

# CLASSIFIEDS

## MENTAL HEALTH

### Career Opportunities

For Chemical-Dependency Professionals...

**The Corporation:** CODA, Inc. a private non-profit corporation, has pioneered comprehensive addiction treatment services to a diverse and complex population throughout Northwest Oregon. Operating from one large outpatient site and three residential sites (which also provide child development and limited outpatient services), our services include intensive drug-free outpatient, methadone maintenance, short - and longterm residential, and detoxification. Our client population is extremely large and diverse. We are a leader in designing services for pregnant women, women with young children, and to families.

With our range of services, locations, and client profiles, CODA offers a challenging and multifaceted environment in which chemical dependency professionals can grow and advance. CODA further encouraged professional advancement with an energetic training program consisting of monthly in-service events, frequent special events, and cash and paid-time allowance for off-premises training.

Recent and continuing expansion has created an exceptional range of career opportunities. Dedicated chemical-dependency professionals are encouraged to apply. CODA is currently recruiting for the following positions:

#### Positions:

**Counselor C-V Clinical Supervisor:** Available at our Alpha Family Treatment Center. Starting salary \$1,917 - \$2,100 per month plus benefits. Provides treatment to complex caseloads, performs clinical supervision, develops and implements clinical procedures. Requires Master's Degree and relevant experience. Inquire about C5A61.

**Part-Time Dispensary RN:** Works 22 to 32 hours per week, primarily after-noon and early evening shifts, at our methadone dispensary. Pays \$11.06 to \$13.50 per hour plus benefits. Inquire about RND63.

**Outpatient Counselor III:** Provides individual and group counseling in our methadone maintenance department. Pays \$1,494 to \$1,640 per month plus benefits. Inquire about C3047.

**Detoxification Technicians:** 1 part-time (24 hours per week) and one full-time position available. Pays \$7.76 to \$8.94 per hour plus benefits. Inquire about C2T33 (PT) or C2T35 (FT).

**Counselor I and II:** positions available at our New Directions Family Treatment Center. C-I pays \$7.15 to \$8.00 per hour plus benefits, provides milieu supervision. C-II pays \$1,345 to \$1,450 monthly plus benefits, provides services to residential and outpatient patients. Inquire about C1F21 or C2F35.

**Clerical Specialist 2:** Client Information Specialist to provide admissions and medical-records support at our outpatient center. Pays \$1,239 to \$1,375 monthly plus benefits. Inquire about S2C26.

Individuals currently serving any federal, state or county parole or probation are ineligible for these positions. Candidates must consent to a criminal background check.

**TO APPLY,** obtain a standard CODA application form and detailed position announcements for each position sought. Screening questions responses are demanded 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

TREATMENT RECOVERY PREVENTION

CODA is an Equal Opportunity/Affirmative Action Employer

### Administrative Specialist II

Portland Development Commission  
\$21,259 - \$30,187

Provides administrative support for the rental housing section. Work includes providing customer service in fast paced environment, including research, word processing, filing, and special projects. Requires: Advanced WP 6.1, excellent organizational and interpersonal skills, three years secretarial experience, ability to work collaboratively in a team based organizational structure. Understanding of construction, real estate and loan underwriting terminology required. Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets must be returned by 5:00 p.m., October 11, 1996.

**Portland Development Commission**  
Attn: HR/ Admin II  
1120 S. W. 5th Avenue, #1100  
Portland, OR 97204

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

### Operations Officer Community Development

Seeking operations officer for nationally known nonprofit intermediary supporting community-based development in Portland. Responsibilities include management of community organizing grant program, grants compliance and reporting, bookkeeping, organizational management assistance to grantees, and administrative support to NPF Director. Resume and cover letter by 10/15/96 to the Neighborhood Partnership fund, 621 SW Morrison, Suite 725, Portland, Oregon 97205. Minorities and women strongly encouraged to apply. An equal opportunity employer.

### Washington County

Administrative Specialist II  
Bilingual-Spanish/English  
\$1902 - \$2312/mo

Closes October 11, 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.

### Department of Information Technology (DOIT)

The Department of Information Technology provides services to the City of Vancouver and Clark County government agencies. DOIT provides and maintains a highly distributed network running Ethernet TCPIP. The primary hardware platform is Hewlett Packard, supporting HP MPE-ix and HP-Unix minicomputers. DOIT is rapidly moving to an NT server environment to support their customer base of approximately 1300 networked PCs.

**The Department of Information Technology has immediate openings for the following positions:**  
**Networks and Operations Manager (96-79)**  
\$4,564 - \$5,825/monthly

The individual selected for this position will manage the organization, staffing, and operational activities for the Networks and Operations Divisions. Responsibilities will include: participation in the development and implementation of goals, objectives, policies, and priorities for the division; selection, training, motivation, and evaluation of division personnel; direction, coordination, and review of division work plan; coordination of activities with other divisions, outside agencies, and the general public; providing highly responsible and complex staff assistance to the director of Information Technology. Minimum qualifications include: principles of management, business analysis, business planning, and budgeting. Current computer-based technologies, such as: various platforms (microcomputers, minicomputers, mainframes); various architectures (distributed, centralized, de-centralized); current data communications (LAN/WAN, wired/wireless, copper/optical, CDDI/FDDI, frame relay/ATM); and current directions (client/server, imaging, multimedia, online access to government, the Internet, security firewalls).

**Senior Analyst/Programmer - 2 positions (96-80)**  
\$3,187 - \$4,069/month

The individuals selected for these positions will perform complex analyst and programming duties including: analyzing, designing, developing, modifying, and maintaining software; managing the implementation and maintenance of vendor-supplied software. Cobol, Speedware, Oracle, MS-Access, Visual Basic are the primary languages currently supported. Minimum qualifications include: equivalent to a Bachelors degree from an accredited college or university with major course work in computer science, business administration, public administration, or a related field and two years of professional programming experience preferably in a municipality.

**Senior Security Administrator (96-81)**  
\$3,187 - \$4,069/month

The individual selected for this position will be responsible for planning, designing, and implementing security measures which safeguard access to City and County files and data; establishing, maintaining, and monitoring all network access; recommending security software and their applications; establishing alternative security measures to support disaster recovery; participating with vendors in assessment of advanced data security systems. Minimum qualifications include: High school diploma or GED, five years experience within information systems, two within data security, and a strong working knowledge of MPE, UNIX, NT, utilities and security environment software.

**Workflow Analyst (96-82)**  
\$2,843 - \$4,016/month

The individual selected for this position will be responsible for providing work flow automation and business process re-engineering analysis for City and County departments; assisting departments in identification and quantification of opportunities for improvement through business process changes and/or automation. Minimum qualifications include: a Bachelor's degree providing training in the analysis of physical systems (e.g. physical science, mathematics, accounting, engineering, business or public administration) and at least five year's progressive professional experience in manual or automated systems analysis, design, development, and implementation, including two year's experience developing process models, flowcharts, and written procedure instructions using recognized tools and methodologies. Five year's additional process/procedure analysis and design experience, two years of which must have been at the Workflow Analyst level, may be substituted for the Bachelor's degree requirement.

**PC Software Specialist (96-83)**  
\$2,706 - \$3,822/month

The individual selected for this position will be responsible for establishing PC programming standards; identifying and estimating potential PC applications; assisting City and County departmental staff in specifying requirements for PC applications and assisting City and County departments in the design, development, and administration of PC-based computer applications; developing prototype or demonstration applications; providing a forum for disseminating PC programming skills among City and County departments. Minimum qualifications include: a Bachelor's degree in computer science or related field and at least four year's progressive experience in PC applications using recognized tools and methodologies including Microsoft Windows, visual Basic and Access. Five year's additional application software development experience, two years of which must have been at the Senior programmer-analyst level, may be substituted for the Bachelor's degree requirement. MC-Access and Visual Basic expertise a must.

Application materials are available at the Citizens Service Center, Fourth floor, 1313 Main Street, Vancouver, WA 98660 or by calling (360) 8419. Completed application, resume, and supplemental questionnaire must be received on the 4th floor of the Citizens Service Center, Attn: HRRS by 5 p.m. Friday, October 18, 1996. Candidates applying for more than one position please list all position titles and recruitment numbers on your completed City of Vancouver application.

Equal Opportunity Employer

### Our Most Important Asset is People

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently recruiting for the following positions: for more information about current openings call our Job Information Line:

- Methods and Procedures Analyst (#321)
- Member Service rep. (#339)
- Medical Claims Analyst (#347)
- Occupational Health Nurse (#050)
- Medical Management Coordinator (#351)

1-800-231-1617

We are strongly committed to equal opportunity in all phases of employment. Blue Cross and Blue Shield is a smoke-free workplace



BlueCross BlueShield  
of Oregon  
HMO Oregon

### Teams Leader

Portland Development Commission  
\$53,359 - \$80,038

The City's agency for urban renewal, housing and economic development is seeking a teams leader for its rental housing section. This senior level position is responsible for setting and monitoring production goals, long-range planning, direct supervision of all Section employees and facilitating the effectiveness of work teams meet production and customer service goals. Position acts as a liaison for section to Housing Director and other departments, and is responsible for coordinating the housing finance approval system, development of new delivery system components and management of budgets and audits. Requires: advanced knowledge of management practices, including demonstrated knowledge of self-managed work teams; strong communication, facilitation, negotiation, conflict resolution and public speaking skills; Bachelor degree or equivalent specializing in business or finance; minimum four years experience in real estate finance and development, project/construction management, federal housing program administration and supervision or equivalent.

Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets and resumes must be returned by 5:00 p.m., October 11, 1996.

Portland Development Commission  
Attn: HR/Teams

1120 S. W. 5th Avenue, #1100  
Portland, OR 97204

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### Safety Manager

Eugene Water & Electric Board is a municipal utility facing changing times. We are looking for an energetic, flexible, and forward-looking individual to lead and supervise a safety program that results in a safe and healthy environment that this in compliance with all federal and state safety laws and regulations and embraces a "Best Practices" approach to employing safety procedures and processes.

Experience in all aspects of safety related to an electric and water utility is preferred. However, experience in other utilities such as gas, telephone and other industries with a comparable mix of workplace complexity is acceptable. A Bachelor's Degree in related field such as Safety, or Industrial Engineering and two years of safety-related work experience; or an equivalent combination of appropriate training and experience that provides the desired knowledge, skills and abilities such as: five years experience in planning, organization and implementing corporate safety programs, or safety professional certification through the American Society of Safety Engineers and five years of safety related work experience. Submission of salary history is required. For application packet contact, Eugene Water & Electric Board, P.O. Box 10148, 500 E 4th Avenue, Eugene OR 97440 Attn: Human Resources or (541) 484-3769. Position closes on Friday, October 18, 1996 - 5:00 p.m. EWEB values diversity in the workforce and is an equal opportunity employer.

### Survey Field Technician

W&H Pacific, a rapidly growing leader in engineering, planning and consulting services, is seeking a talented professional who can provide creative solutions and superior service.

Requires two years experience in all aspects of surveying. Familiarity with electronic theodolites and data collection required. Experience with wild total station/data collection a plus. LSIT registration or college education in a related field also a plus. Successful candidate must have a B.S. in surveying or related field and must be a licensed land surveyor with a minimum of 10 years experience including managerial and technical competence in large fee, complex survey projects. Successful candidate must have good; current relationships within professional and trade groups related to the surveying community. A high degree of business development and client maintenance skills required. Competent in possess excellent listening, writing, and presentation skills.

As one of the Oregon Business 100 Best companies to work for in Oregon we can offer excellent benefits, advanced equipment, and opportunities for growth and development. If you value team oriented environment with professionals who work hard and play hard, we'd like to hear from you. Please mail or fax resumes to:

W&H Pacific  
8405 SW Nimbus Avenue  
Beaverton, OR 97008  
Fax: (503) 526-0775

We value diversity and are an

### Construction Management Coordinator/Specialist

Portland Development Commission  
\$39,435 - \$59,205

Responsible for analysis and oversight of construction related issues for existing properties and new construction. Monitors construction to ensure projects meet schedule, budget, quality standards and funding requirements. Inspects sites, reviews specifications, and negotiates changes, and approves budgets. Works within self-managed team, sharing responsibility for team performance, decision making and continuous improvement. Requires: ability to work collaboratively in a team; 3 years construction management experience; knowledge of City building codes, Housing Quality Standards and Federal labor Standards; and strong computer skills, particularly in spreadsheets and cost estimating. Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet. Application packets and resumes must be returned by 5:00 p.m., October 11, 1996.

Portland Development Commission

Attn: HR/Construction  
1120 S. W. 5th Avenue, #1100  
Portland, OR 97204

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### Social Service

Meals-on-Wheels Coordinator - Northeast Portland. M-F, 5 hrs/day. Mgmt. or volunteer Mgmt. Apply at Loaves & Fishes, 6125 SE 52nd by October 11, 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. 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.