

CLASSIFIEDS

Operations Manager

Private non-profit seeks Food Industry Professional with significant operational experience to manage collection, storage, and distribution of food to local helping agencies in the Portland Metro area and regional agencies throughout the state. Operations and 20 person staff in two sites in Portland. Additional mgmt. responsibilities include inventory control, volunteer coordination, food sorting/recovery operations and facility/equipment maintenance. Must be an innovative team player with strong people management skills, and the ability to assist in formulating and implementing creative new approaches to the distribution of donated food. Send letter with salary requirements & resume by 6/21/96 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

SOCIAL SERVICES. Juvenile Justice Programs Supervisor. Half to Full-time. Responsibility for various programs requires skills & experience in staff supervision, preparation & management of budgets, coordination of community relations, internal communication & ability to function effectively as part of supervisory team working in a culturally diverse environment. Grant-writing experience &/or 2nd language proficiency a plus. Minorities encouraged to apply. Masters in social service preferred; will consider equivalent education &/or supervisory experience. Salary range for 100% FTE \$22,369 - \$33,563 depending on education & experience. Excellent benefits. For application call The Boys & Girls Aid Society 503 222-9661, ext 240. Equal opportunity employer.

Development Coordinator

Major cultural organization seeks detail oriented self-starter to assist with multi-faceted fundraising campaign. This full-time clerical support position requires extensive computer experience including work processing and spreadsheet -- database experience aa must. College degree required; experience may be substituted. One year experience in fundraising a plus. Benefits. Send resume with cover letter to: Development Officer, Oregon Historical Society, 1200 SW Park Avenue, Portland, OR 97205. No phone calls, please Deadline June 18, 1996, Equal Opportunity Employer.

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Unforgettable conversations!!
Call This Exclusive 24 Hr. Hotline!!! 1-900-446-1414
Ext 5490 3.99/Min.
Serv-u (619) 645-8434

College Office Advancement Assistant

Part time, 28 hrs/week Mon-Fri. Benefit eligible, Heavy telephone contact/clerical support. Volunteer taskforce coordination. Skills & qualifications: highly competent in PC-based computer applications, including work processing, database, desk top pub & . Evidence of high standards in use of English including grammar & punctuation. To apply, submit resume & PNCA employment application to Sandra J. Smith, Vice President, Institutional Advancement, Pacific NW College of Art, 1219 SW Park, Portland, OR 97205

Affirmative Action/ Equal Opportunity Employer
Closing Date:
5 p.m. Fri June 21

MENTAL HEALTH

Counselor-III

Outpatient Treatment Services Starting Salary: \$1,494 - \$1,640 Per Month Plus Benefits

The Position: CODA, Inc., seeks an experienced mid-level counselor for our Outpatient Treatment Services located at Northeast 20th and Everett. This full-time exempt position; reporting to the Multi-Service Site Clinical Coordinator, is responsible to: Provide individual and group counseling; Provide resource information and referral to patients; Maintain clinical records including all progress-in treatment notes, group notes, and treatment plan development; Provide written correspondence and reports to courts, parole/probation officers, CSD and other adjunct community agencies; Participate in group and individual supervision; Participate in committees or work groups as assigned. Physical Demands: Must be able to negotiate a staircase, and to perform CPR for 15 minutes continuously. Shift: Position works an unconventional shift: Monday from 9:30 AM until 7:30 PM; Tuesday and Wednesday from 7:30 AM until 5:30 PM; Friday from 8:30 AM until 6:30 PM; Saturday 7:30 until 11:30 AM (40 hours per week). To Qualify: A Bachelor's Degree in a human services discipline and two years mental health/addictions experience are required. The requirement for a bachelor's degree may be waived if applicant has current CADC certification and substantial relevant experience in chemical-dependency counseling. Knowledge of and/or clinical experience with individual and group counseling techniques, patient evaluation, and methadone treatment for chemical dependency is very strongly preferred. Spanish-language fluency is desired but not a requisite. Individuals currently serving any federal, state, or county probation or parole are ineligible for this position. Candidates must be trained/trainable in 1st Aid and CPR, and capable of performing CPR for fifteen minutes continuously. Candidates not currently holding CADC certification or other recognized licensure must make application for certification within six months of date of hire and must receive state certification within 36 months. Individuals currently serving any supervised parole or probation are ineligible for this position. To Apply, obtain a standard Coda application form and detailed position announcements for each position sought. Screening questions responses are required for each position sought. Coda cannot accept resumes in lieu of application forms. Application Materials are available at and must be returned to Coda, Inc 210 NE 20th Ave Portland, OR 97232; (503) 236-2290 Ext 254.

Parts And Supplies Clerk

Receives, stores, and issues parts, material and supplies in direct support of District's fleet maintenance operation. Starting wage \$10.06 per hour. Official application form and detailed vacancy announcement available at Salem Area Mass Transit District, 3140 Del Webb Ave. N.E., Salem, Or 97303. Completed application form must be received at District by 5:00 p.m. June 21, 1996. An Equal Opportunity Employer.

PT-TEACHER AIDE to work w/ at-risk African-American families. Resp. incl assisting in classrm., in-home childcare, & flexible hrs. HS Diploma/ GED + 1 yr. rel. exp. Exp. & Knowledge of African-American culture & families preferred. Resume/App: VOA - Family Nursery, 537 SE Alder St., Portland, OR 97214. Equal Opportunity Employer.

Processing Clerk

City of Eugene-- Library Services \$795.50-\$973.00/mo. based on 20 hrs/wk

Part-time position working in technical services performing a variety of regular and recurring duties to prepare materials for use at the City of Eugene Library. Prepares newly acquired materials for circulation, mends damaged materials, performs simple computer tasks, and works with audio-visual materials. Requires one year of general office, bookbinding, crafts, or library experience, and high school equivalency. **Closing Date:** June 28, 1996. Obtain application and supplemental questionnaire from City of Eugene, Human Resource and Risk Services, 777 Pearl Street, Eugene, OR 97401. (541) 687-5061. AA/EOE

PROGRAM ASSISTANT/CNA

- M-F FULL-TIME (DAYS). Provide personal care, therapeutic recreation, transportation with agency vehicle for frail elderly of Adult Day Care. Requires ability to work in culturally diverse and team environment. Requires ODL and reasonable combination of skills and experience. CNA highly desirable. \$6.25-\$6.71/Hr. plus medical, dental benefits. Resume/App: VOA - ADC, 537 Alder St., Portland, OR 97214. Equal Opportunity Employer.

Multnomah Education Service District

JOB INFORMATION HOTLINE 257-1510 257-1518 TDD An Equal Opportunity Employer & Drug Free Work Place

Draft Person Affordable Housing. Send Resume to PCD, 426 N.E. Tillamook, 97212.

Office Manager

Office Manager sought for equal opportunity dynamic, non-profit organization based in NE Portland, Oregon Association for the Education of Young Children is committed to early childhood education and represents 2000 educators throughout the state who work with families and children. Position will begin August 1 as a 30 hour per week at a salary range of \$8.00 to \$11.00 with benefits package; becomes a fulltime position near January 1, 1997. Bilingual in English and Spanish is preferred. Application closing date is July 1, 1996. Job description and application process are available at Teacher's Space, 2755 NE Broadway, Portland or contact: OAEYC President Linda Nelson, 650 NW Linden, Corvallis, OR 97330, 541-752-4677.

Washington County Residential Counselor

\$2429-\$2952/mo
Apply by June 21, 1996
Restitution Center Supervisor \$3516 - \$4275/mo
Apply by June 21, 1996
Engineering Technician II \$2516 - \$3049/mo
Apply by June 21, 1996

Appraiser I

\$2429 - \$2952/mo
Apply by June 21, 1996
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.

Summerbridge Portland Director

Seeking a non-profit manager to direct an educational program, sponsored by Oregon Episcopal School and Catlin Gable School, for a diverse group of middle school students starting July 1. The ability to work with a variety of constituencies from corporate executives to an ethnically and economically diverse student and family population is essential. Major responsibilities include fund raising, supervising staff, public relations, board management and program development.
Minimum Qualifications: Bachelor's degree; professional experience (3-5 yrs) preferable in an educational program or institution.
Submit cover letter & resume by June 14 to: HR Manager, 8825 SW Barnes Rd, Portland, OR 97225

Needed: Wildland Firefighters.

If you would like to receive free training and become a certified firefighter call 281-9597.

Garlington Center Behavioral Healthcare

(Open Job listings as of June 7, 1996)

Director of development wanted for progressive, managed care oriented community - based behavioral health care center. Responsible for developing and implementing a strategic fund raising and development plan which will result in long-term contributions and a diversified revenue base. Minimum of a bachelors degree in related field, knowledge of local, regional, national funding sources, grant writing experience in the non profit sector, business knowledge, excellent verbal and writing skills, self-directed, but able to work on a team. Work 20 hours per week with benefits and a salary commensurate with experience.

Child and family therapist needed full-time. Duties include providing outpatient services to a culturally diverse population of children ages 0-21. Experience working with minority youth and families desirable. Masters degree in a mental health related field or bachelors and 2 years clinical experience required. Ref # CH-CFT.

Outpatient therapist experienced in brief treatment group and family therapy and crisis stabilization. Minimum 2 years experience and masters degree required. LCSW preferred. Ref #AD-OP.

Alcohol and drug specialist needed to serve as case manager for mentally ill and chemically dependent clients. Duties include providing community outreach, case management and therapy. Minimum 2 years related experience in substance abuse treatment in a mental health setting preferred. Masters degree required. Ref #CM-M.

Case manager needed to provide community outreach/supportive therapy and a full range of case management services to chronically mentally ill clients in need of intensive services. Masters degree in a mental health related field required #CM
Permanent and temporary crisis clinicians needed to provide phone and walk-in triage, community outreach, assessment, on-call and hospitalization screening services to a diverse population of chronically mentally ill adults. Masters degree in a mental health related field required.

On-call adult caregivers needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 1 year prior experience preferred. Ref #OC-AD
General Office secretary to provide typing, filing, phone backup and service eligibility verification 32 hours per week. Ref # CC
Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd. Portland, OR 97211 Attn: HR Fax: 331-5956 EOE. Committed to diversity. No phone calls please. Contact our Job Hotline at 727-5947 for additional job opportunities.

CLAIM SERVICE ASSISTANT

State Farm Insurance Companies is seeking applicants for clerical positions. Employment agreement up to 12 months (with benefits). Candidates must have good customer service skills. Typing, filing, answering phones, and assisting customers are regular duties. Call 503-794-5044 for an application. EOE

Warehouse

Shipping position open for growing MFG. Company. Ideal candidates will have one year Whse/Shipping/Material handling exp. Previous forklift exp. pref. \$6.50 hr. to start. Benefits and review after three months. Apply direct M-F, 1 to 5 pm or send resume to 3580 NE Broadway, Portland, OR 97232. We are an Equal Opportunity Employer.

Northwest Natural Gas Company has an immediate opening in our Distribution Department for a Labor Trainee. For additional job information qualifications and applications procedure contact:
Job Information Line
(503) 226-4211, EXT 2434
An Equal Opportunity Employer

Our Most Important Asset Is People

Blue Cross Blue Shield/HMO Oregon is currently recruiting for the following positions:

Enrollment Manager (#113)

Secretary 3 (#160)

Member Service Representative (#186)

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

We are strongly committed to equal opportunity in all phases of employment.



BlueCross BlueShield of Oregon HMO Oregon

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.

Red Lion Jantzen Beach

We have immediate openings for these full time, permanent positions:

- Maintenance Mechanic \$8.00/hr.
- Maintenance Engineer \$9.00/hr.
- Line Cook DOE.

Experience Required

We offer great benefits and exciting career opportunities!

909 N. Hayden Is. Dr.
Portland OR 97217
283-4466
M/F/D/V EEO/AA

The State of Opportunity

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available statewide. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION
Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have immediate opportunities for the following positions:

Field Services Manager (Principal Executive/Manager F)
Put your exceptional leadership skills to work. We are seeking an experienced manager to guide Driver and Motor Vehicle Services Field operations. This position directs the management of 65 field offices located throughout the State of Oregon, through seven region managers. Field Services processes approximately 3.5 million transactions annually. The ideal candidate will have a minimum of four years management experience in a public or private organization which included responsibility for development of program rules and policies; development of short- and long-range goals and plans; program evaluation; AND budget preparation. Experience managing multiple field operation locations and advanced business related degree preferred. Annual salary \$62K negotiable plus an excellent benefits package. Completed application materials must be received by 5:00 pm on July 8, 1996. (503) 986-4030 (TTY 986-3854) to request application packet.

Functional Analyst
We are seeking an individual with good analytical skills for a position in Salem. Will define and document functional requirements for computer applications supporting Driver & Motor Vehicle Services (DMV) and others in cooperation with business analysts and other representatives. This position has responsibility to lead efforts to clarify and verify functional specifications, assist with identifying and resolving issues concerning functional requirements and to ensure that the continuing needs of our customers are met. Requires one year of experience in programming and/or systems analysis; AND a Bachelor's, Associate's or Certificate in Computer Science. Two additional years of programming and/or systems analysis experience will substitute for the degree/certificate. Salary \$2,486 - \$3,307 monthly + benefits. Completed application materials must be received by June 28, 1996. (Announcement No. OCDT6101A) Call (503) 986-4030 (TTY 986-3854) to request application packet.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.das.state.oregon.gov/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.