

# Careers & CLASSIFIEDS

## Field Representative 3

The Oregon Lottery is accepting applications for Field Representative 3. Salary is \$2,606 - \$3,309 Monthly. This position is nonmanagement with the Oregon Lottery (Exempt Agency). The assigned area for this position extends from Cascade Locks to Biggs, Oregon. The person in this position must live within 30 miles of the above assigned area. There is one current vacancy. 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's license; frequent exposure to tobacco smoke; occasional exposure to temperature extremes; occasional night driving, driving long distances, and overnight travel; occasional exposure to belligerent language; ability to climb a ladder occasionally; and 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. To apply submit a State of Oregon Application Form (PD100) or an Oregon Lottery Employment Application and 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?** State of Oregon application forms can be obtained from a local Oregon Employment Department 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. Send completed application materials to: Personnel Officer, Oregon State Lottery, PO Box 12649, Salem, Oregon 97309. Application materials must be received in the Lottery Office by **Friday, July 21, 1995**. Equal Opportunity/Affirmative Action Employer: women, minorities, and persons with disabilities are encouraged to apply. ADA accommodations are available upon request. 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.

## Recruiter Category Admission Counselors

We are seeking self-starting individuals who will be responsible for screening and recruiting candidates for the state wide Job Corps Programs. Applicant must have experience working with economically disadvantaged youth. Bachelor's Degree required or related experience may be considered in lieu of formal education requirements. Letter of interest and resume must be received no later than Friday July 21, 1995 at the following address: Human Resources, Springdale Job Corps Center, 31224 E. Historic Columbia River Highway, Troutdale, Oregon 97060.

## Major Telephone Co.

Now hiring Technicians, Installers, Acct/Serv Reps, Operators. No experience necessary. To apply, call 1-219-755-0033, ext. F22 6am to 6pm, 7 days.

## Project Administrator

W&H Pacific, a rapidly growing leader in engineering, planning and consulting services is seeking a highly skilled, self-motivated individual to join our team.

This newly created position serves a key role in delivering enhanced service as a client liaison and customer service facilitator along with providing lead administrative support to project managers in scheduling, billing, invoicing, contract management, and other project related tasks. The ideal candidate will have public sector contract management expertise as well as the ability to deliver superior client service. Qualifications include a bachelor's degree in business administration or engineering or the equivalent in training and experience; demonstrated expertise in Windows 3.1, WordPerfect 6.1 and spreadsheet applications; strong numeric aptitude; outstanding interpersonal skills and professional demeanor.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. Please mail or fax resumes to:

### W&H Pacific

8405 SW Nimbus Avenue  
Beaverton, OR 97008  
Attn: Irene Higgins  
Fax: (503) 526-0775

We are an affirmative action/equal opportunity employer.

## Social Services

### Early Childhood Specialist

Part-time (.5 FTE). Provide service to children ages 0 to 36 months in home and center settings. Support families in their parenting efforts. Degree in Early Childhood Education or related field. Spanish speaking preferred. Salary range \$7,502-\$11,328 depending upon experience. Excellent benefits. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Deadline July 17, 1995. Equal Opportunity Employer.

## Insurance



### Blue Cross and Blue Shield of Oregon HMO Oregon Member Service Representative

This position requires 1 year recent customer relations experience doing problem solving, preferably by telephone, within a medical facility or insurance company. Qualified candidates should also have practical knowledge of medical/dental terminology, the ability to type 40wmp, crt experience and possess excellent oral and written communication. Good math skills are also required.

Pre-employment drug screening required. To assure your resume is processed, place ad #139 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon/HMO Oregon  
Human Resource Dept, 3rd Flr  
100 SW Market Street  
Portland, Or 97207  
TDD#255-6780  
Equal Opportunity Employer

## Mental Health

Full-time, swing-shift Team Leader position available in shelter facility located in Troutdale & serving male adolescents. Starting salary is \$16,500 - \$17,000 annually + benefits. Requires personal transportation & ability to meet corporate auto liability requirements. Prior supervisory experience preferred. Non-smoking environment. Obtain required agency application at Janus Youth Programs, 738 NE Davis. Position open until filled. We value diversity.

## 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 or bachelors plus 2 yrs clinical exp req.

**Psychiatric nurse** needed approx 20 hrs per week for community mental health children's program serving culturally diverse population of children ages 0-21. Duties incl. triage, assessment, med mgt, psychoeducation, consultation and records mgt. RN or BSN & 2 yrs exp req.

**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.

## Social Service

### Activity Coordinator

Adult Day Care Center in N/NE Portland; Experience planning, organizing and directing therapeutic activities for elderly with physical impairments and/or memory loss. Responsible for directing CNA's in personal care and social activities. Full time. BA with one year experience in recreation therapy or related fields. Starting salary \$17,425-\$18,450.

### Program Assistant

Adult Day Care Center in N/NE Portland. Experience providing personal care, social, health and recreational activities to frail elderly. BA or AA with two years relevant experience or HS and four years experience. CNA's preferred. Wages \$6.23 to \$6.71 hour. Resume or Applications: Volunteers of America of Oregon, 537 S.W. Alder. 97214, 335-9980.

## Social Services

### Executive Director - Oregon

Multi-site medical, mental health & social services non-profit, organization. \$3.8 million budget, 100 employees in 7 programs. 5 years relevant experience. 503/588-5830.

Screening begins 8/1/95. Send resume & letter of interest to: Northwest Human Services, Search Committee, 681 Center St NE Salem, OR 97301. EEO/AA

## Restaurant

**FRIENDLY FUN WORK PLACE!  
SMILING, ENTHUSIASTIC PEOPLE  
ARE INVITED TO JOIN  
THE TEAM.**



### Benefits Include:

- competitive wages • contests
- discount meals
- medical and dental available
- 401K plan

**Advance yourself into leadership or management positions**

**Apply at your nearest  
Burger King location.**

## Management

### Executive Director Oregon Progress Board Principal Exec./Mgr. F Annual Salary Range \$44,616 - 62,784

The Oregon Economic Development Department is conducting a recruitment to fill the position of Executive Director of the Oregon Progress board, located in Salem, Oregon.

The Progress Board focuses Oregon's institutions on outcomes that support the three main strategies of Oregon Shines; create a highly competent work force, keep Oregon a quality place to live, and build a diverse, high-wage economy. The Progress Board defines these outcomes through an array of indicators known as Oregon Benchmarks.

You must have four years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation. Graduate level courses in management may be substituted for one year of the required experience; transcripts must be attached if you use this option. Preference may be given to candidates with thorough knowledge of Oregon Shines and the Oregon Benchmarks and/or demonstrated skill in working with a diversity of individuals and institutions, especially with communities or organizations to develop comprehensive strategic plans.

For details of job duties, obtain a recruiting announcement from the address below, or call the JobLine at (503) 225-5555 ext 7777. To apply, submit a detailed resume and cover letter which clearly explains how your experience and training qualify you to perform the duties of this position. Resumes must be received by July 31, 1995. Please send to: Economic Development Dept. Human Resources Office, 775 Summer St NE, Salem, OR 97310. (503) 986-0096 (Voice), (503) 986-0123 (TDD), (503) 581-5115 (Fax).

Equal Opportunity Employer

### Family Service Coordinator

2 years experience/education in social services or related field, knowledge of community resources, computer experience. Applications available: Albina Head Start 3417 NE 7th Ave. Portland. Closing date July 24, 1995.

## Mental Health

### Child Development Specialist

**Starting Salary:  
\$1,222.00 - \$1,310.00 Per  
Month Plus Benefits**

**The Position:** CODA, Inc. seeks a full-time Counselor-II Child Care Worker to provide childcare and developmental services for infants and children whose parents are receiving outpatient or residential substance-abuse treatment at our New Directions Family Treatment Center located at Southeast 86th and Woodstock. The position is responsible to: Organize social, recreational, and educational activities for infants and children; Instruct clients on basic childcare and parenting; Provide and/or coordinate room maintenance; Document observations and children's behavior and client progress; Facilitate group counseling sessions for parents and children; Facilitate volunteer projects. **Physical Demands:** Must be able to bend over and to lift loads of up to 25 pounds occasionally, and to administer CPR for fifteen minutes continuously.

**Shift:** Position works a combination of daytime and evening hours Monday through Friday. **To Qualify:** Higher Education in child development and two years' experience in professional child care/child development or equivalent are required. A Bachelor's Degree in child psychology and work experience in a family-treatment environment are strongly preferred. Candidates must be trained or trainable in 1st Aid/CPR and capable of administering 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:** CODA will not accept resumes except as enclosures to a standard CODA application form. Applicants must submit standard 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

### Outpatient Services Counselor-V

**Alpha Family Treatment Center  
Starting Salary: \$1917-\$2100  
Per Month + Benefits**

**The Position:** CODA, Inc. seeks an experienced senior chemical-dependency counselor to oversee outpatient drug and alcohol clinical operations taking place at our Alpha Family Treatment Center facility located at SE 182nd and Main. Primary duties of this exempt position are: Supervise the clinical operations of drug and alcohol outpatient services. This includes clinical documentation and clinical supervision of staff; Assist the Clinical Coordinator in administration of daily service operations; Provide individual, family, and group counseling services; Coordinate client services and consult with-probation officers, CSD workers, other referring agents; Monitor the multi-service-site facility and residential and outpatient milieu; Provide UA surveillance. **Physical Demands:** Must be able to climb stairs and to perform CPR for fifteen minutes continuously. **Shift:** Sunday through Thursday, 1:30 - 9:30 PM. **To Qualify:** A Master's Degree in a relevant discipline is required. Two years of supervised chemical dependency experience (providing individual, family, and group therapy) is required. One year of clinical supervisory experience with mandated clients is desired. Candidates must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor Certification. 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.

## Childcare



**PLAYLAND ATTENDANTS  
6 POSITIONS!**

**NEW INDOOR PLAY AREA AT  
BURLINGAME LOCATION**

- \$6.00-\$7.00/hour  
flexible hours, 25-35 weekly
- Paid vacation
- medical and dental available
- 401k plan

**Must enjoy children, be reliable,  
enthusiastic, and 18 yrs. or older.  
Apply in person 9-4, Mo-Fr**

**Restaurant Management NW Inc.  
1410 SW Jefferson  
Portland OR 97201  
References Required**