

CLASSIFIEDS

Program Specialist

City of Milwaukie, OR SALARY: \$1,800-\$2,298 per month DOQ, plus excellent benefit package. This is a full-time two-year project position, duration dependent on funding. This position will develop and implement a water, energy, and material resource conservation program with the City. Prefer candidates with direct technical experience in environmental program coordination. Position requires a minimum of a four year college degree related to assignment plus a valid driver's license and one year prior work experience employing technical skills of job. Application materials include a completed City job application and supplemental questionnaire. 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, Wednesday, May 29, 1996. For information call 786-7507, TDD # (503) 786-7555, or FAX # (503) 652-4433. Prior to hiring, applicants will be required to satisfactorily complete a drug test. All qualified applicants are encouraged to apply. EEO

Clark College

Director of ATHLETICS and Fitness/PE Program Support, full-time administrative position; requires Master's degree and knowledge/experience with athletic program regulations, and experience in administration of sports programs at the secondary or post-secondary level. Salary \$39,350. Closing date: June 3, 1996.

Required application materials may be obtained from Clark College Personnel Services, 1800 E. McLoughlin Blvd., Vancouver, WA 98663 (360) 992-2105, hearing impaired: (360) 992-2317. JOBLINE: (360) 922-2836.

AA/EEO employer. The College will consider its diversity needs when filling all positions.

Telefund Program Manager

Portland State University seeks a motivated Program Manager to be responsible for the day-to-day operations of the PSU Telefund. Responsible for hiring, training and supervising callers and student supervisors; shift management; scripting; and reports. Work afternoons, evenings and some weekend shifts. Experience in telemarketing preferable in higher education; organization and communication skills; ability to supervise and work well with others; and computer skills. Submit resume and three professional references to: Nadine Wall, Office of University Development, Portland State University, PO Box 751, Portland, OR 97207-0751. Portland State University is an Equal Opportunity/Affirmative Action Employer.

Clark College

Human Resource Assistant Senior, full-time permanent position coordinating employment recruiting and other personnel functions. Requires four years of human resource or related experience or related experience, including experience interviewing and screening and developing rating and testing criteria; also requires advance computer skills. Salary \$2179/month. Closing date: May 23, 1996. Application materials may be obtained from Clark College Personnel Services, 1800 E. McLoughlin Blvd., Vancouver, WA 98663 (360) 992-2105, hearing impaired: (360) 992-2317. JOBLINE: (360) 992-2836.

AA/EEO employer. The College will consider its diversity needs when filling all positions.

Health Professions Partnership Initiative (HPPI)- Coordinator

Oregon Health Sciences University (OHSU), Multicultural Affairs Office Full-time Position with competitive salary. The project seeks to increase the number of underrepresented minority health professionals in Oregon. This will involve development of strong collaboration between K-12 schools, community colleges, state colleges and universities and Oregon Health Sciences University (OHSU).

Responsibilities Develop, implement and administer HPPI project including; strategic planning and evaluation; working with HPPI institutions in developing educational programs for students and cultural awareness seminars for faculty and staff; design a student tracking system.

Qualifications Three years of experience developing, coordinating or working in programs with youth and/or families from culturally diverse communities. Formal training and/or meaningful work experience in the development and management of electronic (computer) data bases. Training and/or successful work experiences necessary to effectively work with multiple organizations and diverse community groups. Effective written and oral communications. Associate Degree required, Baccalaureate degree preferred and Masters degree desired. Mail letter of interest and resume to: Multicultural Affairs Office, OHSU, 3181 SW Sam Jackson Park Road, L601, Portland, OR 97201-3098.

Radio Board Operator/Anncr

Part Time - At least 2 yrs. Exp. Send tape, resume and references to: Program Director, KNRK Radio, 4614 S.W. Kelly, Portland, OR 97201. EOE. No Phone Calls Please.

Washington County

Cartographer I
\$2094-\$2545/mo
Apply by May 24, 1996
Community Corrections Case

Monitor
\$1994-\$2424/mo
Apply by May 24, 1996

Electrician
\$3110-\$3779/mo
Apply by May 24, 1996

Employee Benefits Specialist
\$2681-\$3259/mo
Apply by May 24, 1996

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application form 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.

Service Technician

Service and perform minor mechanical repair work on transit vehicles. Starting wage \$10.81 per hour. Official application form and detailed vacancy announcement available at Salem, OR 97303. Completed application form must be received at District by 5:00 p.m. May 24, 1996. An Equal Opportunity Employer.

CNA/CMA Temps Needed ASAP

Top pay, shift differential; med, dent, vision, life, 401k, vaca, holiday, sick, bonus pay. All shifts avail. Cert + 24mos exp. Drug testing required. Call Deena, 254-9220.

Director of Membership Marketing

Columbia River Girl Scout Council, Inc. seeking maketer to develop, extend, and maintain membership. Experienced in planning, supervising. Innovative & flexible. Supervises membership staff, coordinates work of volunteers. Directs delivery systems to support growth and effectiveness. Send resume to: Personnel, Columbia River Girl Scout Council, PO Box 2427, Lake Oswego, OR 97035, 503-598-6513, Equal Opportunity Employer dedicated to diversity.

PT&FT TEACHER AIDES

Working w/at-risk African-American Families. Resp. incl. assisting in classrm., in-home child care, and flexible hrs. H.S. diploma/GED + 1 yr. rel. exp. & knowledge of African-American culture & families preferred. Resume/App: VOA- Family Nursery, ATTN: Lorraine Barton, 537 SE Alder, Portland, OR 97214. Equal Opportunity Employer.

Instructor

Driver's Education Instructor is needed to provide part-time driving instruction in an academic/vocational training center. Most possess a Bachelor's degree and a State of Oregon Teaching Certificate. If interested and qualified, submit a cover letter of interest and resume to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, MAY 24, 1996

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Army National Guard

Prior or Non-prior Service, good pay benefits & training call (503) 557-6034

CASINO

Indian Head Gaming Center

is located in beautiful and scenic Central Oregon. If you enjoy outdoor sports and would like to be involved in a dynamic new Gaming Center, we are accepting applications for the following positions:

Marketing Manager

Minimum of 1 yr exp in manager or 2 yrs in assistant position. Exp with casino promotions, tournaments and bus tours. Must be computer literate and to produce collateral material.

Table Games Manager

Must have a minimum of 3 yrs exp as a Pit Boss or Floor Manager. Must be able to certify that you have a minimum of 96 hours Black Jack training from an accredited school. Will manage 6 Black Jack Tables and 3 Poker Tables.

Black Jack Dealers

Exp. in all aspects of black jack dealing. Friendly attitude and desire to excel are necessary. Must be able to certify that you have a minimum of 96 hours Black Jack training from an accredited school.

Please send resumes with salary requirements to:
Indian Head Gaming Center
Human Resources Manager
PO Box 1240
Warm Springs, OR 97761
or Fax resumes to
1-541-553-6119

Accounting Analyst

Prepare complex summaries of general ledger and subsidiary systems activity requiring detailed research, analysis and independent judgment. Investigate and resolve any unusual activity. Manage projects inside and outside of work group relating to computer systems and the analysis of accounting functions. Assist in the annual close process and audit; prepare analyses and respond to complex questions. Ability to review, interpret and apply new accounting standards and generally accepted accounting principles, including utility accounting rules (FASB, GASB, FERC).

Position requires a four year Accounting degree and a minimum of two years advanced accounting experience, such as preparing complex financial statements and analysis, managing projects, debt financing, cash management and in-depth accounting research.

Application process closes 5:00 p.m. - May 24, 1996.

For application materials contact, Eugene Water & Electric Board, P.O. Box 10148, 500 E 4th Avenue, Eugene OR 97440 or (541) 484-3769. ATTN: Human Resources.

EWB values diversity in the work force and is an equal opportunity employer.

Communication Specialist

Department of Land Conservation and Development (DLCD) DLCD runs Oregon's nationally acclaimed program for land-use planning. We seek a creative, energetic communicator to help us better inform the public about that program. This person will work with our communications manager to write, edit, and design documents and presentations, using a variety of media. Skill in reducing complex technical material to plain English is a must! Applicants must have at least three years of experience in communication. A Bachelor's degree in Journalism, Communication, or a closely related field, will count as two years of experience. The pay is \$2,021 to \$2,733 per month, plus benefits. The job is in Salem. Call (503) 323-0050 to get an application packet. Closing date: May 20, 1996. EOE

Port of Portland Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Flr. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.

Title: Accounting Supervisor

Department: Finance
Reports To: V.P. of Finance
Grade: 15
Range: \$32,760-\$49,150(Exempt)

Position Summary:

This position provides professional accounting support and supervision within the Finance Department. Prepares and monitors budgets; forecast, analyzes General Ledger and financial statements; interprets and monitors Company compliance with corporate policies and procedures.

Minimum Qualifications:

Bachelors degree from an accredited college or university, majoring in Accounting. A minimum of 4-6 years full-time accounting/financial experience; preferably a CPA. Supervisory experience required. Requires excellent interpersonal, analytical, and communication skills. Must possess strong written and verbal communication skills. Very strong technical knowledge of Accounting Theory and Principles required. Proficiency in computer applications (Lotus 1-2-3, Microsoft Word).

Other:

Work in an office environment with moderate to low noise levels. Requires close vision for CRT use. Ability to sit and stand for long periods of time.

An Equal Opportunity Employer

Vista Volunteer

Vancouver Housing Authority

Works with low-income residents to develop and implement resident programs. Required skills include: experience working with diverse populations, active listening skills, and community service or organizing experience. VISTA volunteers receive a monthly living allowance of \$631, health insurance, and an educational benefit or stipend at end of one year of service. Starting Date: June 17, 1996.

To apply, please provide a resume, names and telephone numbers of five references, and a one-page typewritten essay describing your qualifications and interest in being a VISTA Volunteer with the VHA. Submit to Human Resources Department, Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661 by 5 p.m. Friday, May 24, 1996.

EQUAL OPPORTUNITY EMPLOYER

Garlington Center Behavioral Healthcare (Open job listings as of May 10, 1996)

Clinical supervisor needed to join multi-disciplinary team in providing outpatient mental health services to a culturally diverse population of children. Duties incl. skills as clin. supervisor as well as exp working with minority children and families, strong clin skills, and team oriented approach desired. MS degree req in a mental health related field. Ref #CF-S.

Child and family therapist needed full-time and part-time. Duties incl providing outpatient services to a culturally diverse population of children ages 0-21. Exp working with minority youth and families desirable. MS degree in a mental health related field or BA and 2 years clin exp req. QMHP req. Ref # CH-CFT.

Clinical coordinator needed for outpatient division of community mental healthcare center. Duties incl program development, marketing, clin and admin supervision of staff and carrying a caseload of clients. Exp in brief treatment for adults and families. Exp with managed care issues/contracts pref. Min 2 yrs prior related exp req. MS degree in a mental health related field. License pref. Ref #PCS-CC.

Respite care manager needed for a 5 bed respite care house. Duties incl admin and clin supervision of staff, admissions screening, gen & therapeutic client care, and compliance with County and State requirements. QMHP req. 2yrs related clin and admin exper pref. (Temporary position) Ref #SAC.

Alcohol and drug specialist needed to serve as case manager for mentally ill and chemically dependent clients. Duties incl providing community outreach, case management and therapy. Min 2 yrs related exper dealing with substance abuse in a mental health setting pref. QMHP of QMHA req. (M Team) Ref #CM-M.

On call vocational specialists needed for vocational training program serving adults with chronic mental illness. Min 1 yrs prior exper pref. QMHP or QMHA req. Ref #OC-VS.

Human resources director needed with exper in areas of union/labor relations, EEO/AA workers' compensation, safety, recruitment, employee relations/communications, compensation and performance evaluation systems, benefit admin, policy development and implementation and training. Min 3 years experience required in human resources leadership role plus BA in Human Resources or related field. Exper in mental health field pref. Ref # HR.

Financial specialist needed for entry level position in busy finance department Heavy data entry. Own transportation needed. 10 key by touch pref. Ref #F-AP

Proctor parents needed to provide specialized foster care to culturally diverse children ages 3-6. Caring, nurturing, stable home environment required. Proctor (foster) parents of Garlington Center receive 24 hour support, supervision, education and payment for services. Call proctor coordinator at 249-7990 for more information.

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: Fax: 331-5956 EOE. Committed to diversity. No calls please. Contract our JOB HOTLINE at 727-5947 for additional job opportunities.

GROCERY



Safeway is now accepting applications for the following positions for our North Portland stores:

Seafood Manager

Seafood retail sales exp a plus.

Journeyman Meat Cutters
Apprentice Deli Clerks
Courtesy Clerks

Available any hours

All positions have flexible hours that will include nights, weekends and holidays. Energetic customer service oriented individuals may apply on Mon or Wed from 9am-3pm at our Lloyd Center Safeway Store located at 1100 NE Broadway, Portland No Phone calls please.
Equal Opportunity Employer

EDUCATION

Trio Program Director

PSU seeks an energetic professional with strong organizational skills to direct ETS: Project PLUS, a federally funded program that encourages middle and high school students to attend college. The Project Director manages a team of 4 and works with both school and business communities to advance the program goals. Qual: MEd, or MA, MS in related field; 5 years professional experience in education; work with TRIO preferred. Call 725-5861 for application or write:

Portland State University
PO Box 751 - Mail: EEPS
Portland, OR 97207-0751
PSU is an Equal Opportunity Affirmative Action Employer