

# CLASSIFIEDS

**MENTAL HEALTH**

**Counselor-V**

**Clinical Supervisor**

**Starting Salary: \$1,917-\$2,100 Per Month Plus Benefits**

**The Position:** CODA, Inc., seeks an experienced senior chemical-dependency counselor to provide clinical supervision to staff and patients of a 48-bed drug and alcohol residential treatment center, our Alpha Family Treatment Center facility located at SE 182nd and Main. Primary duties of this exempt position are: Provide clinical supervision to staff and patients of residential services component; Monitor clinical records; Coordinate therapeutic activities of patients; conduct individual, group, and family counseling; Monitor the milieu. **Physical Demands:** Must be able to climb stairs and to perform CPR for fifteen minutes continuously. **Shift:** Tuesday through Saturday, 9:00 AM - 5:00 PM. **To Qualify:** A Master's Degree in a relevant discipline is required. Three years of chemical-dependency experience (providing individual, family, and group therapy) is required. Residential experience is preferred. Candidates must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor Certification (CADC-II preferred). Bilingual capability is desired but not required. Individuals currently serving a supervised federal, state, or county parole or probation are ineligible for this position. Candidates must consent to and successfully complete a criminal-background investigation. **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; Tele: (503) 236-2290 Ext. 254.

CODA is an Equal Opportunity/Affirmative Action Employer

**Commercial Bank** is seeking a qualified applicant for the position of **Personal Banking Officer** in Salem. Perform all levels of new account activities. Ability to close sales and conduct follow-up activities to ensure customer satisfaction...Strong PC/ITI skills

...Establish rapport and professional relationships with customers using active listening/probing skills and problem solving abilities

...Light consumer lending skills preferred

...Effective sales/Marketing, customer service techniques

...Good written and verbal communication skills

...Ability to work effectively in a team environment as well as accomplish work assignment under minimal supervision and tight schedules

Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem Or 97301.

Come grow with the "SUPER COMMUNITY BANKING" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, Bank of Vancouver West Coast Trust and West Coast Data Services.

Equal Employment Opportunity Employer M/F/V/D

**Development director**

The Development Director is responsible for raising funds and visibility for House of Umoja. The Director manages the agency's various fund-raising activities to insure ongoing financial support for programming, operations, and special projects. The person holding this position reports to the Executive Director.

**Primary Responsibilities**

- Identifies, researches, and cultivates donors and prospective donors.
- Prepares proposal and presentation materials and coordinates all follow-up.
- Drafts and submits proposals for corporate and foundation contributions and grants.
- Develops strategic fund-raising plans, in conjunction with the Board of Directors and Executive Director.
- Develop materials and publications, i.e., Newsletters, annual reports and brochures.
- Supervises Community Leaders Luncheon program.
- Accept other duties as assigned

**Qualifications**

- Demonstrated ability to utilize strategies and techniques required in all aspects of development and fundraising activities.
- Demonstrated success in cultivating, soliciting, and closing significant annual gifts from individual and corporate constituents.
- Demonstrated ability to develop a strategic fund raising plan and to achieve fund raising goals.
- Excellent interpersonal, verbal, and written communication skills, including proven success in proposal writing.
- Computer literacy, including experience managing a fund-raising database program strongly preferred.

**Compensation**

- \$35,000 To 40,000 annually

**Court Assistant III**

Clark County, WA. Closing Date: September 16, 1996. This position leads the work of two court assistants in performing civil and small claims legal process work, including working with and providing information to litigants, attorney, and judges. Requires: three years progressively responsible, advanced office support experience, preferably in a court environment; experience with civil and small claims cases in court setting; computer experience with such programs as Microsoft Word or WordPerfect. Salary: \$11.02 - \$14.07 per hour. Requires Clark County application and supplemental information. For application materials contact: Clark County Human Resources Department, PO Box 5000/1013 Franklin Street, Vancouver, WA 98666-5000. (360) 737-6018 or TDD (360) 737-6032. **Equal Employment Opportunity.**

**TEACHER**

**Parent Educator:** Plan and implement programs for children birth-5 years and their families. Facilitate groups, provide parent and ECE support for clients with diverse economic and cultural backgrounds. BA or equivalent in ECE plus experience; Bi-lingual in Spanish and PAT Certified a plus. Reliable transp. CPR infant/child first aid and food handlers card needed. Salary to \$21,800 DOQ plus benefits. Resume/App: VOA - Common Bond 4949 NE 9th Ave. Portland, OR 97211. Equal Opportunity Employer.

**S & M On NRK Needs a morning show Producer!** Not a Coffee Maker, Gopher or Button Pusher...Instead a creative, motivated, whipcracker. Send your first plan of attack, resume and references to Mark Hamilton - KNRK Radio, 4614 S.W. Kelly, Portland, Or 97201. An Equal Opportunity Employer!

**Finance Manager**

**Finance Manager** needed to supervise a small department consisting of purchasing and accounting functions in a vocational training setting. Requires bachelor's degree in business administration or associated field and three years experience, one of which must be in a supervisory capacity. Directly related experience may be considered in lieu of formal education requirements. Experience with automated accounting systems or programs required. Must have a proven ability to work as a member of a team of individuals working toward a common goal. Must have a valid driver's license with an acceptable driving record. Experience working in a multi-cultural setting preferred. Submit letter of interest and resume no later than Sept. 6, 1996.

**Human Resources**  
31224 E. Historic Columbia River Hwy.  
Troutdale, Oregon 97060  
An Equal Opportunity Employer  
M/F/D/V

**Residential Advisor**

Full-time student dormitory advisor needed. Requires minimum of a high-school diploma or equivalent and two years experience in counseling, social work, rehabilitation or vocational guidance. Associate's or bachelor's degree in human services preferred. Valid drivers license with an acceptable driving record. Send cover letter, resume to:

**Human Resources**  
31224 E. Historic Columbia River Hwy.  
Troutdale, OR 97060  
**Responses Must Be Received No Later Than Friday, Sept. 6, 1996**

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

**Management Analyst I/II**

**City of Eugene-Administrative Services Department**  
\$2690-\$3842/mo.

Performs a variety of professional analytical and administrative duties for the Administrative Service Department including financial studies of division services and operational issues and development and management of the department budget. Provides staff assistance to the Department Director and high-level supervision and administrative oversight of the Administration Division. Requires two to four year of responsible professional program development and administration experience, preferably in a local government; or equivalent to a bachelor's degree with major course work in business administration, public administration, economics, or related field. **Closing Date:** September 20, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401. (541) 687-5061. AA/EOE

**Maintenance Assistant**

**Facility And Maintenance Assistant** - Provide on-going maintenance, janitorial and repair services for classroom and office facilities, grounds and equipment. Must be able to meet physical demands of job and work either in early morning or late evening. Requires diploma or equivalent and 1 year relevant experience. Starting rate: \$7.16/hr. Obtain application package, 9 a.m. - 4 p.m., M.-F., EOC of Clark County, Inc., 10621 N.E. Coxley Dr., #207, Van., WA 98662, (360) 896-9912. Deadline: 9/12 at 4 p.m. EEOC/AA

**Case Manager**

The Case Manager is responsible for development of an appropriate individual treatment plan for each resident of the House of Umoja, and for linking residents to appropriate resources within the agency and community.

- Primary Responsibilities**
- Work with each resident to develop realistic objectives for the period of residence in the House of Umoja and for re-entry into the community.
  - Work cooperatively with all House of Umoja coordinators to develop a comprehensive approach to working with each resident.
  - Establish/maintain written records of client case plan and progress
  - Work cooperatively with other community resource to obtain needed services for residents.
  - Coordinate periodic assessment of each resident's progress in achieving the agreed upon objectives.
  - Other duties as required.

**Qualifications**

- Demonstrated ability to work effectively with gang-impacted and gang-affected youth, particularly African-American youth.
- Demonstrated ability to establish positive working relationships with individuals from diverse racial, cultural, educational, and economic backgrounds.
- Demonstrated understanding of physically, intellectually, and emotionally developmentally appropriate activities for adolescent youth.
- Demonstrated ability to develop effective case plans and maintain appropriate written case records.
- Demonstrated ability to collect and utilize information regarding community resources and to work effectively with such resources to obtain services for clients.

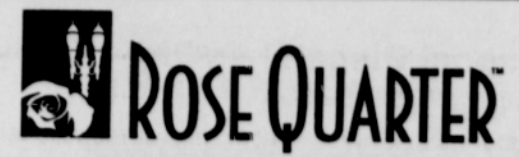
**Salary & Benefits**

- \$28,000 to \$32,000 annually
- Paid Medical Benefits

**Delivery**

**Delivery person needed** to deliver newspapers 8 to 10 hrs. a week, Wed. and Thur. Needs to have own transportation, Car Ins. and a valid Oregon drivers licenses.

For more information please call Mark Washington or Gary Ann Taylor at 503-288-0033.



**SEE THE SHOW AND MAKE SOME DOUGH \$**

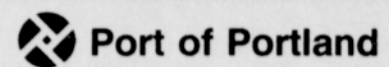
Apply today for a part-time position with the Rose Quarter! Ticket-takers and ushers are needed for upcoming Blazers and Rose Quarter events.

Applicants must be available to work week-nights and weekends by 5:45 pm for a minimum of 3 event nights per week.

Dependable, reliable and friendly applicants are welcome! No previous experience is required. Send a cover letter and resume to:

**Guest Attendant**  
One Center Court, Suite 200  
Portland, OR 97227

Women and minorities are encouraged to apply. The Rose Quarter is an Equal Opportunity Employer.



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. Fl. 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.

**Job Opportunity City Of Portland New Job Listings**

**Administrative Specialist: Energy Office**

Approximate Hourly Salary: \$11.96 at entry to \$15.31.

Tentative Closing Date: Thursday, September 12 1996, 4:30 PM. No Postmarks

**Assistant Management Auditor (Licenses)**

Approximate Monthly Salary \$3,122 at entry to \$3,990.

Tentative Closing Date: Monday, September 16, 1996, 4:30 PM. No Postmarks

**Clerical Specialist**

Approximate Monthly Salary: \$1,693 at entry to \$2,361 after 3 years

Tentative Closing Date: Friday, September 20, 1996, Postmarks Accepted.

For other job listings call (503) 823-4573.

TDD (503) 823-3520.

For application questions call analyst listed on job announcement; for application assistance call (503) 823-3530.

Please Identify Minority Paper on Application For Employment Form

Submit completed applications to City Personnel

1400 SW 5th Ave., 10th Fl., Portland, OR 97204.

Some applications are also available by Tuesday Noon at local TPIC branch offices, NE Workforce Center and Urban League.

The City of Portland is an AA/EEO employer.



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. 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:

**Civil Rights Manager (Principal Executive Manager F)**  
We have an immediate management opportunity, headquartered in Salem, to provide strategic direction to develop, implement and oversee organizationwide civil rights programs. This position will officially represent ODOT to increase knowledge and awareness of ODOT's Civil Rights Programs. Qualified candidates will possess a minimum of four years management experience with direct responsibility for overseeing EEO, AA, ADA, and other civil rights programs. Ideal candidates will have a background with proven successes in developing, implementing and communicating a cohesive civil rights vision across a complex series of business environments involving stakeholders, both internal and external to the organization. Graduate level coursework in management may substitute for up to one year of the required experience. Excellent benefits accompany an annual salary of \$44,616 - \$62,784 negotiable based on qualifications and experience. Completed application materials must be received by 5:00 p.m. on September 21, 1996. Announcement No. OODT6292. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Classification Analyst Personnel Officer 2**  
We have an immediate opening for a position in Salem, to conduct classification analysis, participate in classification related projects, to include the revision of class specifications. Requires a related Bachelor's degree and one year of professional level personnel experience involving classification, compensation, personnel rules interpretation, labor relations or recruitment. Three additional years of relevant professional-level personnel experience may substitute for the degree. Salary \$2,633 - \$3,536 monthly + excellent benefits. Completed application materials must be received by 5:00 p.m., September 20, 1996. Announcement No. OODT6278. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Team Development Process Consultant (Project Coordinator)**  
We are seeking an experienced organization development (OD) specialist for this position in Salem, Oregon. Will facilitate organization improvement via analysis, design, and delivery of team development, interventions and other OD projects. Requires 4 years of technical or professional level experience, including 2 years overseeing on-going OD project/program. Bachelor's degree in OD, HR Management, Business or closely related field may substitute for 2

years of requires experience. Salary \$2,605 - \$3,471 monthly + excellent benefits. Completed application materials must be received by 5:00 p.m. on September 13, 1996. Announcement No. OODT6293. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

**Recruitment Analyst (Personnel Officer 1)**

We have an immediate need for a human resource professional to provide technical expertise and counsel to managers, employees and potential applicants in order to recruit a highly qualified, diverse work force. Requires 2 years of technical-level personnel experience involving recruitment and selection, compensation, benefits, employment testing, employee training, employment law, personnel rules, labor contract administration OR a Bachelor's degree in Human Resource Management or a closely related field with an emphasis in Human Resource Management. Salary \$2,065 - \$2,773 monthly + excellent benefits. Completed application materials must be received by 5:00 p.m. on September 20, 1996. Announcement No. OODT6294. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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

**OREGON LOTTERY**

Opportunities with the Oregon Lottery! Recognized as a national leader! We invite applications for the following positions:

**Field Representative 1 (\$1,965 monthly)**

Positions are based in Salem. Temporary positions currently available for approximately three to six months. The Field Representative 1 maintains, services, accepts, installs, and/or enrolls Lottery equipment in retail outlets and/or the warehouse located in Salem. You must have one year of electronic experience which included digital electronics or equivalent training.

**Customer Service Specialist 2 (\$1,790 monthly)**

Positions are based in Salem. Temporary positions currently available for approximately three to six months. The Customer Service Specialist 2 travels to retailer locations throughout the state with field staff to provide information on new video equipment; arranges deliveries, swaps, and removes terminals; trains retailers on features and capabilities of new equipment; and provides information regarding problems, deliveries and schedules. Position requires three years of customer service experience. College-level course work will substitute for up to one year of the required experience.

Applications should be submitted as soon as possible, positions open until filled. For these positions, you must complete a Lottery application or a State of Oregon application form (PD100). Job announcements and application forms are available at the Lottery office located at 500 Airport Road SE in Salem or at any local office of the Oregon Employment Department. Applicants are subject to an extensive background check. Women, minorities and persons with disabilities are encouraged to apply. For more information call (503) 540-1323. Send completed application materials to Oregon Lottery, Human Resources, PO Box 12649, Salem, OR 97309.

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 our local Employment Department, or log onto our web site at <http://www.das.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.