Training in addiction medicine and ASAM certification are desirable.

Salary range is \$61,056 - \$81,792, with excellent benefit package. Call (503) 229-5873 X225 for application packet. Job closes July 12, 1995, or when sufficient applications received. Equal Opportunity Employer.

Programmer Analyst

**Blue Cross Blue Shield of Oregon HMO Oregon**

Offers the following career opportunity:

Programmer Analyst

This position is responsible for writing and maintaining COBOL programs for systems running in an MVS/ESA shop. The successful candidate must have a minimum of two years' experience; COBOL and OS/JCL are required. Will also work with structured programming, INS/DB, Assembler, COBOL II, CICS, and DB2.

If you are someone who is looking for a career opportunity, Blue Cross and Blue Shield of Oregon offers competitive salaries and excellent benefits, including retirement, educational opportunities, and flexible work hours. For immediate consideration please send your resume to: Debbie Pedersen, Blue Cross and Blue Shield of Oregon, PO Box 4309, Helena, MT 59601. For information regarding job opportunities please call our Job Information Line: 1-800-821-0264.

An Equal Opportunity Employer M/F

Deputy Sheriff**Criminal Division**

\$2,077/monthly starting salary plus benefits

Must possess at least BPSST Basic Police Certification or be able to attend a 2 week BPSST Career Officers' Development Course and obtain BPSST Police recertification within 12 months of employment. Requires thorough knowledge of principles and methods employed in modern law enforcement and investigation work; applicable federal, state and local laws and ordinances; law enforcement equipment, including firearms, vehicles, radios, crime investigation kits and intoxilizer. Must have high school diploma or GED. One or more years of college and multilingual skills desirable. Position involves working variable rotating shifts.

Deputy Sheriff**Trainee****Criminal Division**

\$1,709/monthly salary plus benefits

Must meet minimum standards by ORS as a Police Officer; at least 21 years of age; citizen of U.S.; possess good driving record and valid State Driver's License. Must be able to obtain Oregon BPST Basic certification within 12 months of employment. Requires high school diploma or GED. One or more years of college and multilingual skills desirable. Position involves working variable rotating shifts.

Apply at the Employment Division, State of Oregon, 4th Floor, 818 Commercial St., Astoria, 325-4821, TDD 325-2894 by 5 p.m., Friday, July 7, 1995.

The County Is An Affirmative Action/Equal Opportunity Employer. Minorities and Women are encouraged to apply.

Mental Health**Specialist**

Oregon State Hospital in Salem, Oregon 10 permanent positions available. Positions provide evaluation and treatment of individuals who have substance abuse problems, are sexually deviant, mentally ill or emotionally disturbed, or developmentally disabled. Requires specialized treatment experience in one or more of the above areas. Some positions may require a Master's degree in a related field. \$2261 - \$3008/monthly. Call (503) 945-2815 for application packet that includes description of duties and requirements, by Friday, July 7, EOE