

# Careers & CLASSIFIEDS

**Head Start/ECEAP Economic Opportunity Committee Of Clark County, INC.**  
**Nutrition Services Aide** - \$5.97-\$6.15/hr.; 20-25 hrs./wk.; 33-35 wks/yr. Assist preparing & service of meals to preschool children. HS diploma or equivalent; food handler's permit; auto and insurance. Parent Aide - \$5.97-\$6.15/hr. Provide support for parents in the Head Start/ECEAP programs. Will involve some evening hours, a four day work week. Excellent communication skill, willingness to provide transportation for parents as needed, and supervise child care providers. 1 year experience working with families and children in human services. HS diploma or equivalent required. Daily access to insured personal vehicle. Must be 18 or older.

**Parent Involvement Assistant** - \$9.16-\$9.43/hr. Assist in support of parent involvement program. Excellent verbal and written communication skills. Ability to work independently and in a professional manner with families of diverse cultural and socio-economic background. Knowledge of adult education programs required. Knowledge of child care practices and training. Will be responsible for recruitment and supervision of child care workers for evening parent programs. Must have A.A. degree in Social/Human Service or related field and 2 years experience.

**Secretary** - \$7.30-\$7.52/hr. Minimum 2 years clerical experience; 1 year of college or business school course work may be substituted for 1 year of experience. Demonstrated ability to type 55 wpm, WordPerfect 5.1 required. Lotus 1-2-3, desktop publishing and graphics highly desirable. Typing and WordPerfect tests will be given. Knowledge of office practices, business English, correspondence layout. 35 hrs./wk.

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, (360) 896-9912. Application deadline is Wednesday, August 23, 1995, at 4:00 p.m. Interviews will be held 8/30, 8/31, & 9/6.

EEOC/AA

## Custodians Portland Public Schools

PPS Civil Service Board is seeking applicants for custodial positions. Beginning annual Salary \$21,056 plus district benefits package. Information and applications available August 14-August 25, 1995 from 8 a.m. until 4:15 p.m. Monday through Friday, in the lobby of the Blanchard Education Service Center, 501 N. Dixon, Portland, OR 97227, or from the Plant Operations Department on the second floor. Applications must be turned in at the lobby or mailed and postmarked on or before August 25th to be considered. No phone calls please. Equal opportunity/Affirmative Action Employer.

## State Farm Insurance Companies

seeking Word Processing Operator in Salem. Position involves high volume dictation from written and machine transcription. Must type 65 WPM. Knowledge of proper spelling, grammar and composition needed. Familiarity with wordperfect 5.1 and word processing experience preferred. \$8.60/Hour. We offer competitive wage. Send resume to: State Farm Insurance Co., Personnel-MM, 4600 25th Ave NE, Salem, OR 97313. EEO.

## Garlington Mental Health Center

**Child & 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 & 2 yrs clinical exp req. Refer to CH-CFT when applying.

**Clinical coordinator** needed for outpatient division of community mental healthcare center. Duties incl program development, marketing, clinical & admin supervision of staff & carrying caseload of clients. Exp in brief treatment for adults & families. Exp w/ managed care issues/contracts pref. Min 2 yrs prior related exp req. Masters in mental health related field & license req. Refer to PCS-CC when applying.

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

**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, medication mgt, psychoeducation, consultation & records mgt. RN or BSN & 2 years exp req. Refer to CH-PN when applying.

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 pref. Refer to OC-AC when applying.

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. No phone calls please.

## Transportation Planning Engineer

City of Eugene  
\$3,401-\$4,257/mo.

Seeking a highly motivated person to join the management team of the Transportation Division and direct the City's transportation planning program. Works closely with other professional staff to develop transportation plans and programs to meet the challenges of this diverse and growing area. Manages the City's long-range transportation planning program, develops specialized functional plans, and prepares project-level plans and environmental assessments for multimodal corridor studies. Requires college degree in transportation/civil engineering or related field and extensive experience in transportation planning and/or engineering in an urban setting. Minimum requirement of EIT certification; Oregon PE or ability to obtain in a reasonable period of time is desired. Closing Date: September 29, 1995. Obtain application packet, including questionnaire from Human Resource and risk Services, 777 Pearl Street Room 101, Eugene OR 97401. (503) 687-5061. AA/EOE

## School Bus Drivers

Portland Public Schools is now accepting applications. We provide paid training, ex-benefits, ex-starting wage, guaranteed hours. Positions are available immediately. Apply at Portland Public Schools, Transportation Dept. 716 N. E. Marine Drive, Portland. An Equal Opportunity Employer - A Drug-Free/Smoke-Free Workplace.

## Oregon State Board Of Nursing Nurse Investigator/Advisor

Oregon State Classification #5910  
\$2486.00 to \$3307.00 per month

The OSBN is recruiting for a Nurse Investigator RN/LPN program. The purpose of this position is to respond to complaints pertaining to RNs/LPNs/NPs and give advice about scope of Nursing practice standards. Minimum qualifications are a Bachelor's Degree in Nursing, five years recent nursing experience and have, or be able to obtain, a current unencumbered license to practice nursing in Oregon. Preference may be given to applicants with investigator training/experience in a variety of clinical settings. Call Mary at 503-731-4751 and request a Recruiting Announcement and State of Oregon PD-100 application. For hearing impaired, contact the Board through the Oregon Relay Service, 1-800-735-2900.

Your application must be Received by 4:30pm on August 28, 1995. An Equal Opportunity/Affirmative Action Employer.

## Washington County

### Admission Counselor

\$2255 - \$2741 per month  
Apply by August 25, 1995

### Plans Examiner 2

\$3110 - \$3779 per month  
Apply by August 25, 1995

### Survey Technician I (Road Fund)

\$2180 - \$2639 per month  
Apply by September 1, 1995

### Survey Technician II (Road Fund)

\$2516 - \$3049 per month  
Apply by September 1, 1995

### Survey Technician II (Cadastral)

\$2516 - \$3049 per month  
Apply by September 1, 1995

### Survey Technician III (Cadastral)

(Pending Board of Commissioner's Approval)  
\$2728 - \$3352 per month  
Apply by September 1, 1995

Call (503) 648-8606/TTY (503) 693-4898 for information.

County application and supplemental application forms required. Apply to:

Washington County Human Resources Division  
155 N. First Avenue, Suite 210  
Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

## ARCHITECT

### Construction Coordinator/Staff Architect

Highly responsible technical/professional position accountable for managing a comprehensive residential modernization program and providing technical assistance for housing development. Requires knowledge of architectural design, construction, and rehabilitation practices. Ability to schedule and inspect construction work and comply with federal, state, and local regulations. Experience in estimating costs, budgeting projects, preparing funding applications, maintaining project records, and staff supervision. Strong communication skills. Degree + 3 years architecture experience or equivalent. Architect license required. Salary range: \$3101 - 4059 per month. Excellent benefits. Call (360) 694-2501 for required application materials. Submit to Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661. Closing date Monday, September 11, 1995, 5:00 p.m. Equal Opportunity Employer

## Job Opportunity: City Of Portland

**Procurement Assistant**  
Approximate Hourly Salary: \$12.55 at entry to \$14.57 after one year. Tentative Closing date: Friday, August 18, 1995. No Postmarks Accepted.

**Data Processing Operations Technician**

Approximate Monthly Salary: \$2,481 at entry to \$3,173. Tentative Closing Date: Friday, August 25, 1995. Or Post-marked.

### Clerical Specialist

Approximate Monthly Salary: \$1,693 at entry to \$2,031 after 1 year. Tentative Closing Date: Friday, September 1, 1995. No Postmarks

Submit completed applications to City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204. Applications are also available by Tuesday 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.

## CLERICAL

### Office Aide

Provides backup relief for receptionist, processes outgoing mail, and assists with copying, filing, and other general office duties. Requires knowledge of general office and clerical procedures and ability to operate multi-line telephone system and handle receptionist duties. Must have good interpersonal skills and demonstrated ability to communicate effectively. Telephone (360) 694-2501 to request required application packet. Salary range \$1394 - 1884 per month. Completed applications must be received by 5:00 p.m. Tuesday, September 5, 1995. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661. Equal Opportunity Employer

## Disability Analyst 2

(Appellate Unit Specialist)  
\$2,261 - \$3,008/month

The Workers' Compensation Division's Dispute Resolution Section, Appellate Review Unit of the State of Oregon, Department of Consumer and Business Services is recruiting to fill a current vacancy in Salem.

The Appellate Unit Specialist is responsible for reviewing Reconsideration Requests of Notice of Closures and Determination Orders regarding the extent of disability, and ensuring that timely and appropriate responses to appeals are provided to interested parties.

For qualification information and application materials contact Employee Services at (503) 378-8980. Recruitment closes September 5, 1995. Equal Opportunity Employer

## Residential Aide

Residential Aides needed for program for African-American women and their children. Requires flexible hours, evenings and weekends. Experience with A&D recovery preferred. Submit resumes to D. Hill, House of Nia, 4917 NE Rodney, Portland, OR 97211 or call 288-2993.

## Maintenance Specialist

to provide maintenance and renovation to residential facilities and offices. Requires demonstrated experience in building trades.

Requires occasional evening and weekend hours. Use of personal vehicle required (mileage reimbursed) & must meet corporate driving requirements. Salary is \$19,000 per year plus excellent benefits. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Position closes Friday, August 25, 1995 at 5:00 p.m. We value diversity.

## MENTAL HEALTH

### Counselor-II Detoxification Technician

2 Positions Available (Part-time And Full-Time)  
Starting Salary: \$7.05 - \$8.94

### Per Hour Plus Benefits

The Corporation: CODA, Inc.,

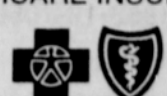
offers a comprehensive range of addiction treatment services at one large outpatient site and three residential sites (each of which also provides child development and limited outpatient services). Our services include intensive drug-free outpatient, methadone maintenance, short- and long-term residential, and detoxification. Our client population is large and extremely diverse. We have led the field in tailoring services to pregnant women, women with very young children, and to families. With a thorough range of services, locations, and client profiles, CODA offers a challenging and multifaceted environment in which addiction professionals can grow and advance. CODA further encourages professional advancement with an energetic training program consisting of monthly in-service events, frequent special events, and cash and paid-time allowances for off-premises training.

**The Position:** CODA, Inc., seeks one full-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. Both positions are 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 medications; 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 medications 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:** 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. Candidate must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor certification. Applicants must be certified or certifiable in CPR and capable of performing CPR for fifteen 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. 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

## HEALTHCARE INSURANCE



BlueCross BlueShield of Oregon HMO Oregon

## ICR Verify Operator

These positions inspect, reject, or correct data recognition results using InScript Verify software. Work is performed at a PC workstation. Experience necessary to perform this task includes:

At least one year data experience.

Typing 60 wpm and ten-key by touch.

Experience working with Windows on PC.

Experience working with medical claims is beneficial.

The ability to work in a fast paced production environment.

The hours for this position are Monday through Friday from 9:30 am to 6:00 pm. Overtime hours as needed.

**Pre-employment drug screening required. To assure your resume is processed immediately, place the position number or job title at the top of your resume or in your cover letter. Send resume to:**

**Blue Cross and Blue Shield of Oregon/ HMO Oregon**  
Human Resources Dept., 3rd flr  
100 S.W Market  
Portland, OR 97201  
TDD# 225-6780  
Equal Opportunity Employer

## NURSING



BlueCross BlueShield of Oregon HMO Oregon

## Senior Medical Underwriter

The Senior Medical Underwriter will be a registered Nurse with a broad knowledge of medical conditions for the purpose of underwriting health insurance.

Qualified applicant will be currently licensed in the State of Oregon, be proficient in both written & oral communication skills, and have demonstrated leadership and problem solving background. The ability to handle stressful situations in a professional manner is a must.

**For more information about current openings call our Job Information Line: 1-800-231-1617.**

**Pre-employment drug screening required. To assure your resume is processed immediately, place the position number or job title at the top of your resume or in your cover letter. Send resume to:**

**Blue Cross and Blue Shield of Oregon/ HMO Oregon**  
Human Resources Dept., 3rd flr  
100 S.W Market  
Portland, OR 97201  
TDD# 225-6780  
Equal Opportunity Employer



## Multnomah County Is Hiring!

Call our job recording at 248-5035 (248-5170 TTY) weekly for current vacancies. We actively support a culturally diverse and multilingual workforce. Equal Opportunity Employer.

## Morning Show Host

94.7 KRK looking for morning show host - do your friends think you're crazy - you may be who we're looking for. 3 yrs exp necessary. Send resume to KNRK Radio, 4614 SW Kelly, Portland, OR 97201. EOE. No Phone Calls.