

Garlington Center Behavioral Healthcare (Open job listing as of July 10, 1997)

Program Director responsible for clinical, administrative and fiscal operations of adult intake and assessments, out-patient and private practice model counseling services. Preference for applicants with experience in a managed care environment and demonstrated ability to develop and market private practice model counseling services. Masters degree in Social Work or related field and 5 years progressively responsible experience, including at least 2 years supervisory/managerial experience, preferably in a community mental health setting. Ref #AD-PD

Clinical Supervisor II needed to supervise case management team serving adult CMI clients. Experience in program development, program coordination and staff supervision required. Knowledge of Assertive Community Treatment Model preferred. QMHP and Masters degree required, licensure preferred. Ref #CS-CSS

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 experience dealing with substance abuse in a mental health setting. QMHP and Masters degree required. Ref #CM-M

Salary Range: CM4 QMHP \$23,600-\$25,489
CM5 QMHP w/Master & Licensure \$25,200-\$27,217
Work Location: CSS-MICA Team
4950 NE MLK Jr. Blvd.
Portland, Oregon 97211

2 Part-time Receptionists (25 hours per week) needed for children's program. Experience with high volume multi-line switchboard required. Greet clients, schedule appointments, and perform general office duties. Typing 45 wpm required. Scheduling may be flexible depending upon applications received. Both positions include health insurance and other benefits. Pay range \$6.39-7.42 per hr. d.o.q. Ref #CH-PT.

Work Location: Children's Program
911 N. Skidmore
Portland, Oregon 97217

Office Specialist II needed for children's program. Duties include transcription from a dictation machine, typing 65 wpm, filing, tracking of client information and providing backup support to the reception area. Knowledge of Word and excel a must. Ref #CH-OS

Salary range: \$16,400-\$17,713

Work Location: Garlington Center Admin. Bldg.
911 N Skidmore
Portland, Oregon 97217

Administrative Assistant needed for children's program. Duties providing secretarial and administrative support to outpatient & crisis programs, and supervising program support staff. Minimum 3 years related office experience preferred. Knowledge of Word and Excel. Typing 55 wpm required. Ref #CH-AA

Administrative Assistant needed for adult services program. Duties include supervision of receptionist and patient records staff, developing and maintaining an automated client database, scheduling client appointments for medical department, and maintaining medical staff billing report. Minimum 3 years related office experience, with at least 1-year supervisory experience preferred. Knowledge of Word and Excel (Office 97) and ability to type 55 wpm. Ref #AP-AA

Resident Manager Part-time position managing a 16 unit supported housing apartment complex for psychiatrically disabled adults. Responsibilities include property management, facilities and grounds maintenance, and occasional skills training with the residents. Position requires manager to live on-site in a two bedroom apartment. Bachelors degree preferred or three years of education/experience in human services. Ref #MLK-RM

Salary Range: \$8,750-\$9,350 plus apartment
Work Location: Martin Luther King Manor
6620 NE 6th
Portland, Oregon 97212

Closing Date: July 25, 1997

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore Portland, OR 97217 Attn: HR Fax: 249-8740 EOE. Committed to diversity. No phone call please. Contact our **JOB LINE** at 727-5947 for additional job opportunities.

Job Opportunity: CITY OF PORTLAND

New Job Listings

Water Analytical Chemist: \$2,976 at entry to \$3,846.
Tentative Closing Date: Friday, July 25, 1997.

Water Laboratory Technician: \$14.63 at entry to \$18.46 after two years.
Tentative Closing Date: Monday, July 28, 1997.

Electronic Technician Assistant: \$13.55 at entry to \$16.10 after two years.
Tentative Closing Date: Monday, August 4, 1997.

Public Works Project Manager: \$4,408 to \$5,635.
Tentative Closing Date: Monday, August 11, 1997.

OPEN CONTINUOUS:

Building Plan Examiner II: \$21.39 at entry to \$24.77 after two years.

Emergency Communications Operator Trainee: \$13.05 starting rate to \$14.19.

For other job listings call (503) 823-4573.
TDD (503) 823-3520. 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.

FIELD SAFETY COORDINATOR: Established General Contractor seeks qualified person to fill position. Will need a minimum of 2 years experience in construction safety or a BS in safety. Must have good inter personal communication skills, working knowledge of OSHA Regulations for construction, ability to resolve safety issues and basic computer skills. Own transportation required. Send resume to P.O. Box 6712, Portland, Oregon 97228 no later than July 21, 1997. Equal Employment Opportunity Employer.

PURCHASING MANAGER: Established General Contractor seeks qualified person to fill position. Will be responsible for: selecting vendors, evaluating vendors performance, negotiating prices, scheduling deliveries, anticipating changes in material pricing, availability and changing technologies. Must have good communication and negotiation skills, good computer skills, and a minimum 2 years experience in construction purchasing. Send resume to P.O. Box 6712, Portland, Oregon 97228 no later than July 21, 1997. Equal Employment Opportunity Employer.

Power Scheduler I

Requires a combination of experience which prepares the incumbent to perform the requirements of the position. Direct application of the following combination of experience, training or education: two-years in accounting, marketing, finance, rate setting, planning and analysis or two-years specified utility experience in scheduling, trading, dispatch or operations. Assist in the creation of pre-schedule, and implement an hourly load forecast and interchange schedule consisting of power purchases, sales, and exchanges. Assist the construction of pre-schedules to economically maximize the capabilities of exchanges. Assist the construction of pre-schedules to economically maximize the capabilities of EWEB's resources. Play an integral role in a multi-skilled power scheduling team. Team responsibilities to be focused on exploring marketing strategies, understanding the risk and reward trade offs of each strategy, and choosing among competing alternatives. Ability to succeed in a team environment, to facilitate a team consensus when faced with multiple choices involving power sales, purchases, exchanges, loans, transmission paths and prices. Responsible for the creation of spreadsheets and other accounting mechanism which account for all interchange transactions.

EWEB requires a completed application for all positions. For information & application packet contact: Eugene Water & Electric Board, PO Box 10148, Eugene OR 97440 Attn: Human Resources. Call (541) 484-3769 Job Information Line or Fax (541) 334-4608 or e-mail

Brenda.Wasson@eweb.eugene.or.us.
Or visit our web page at www.eweb.org. Position closes on Tuesday, August 19, 1997 5:00 p.m. EWEB values diversity in the work force and is an equal opportunity employer.

City of West Linn Job Opportunity Fire Lieutenant

\$2788 - \$3776/mo DOQ. Performs emergency scene operations and supervises multiple companies of firefighters which may include volunteers. Responds to fire, EMS, rescue, and hazardous materials performing emergency and routine tasks. Prepares records, reports and assists in training. Requires graduation from high school or equivalent GED certificate, plus 45 credits of college level course in fire science or emergency medical services. An Associate's Degree in Fire Science or Emergency Medical Technology, experience working with volunteers, program management and administrative principles, desirable. Requires supervisory skills and three (3) years of progressively responsible experience in firefighting, rescue and EMS. Requires current certifications: Oregon Firefighter I, Apparatus Operator I, EMT-B, and Fireground Leader I. Must maintain valid Oregon Driver's license throughout employment. Successful candidate must pass a pre-employment drug screen. Application packet is available at West Linn City Hall, 22825 Willamette Drive, West Linn, Or. Voice Mail (503) 722-3426/(503) 656-4518 (TDD). Completed application packet must be returned to City Hall by July 31, 1997, at 4:30 PM (PDT). EEO

Sales/Advertising

Bright, Outgoing, Warm, Friendly, Sense of Humor!
If these describe you, please apply to GETTING TO KNOW YOU. A 35 yr. old national women-oriented advertising Co. Fund-raising, sales exp a plus. Flexible day hour, Management Potential, excellent benefits. 401(k), \$30-60k. Bonuses, Incentives. Car req'd, Auto reimbursement. Mrs. Tyler 1-800-345-1123

PORTALS (Portland Area Library System) seeks a Systems/Network Administrator. PORTALS is a consortium of libraries in the Portland metro area. Its technical infrastructure consists of an in-house LAN, Internet-based WAN, a web site (<http://www.PORTALS.org>), and 16 licensed databases. PORTALS offices and computer facilities are located on the Portland State University campus. **Position Summary:** Reports to the PORTALS Executive Director. Oversees the daily operation of the PORTALS LAN and WAN.; administers the PORTALS technical backbone; serves as the liaison with systems/network contacts at member institutions and appropriate outside agencies; recommends policies and purchases, as appropriate; participates in planning, developing, and evaluating PORTALS operations and services; and works in a team environment. **Qualifications:** Minimum of five years systems administration experience and college degree in computer science or related field are required. Solid understanding of UNIX operating systems (preferably Solaris) and network/distributed computing environment concepts; strong understanding of non-UNIX operating systems; ability to program in administrative languages (Perl, Shell), JAVA, and to write small C programs; experience with network and host security; strong interpersonal and communications skills. **Salary/Benefits:** Starting salary from \$47,580. Salary negotiable based on experience and qualifications. Appointment at associate academic professional rank. Excellent benefits package. **To Apply:** Send cover letter; resume; and names, addresses, phone number and email addresses of four references to Search Committee Chair, PORTALS, PO Box 1151, Portland, OR 97207; fax (503) 725-4625. Call (503) 725-4616 or write for a complete position description. **Deadline:** Review of applications begins July 22, 1997. Position remains open until filled. Portland State University is an AA/EEO Employer.

DRIVER

Head Start/ECEAP Economic Opportunity Committee Of Clark County, Inc. Substitute Bus Driver

On-call position, September - June to provide relief on regularly scheduled bus routes for preschool children and their families. Requires dependable automobile, insurance, valid WA driver's license. This position requires a class "C" CDL, (or better) with passenger endorsement. Candidates otherwise qualified for the position but lacking appropriate level of licensing may be offered unpaid training and use of appropriate class vehicle for testing to acquire necessary licensing. Applicants must pass pre-employment health and drug screenings as mandated by law. Starting Wage: \$7.68/hr.

All applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg. 9-4 pm, Mon. - Fri, EOC Office, 10621 NE Copley Dr., #207, Vancouver, WA. 98662, (360) 896-9912. Deadline: Wednesday, July 23, 1997.

EOC/AA

Electrician

Electrical Construction Company, Portland, OR-a large well-established and respected electrical contractor has immediate need for inside Wiremen Electricians. Licensed in Oregon and/or Washington for various Portland area projects. E C Company is an NECA/IBEW member. For further information, contact Dick Larson at 1-800-659-3511.

E C Company is an Equal Opportunity Employer and supports a Drug Free Workplace Program.

Head Start/ECEAP Economic Opportunity Committee of Clark County, Inc.

We are looking for a few dynamic individuals who want to make a difference in the lives of families and children in Clark County. We are now accepting applications for the following Education positions which will be used to fill vacancies in Head Start and ECEAP for the 97 - 98 program year. If you possess the following qualifications, we would love to hear from you.

Head Start Teacher - Requires Bachelor's Degree in Early Childhood Education; or Bachelor's Degree in Education which includes an AA degree in ECE or Child Development Associate (CDA) certificate. One year consistent paid experience with groups of children 3-5 years old in preschool program, including supervision of adults and classroom planning/management. \$10.93 per hr.

ECEAP Teacher - An Associate Degree in Early Childhood Education. One (1) year consistent paid experience with groups of children 3 to 5 years of age in a preschool program, that includes supervision of adults and classroom planning/management. \$9.70 per hr.

Head Start Teacher Assistant - The individual selected for this position will be responsible for assisting in the planning and conducting of daily activities of the classroom under the supervision of the Teacher. An AA degree in Early Childhood Education and one (1) year of consistent paid experience with groups of children 3-5 years of age in a pre-school program OR a Child Development Associate (CDA) and (2) years consistent paid experience with groups of children 3-5 years of age in a pre-school program. \$8.07 per hr.

ECEAP Teacher Assistant - The individual selected for this position will be responsible for assisting in the planning and conducting of daily activities of the classroom under the supervision of the Teacher. A Certificate of proficiency in Early Childhood Education from an accredited college or a Child Development Associate (CDA) or 15 quarter credits in ECE. (1) year consistent paid experience with groups of children 3-5 years of age in a pre-school program. \$7.53 per hr.

Head Start / ECEAP Classroom Aide - The individual selected for this position will assist in implementing classroom activities under the supervision of the Teacher. Completed 12 grades or equivalent. One year of experience working with children and families in a human service capacity. At least 18 years old. \$6.33 per hr.

Please note: all the above positions require a dependable, available automobile, with valid driver's license and insurance. Must obtain Food Handler's Card and a CPR/First Aid Certificate. It is anticipated that interviews for these positions will take place August 7-8.

To apply: Submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Copley Dr., Suite 207, Vancouver WA. 98662, (360) 896-9912. Application deadline is Friday, August 1, 1997, at 4:00 p.m. **EEOC/AA**

Clerk Typist

Clerk Typist needed on a part-time basis to perform a variety of clerical and administrative duties in a busy office. Requires a high school diploma or equivalent and experience including word processing and/or data entry experience. Position will be located in the Salem area. Please send letter of interest and a resume to the following address: Human Resources Manager, Springdale Job Corps Center, 31224 E. Historic Columbia River Highway, Troutdale, Oregon 97060.

Responses Must Be Received No Later Than Friday, July 25, 1997

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

Cook

Full-time cook needed, preferably with some experience supervising young adults. Requires minimum high school diploma or equivalent, food service training with one-year relevant experience, and a food handler's permit. **Minimum 40 hour week with benefits.** Send a letter of interest listing qualifications, or pick up an application in person by Friday, July 25, 1997, at:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, Oregon 97060

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

ENGINEERING

Growing mfg. company has an opening for a **Materials/ Engineering Supervisor** to oversee rebuying, graphics, and materials personnel. Must have ability to manage multiple projects and meet critical deadlines in a fast moving environment. Qualif include 4 year degree and min. 5 years purchasing/packaging engineering exp. or equiv. Supervisory exp. And MRP or ERP systems implementation prof. We offer a competitive wage and benefit package includ. 401K. Please send resume or apply at 3580 NE Broadway Portland Or 97232. Equal Opportunity Employer

CLERICAL

Administrative Support Specialist 3 and Executive Support Specialist 2

Now hiring full time, continuing staff to work for the Legislative Administration Committee. The Executive Support Specialist 2 position has one vacant position that provides secretarial and administrative support in the Legislative Administrator's office and earns \$1,790 -\$2,395 per month. The Administrative Support Specialist 3 position requires prior Legislative experience and will be a part of the Policy and Research Office. Salary is \$1,706 - \$2,278. There is currently one vacant position. We will be creating an Administrative Support Specialist 3 applicant pool for future vacancies. Do not Fax resumes. For application information call (503) 986-1373. Employee Services, Room 140 State Capitol Salem OR TTY: (503) 986-1347 Fax: (503) 986-1684. Application materials must be received in Employee Services by 5:00 p.m., July 25, 1997.

Police Officer Reserve Police Officer (Volunteer)

The City of Beaverton is accepting applications for Police Officer (\$15.70-\$21.04/hr) and Reserve Officer (Volunteer). Must be 21 years old, high school graduate or GED and have 2 yrs. of college (90 credit hrs) to participate in testing process scheduled for July 26, 1997. College requirements waived for Reserve Officer applicants. City application form must be submitted by July 18, 1997 with \$10 (or statement indicating inability to pay) to cover the cost of the examination. Applications may be obtained at City of Beaverton Human Department, 4755 SW Griffith Drive, Beaverton, OR 97005. (503) 526-2200. Equal Opportunity Employer, M/F/D.

RADIO - seeking an interesting, entertaining and topical talk host, solo or team. Must range from politics to pop culture. Send resume and tape to attention Operations manager - 0234 SW Bancroft St. Portland, OR 97201 No phone calls. EOE