

CLASSIFIEDS

Alcohol/Drug Counselor:

Two full-time positions in our adolescent A/D outpatient program to provide services in metro area. Reliable transportation a must. Applicants will demonstrate experience working with culturally diverse populations and be a supportive member of inter-disciplinary team. Responsibilities include assessment, individual and family counseling, group facilitation, and case management. Must have experience working with adolescents and chemical dependency. Direct service to pregnant/parenting teens preferred. CADC II certification or eligibility for certification process required. If recovering, a minimum of three years immediate, continuous sobriety is required. Salary range begins at \$18,000 per year. Send resume and letter of interest to Mainstream, 4531 SE Belmont, #300, Portland, OR 97215. Equal Opportunity Employer."

Volunteer Coordinator--

distinct non-profit organization, seeks highly motivated, experienced and enthusiastic individual to coordinate volunteer program. Recruit, train and recognize volunteers for multiple special events, operations and administration; retain civic and individual volunteer base; expand corporate involvement and develop internships and advisory committees. Requires team player with excellent written and oral communication, problem-solving, organizational and computer skills. FT+benefits. Send letter with salary requirements & resume by 12/4/96 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

Radio Chief Engineer Chief Operator

Salem Media of Oregon Inc., Christian formatted radio (KPDQ AM/FM), has an immediate opening for a full-time Chief Engineer/Chief operator. Three-plus years previous experience required. Duties will include: insure KPDQ AM/FM technical compliance with all FCC rules and regulations; maintain transmitters and logs, studio equipment, computer network and associated equipment; coordinate and assist in all remote broadcasts. Call for an appointment: Chuck Tyler--Tel: 503-231-7800. An equal opportunity employer.

Secretary/Office Manager

Our service organization is seeking a highly skilled and personable individual to organize and handle phone communications, reports and letters, supply, inventory, visitors and, most importantly, our staff. We run a high volume business that involves a great deal of contact with the public and with government organizations. Our office is located in downtown Portland. If you are computer literate, detail oriented, can type at least 60 words per minute, and can prioritize a wide variety of tasks, please submit a resume and cover letter to: Human Resources, 31224 E. Historic Columbia River Hwy., Troutdale, OR 97060.

Responses must be received no later than Friday, November 29, 1996.

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

Advertise In
**The Portland
Observer**
Call 503-288-0033

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 long-term 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.

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

Recent and continuing expansion has created and 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: 2 positions, one residential and one methadone. 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, CADC II, and relevant experience. Inquire about CSA61, CS060.

Counselor III: 4 positions available (one methadone, three detoxification). Provides individual and group counseling. Pays \$1,494 to \$1,640 per month plus benefits. Inquire about C3A42, C3A45, C3047, C3T40.

Detoxification Technicians: 4 part-time position available working either weekend days or weekend over nights (all 24 hour per week). pays \$7.76 to \$8.94 per hour plus benefits. Inquire about C2A33, C2A34, C2T33, C2T34.

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.

Health Information System Coordinator: Requires Art or RRA certification. Pays \$2,080 - \$2,600 plus benefits. Inquire about SHC60.

Relief and Child Care Positions: Are also Available. Inquire about Residential Relief, Detoxification Relief, Relief Nurse (RN or LPN). Part-time child development specialist available at our Gresham facility. Inquire about C2A32.

Individuals currently serving any federal, state or county parole or probation are ineligible for these position. 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



**PARAGON
CABLE**

Accounting Clerk II: We are looking for an entry level Accounting Clerk to join our exciting and dynamic team. Responsibilities include accounts payable processing, payroll entry, cash balancing, account analysis, and other projects. Candidate must have a HS diploma or equivalent and 2 years related work experience. Experience with PC spreadsheets and mainframe applications required. Must have strong interpersonal skills to interact with all levels of management. We are a great company with competitive compensation and benefits package.

We offer a drug free work environment and an excellent compensation/benefits package including complimentary cable! A pre-employment drug test is required. Qualified candidates may apply by sending a resume with salary requirements to:

Paragon Cable, Human Resources, 305 NE Sandy Blvd., Portland, OR, 97232.

Paragon is proud to be an Equal Opportunity/ADA Employer.

Mechanic

Experienced journeyman fleet mechanic. Need self starter with excellent diagnostic abilities, 70's to current GM cars through medium duty trucks--some equipment. ASE certification and CDL preferred, with own tools. Contact the Personnel Services Department, 501 N. Dixon Street, Portland, Oregon 97227 for application materials. For additional information call Ron Patterson at 916-2000, Ext. 4474.

**An Equal Opportunity
Employer--A Drug-Free/
Smoke-Free Work Place.**

**RN, LPN, CNA, Residential
Attendant, Housekeeper,
Foster Care Managers.**

Apply: Mt. St. Joseph Residential Care, 3060 SE Stark Street, Portland

CLERICAL

Administrative Support Specialist 1

We Need More Administrative Support Specialists to work for the Legislature during the 1997 Legislative Session. Apply Now. Training begins in December, full time employment starts January 2, 1997 and ends approximately June 1997. Salary is \$1,571-\$2,065. For application information call (503) 986-1374 Fax: (503) 986-1684. This position may close at any time, without notice.

Case Manager

Responsible for intake and case management for adolescent females in a shelter/evaluation program. Applicants should possess skills and abilities in adolescent development; crisis intervention; residential programming; child abuse and domestic violence issues; organizational skills; written and oral communication. Helpful to have experience with State of Oregon Services to Children and Families. BA+3 or MA in social services. Related work experience may be used in place of degree. Resume/App: VOA, 537 SE Alder, Portland, OR 97214. Attn: Kletzer.

Rare Animal Expo & Natural Science Fair

Live Animal Trade Show & Sale Portland Expo Center Nov. 23, 1996 10 am - 6 pm, Nov. 24, 1997 10 am - 5 pm. More info (503) 981-2326 It's the Zoo! It's the Fair! It's the Worlds Largest Pet Store. Also Fossils, Rocks, Gems, Plants and More!

Please call, Molly at (503) 981-2326 with estimate.

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.

Job opportunity: CITY OF PORTLAND New job listings

MIS Support Analyst: GIS: \$3,293 at entry to \$4,210. Tentative closing date: Friday, November 29, 1996. **No postmarks.**

Reproductive Operator II: \$13.74 at entry to \$15.92 after 1 year.

Reproduction Operator II (Customer Service Specialty): Same salary range. Tentative closing date: Monday, December 2, 1996. **No postmarks accepted.**

Customer Accounts Specialists I: \$1,917 at entry to \$2,685 after 3 years. Tentative closing date: Monday, December 2, 1996. **No postmarks.**

For other job listings call (503) 823-4573, TDD (503) 823-3520. Submit completed applications to City Personnel 1400 SW 5th Ave., 10th Flr., 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.

Committed to cultural diversity.

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care, and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities.

Senior Underwriter PC Specialist

(Job #318)

Your PC programming experience will be essential as you create and maintain PC programs and logs utilized for rating, proposal development, new business enrollment and health statement underwriting. Qualifications include a Bachelor's degree in Mathematics, Actuarial Science, Accounting or Business Administration and five years' experience in the field of group underwriting.

Enrollment Manager

(Job #406)

In this position, you will provide leadership and direction for the Enrollment Services Department which is responsible for accurate timely review and processing of new groups and changes to existing groups. The qualified candidate will have a Bachelor's degree in Business Administration (or equivalent business experience) and a minimum of five years' management experience in a related field.

Secretary to President/COO

(Job #104)

This is an executive level key position where you will provide support to the President/COO, maintaining the President's schedule and business expense accounts, arranging travel accommodations, monitoring expenditures against budget, managing overall office procedures, composing detailed correspondence, communication with senior staff, drafting the annual executive department budget, coordinating special events and projects as well as supervising the receptionist. The qualified candidate will have at least 5 years' secretarial experience at the senior executive level of a complex organization.

PPG Data Analyst

(Job #342)

Primary responsibilities will include the production of standard and special monthly reports and development of report enhancements. Additionally, you will maintain accurate report documentation and analyze financial data for trends, variances and overall results. To qualify, you must possess a Bachelor's degree (or equivalent) and a minimum of three years' experience in accounting or finance, including quantitative methods.

Corporate Paralegal

(Job #403)

You will provide support to our legal department, company subsidiaries and affiliates. Duties will include receiving and trafficking the legal department's work assignments, researching and providing support materials for litigation cases and acting as point person and liaison within the legal department. The successful candidate must possess a paralegal degree (or two years' college or equivalent experience) and college-level writing skills.

Computer Operations Analyst

(Job #373)

In this position, you will provide system support and computer expertise to ensure our computer system processes data efficiently. Requirements include knowledge of on-line procedures, problem analysis and resolution techniques, familiarity with IS standards, batch processing software products, IBM utilities, JCL, and CLIST/Dialog. Proficiency in MVS/ESA, JES2, ISPF/TSO, CICS, IBM utilities, JCL/VTAM and experience using performance monitors are essential.

We offer competitive salaries and benefits package. Pre-employment drug screening is required and Blue Cross and Blue Shield of Oregon HMO supports a smoke-free environment. For more information about career opportunities, call our **Job Information Line: 1-800-231-1617**. To apply, place the position number at the top of your resume or cover letter and submit to: **Blue Cross and Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 255-6780.** We are strongly committed to equal opportunity in all phases of employment.



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:

Public and Employee Relations Section Manager

We are seeking an experienced, progressive leader to manage the development of the department's statewide internal and external communications programs. This position will direct the activities of the Public and Employee Relations Section which includes developing department communication strategies, statewide marketing initiatives, public relations, information and education programs, internal and external outreach, public involvement strategies, employee communications programs and new communications technologies. Requires six years of mid-level management experience within a large organization (1000+ employees) which includes responsibility for development of program rules and policies, goal setting, strategic planning and budget preparation. A Bachelor's degree or courses in a field related to Management may substitute for up to 3 years of required experience. Applicants must demonstrate experience in managing and directing public affairs/relations in a large organization; and representing a company to groups such as legislators, industry and general public and effectively communicating the company's position to sometimes unresponsive audiences. Yearly salary \$36,648 - \$51,612 + benefits. Completed application materials must be received by November 22, 1996. Announcement No. OODT6398. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Public Affairs Representative (Public Information Representative 2)

Put your public affairs experience to work for the Oregon Department of Transportation in Salem. You will research, design, implement and evaluate public affairs strategies and public information programs. Qualified applicants will have 3 years experience as a public relations representative for an organization gathering information, writing and/or producing materials, presenting information to the public, handling public relations, preparing press releases, and interaction with the news media. At least 1 year must include participating in planning and administering an organization's public relations program. Bachelor's degree in Journalism, Communications, or a closely related field may substitute for up to two years experience. Salary \$2,511 - \$3,325 monthly + excellent benefits. Completed application materials must be received by December 6, 1996. Announcement No. OODT6409. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Pavement Management Specialist

We are seeking an individual for position located in Salem to assist in the development and maintenance of the Pavement Management System. This position will analyze data and develop strategies to optimize the condition of the highway network, coordinate the annual pavement testing program and

complete treatment type and design for complex pavement preservation projects. Requires a Bachelor's degree in Civil or Transportation-related Engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an EIT, LSIT, PE, or PLS. One of the four years must have been performing professional-level engineering duties equivalent to an Associate Transportation Engineer (ATE)*.

*For ODOT employees only — if you do not possess an EIT, LSIT, PE, or PLS certification/registration, you must have taken and passed the department's written Associate Transportation Engineer exam. Salary \$2,352 - \$3,219 monthly + benefits. Completed application materials must be received by December 4, 1996. Announcement No. OODT6411. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Pavement Design Specialist

We are seeking applicants for position located in Salem. Will prepare pavement designs for transportation projects, investigate and analyze pavement design problems, gather and verify data from the Traffic Section and field studies, and prepare pavement design alternatives and other office engineering work. Requires a Bachelor's degree with major coursework in civil or transportation related engineering; OR an Oregon Professional Engineer license in civil or transportation (PE); OR an Oregon Professional Land Surveyor license (PLS); OR an Oregon Engineer-in-training certificate (EIT); OR an Oregon Land Surveyor-in-training certificate (LSIT); OR three years of engineering experience at the level of an Engineering Specialist 1 and have passed the Associate Transportation Engineer multiple choice examination. (This option is available for Oregon Department of Transportation employees only.) Salary \$2,135 - \$2,922 monthly + benefits. Completed application materials must be received by December 4, 1996. Announcement No. OODT6412. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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

DIVISION OF STATE LANDS

Wetland Inventory Specialist

The Division of State Lands (DSL) has one current opening for a limited duration position in Salem that ends June 30, 1997. The Wetland Inventory Specialist requires a thorough knowledge of wetland functions and values, wetland identification, wetland regulations and statewide wetland inventory. To qualify: 4 years of technical or professional-level experience analyzing or advising and/or instructing the public concerning specific wetland programs or processes, monitoring a wetland program, or performing participant reviews. Two years of the experience must have been comparable to a Program Representative 1 that involves monitoring, representing, and reviewing wetland programs. Salary \$2,606 to \$3,472 monthly. **Job announcement and application may be obtained from any local office of the Oregon Employment Department or from Division of State Lands, Personnel office, (503) 378-3805 ext. 223, 775 Summer St. NE, Salem, OR 97310.** Completed application and test responses must be received by 5:00 pm on December 6, 1996. The Division of State Lands is committed to the development of a diverse work force.

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.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.