



Classifieds/Bids

SELF ENHANCEMENT, INC.

An Equal Opportunity Employer
Job Announcement

The following position are currently open at the Center for Self Enhancement, Inc. Job descriptions and applications are available at the Center for Self Enhancement located at 3920 N. Kerby, Portland, OR 97227. You may fax your resume to (503) 249-1955.

Positions Are Open Until Filled

In School Service Coordinator (6 full time positions listed below)

Woodlawn Elementary School, Ockley Green Middle School, Jefferson High School (2 positions), Roosevelt High School (2 positions) Responsible for implementing SEI's school based program utilizing the Relationship Model for 25-50 student at an assigned school site and level. This position provides classroom instruction, tutorial assistance, academic counseling, daily attendance monitoring and extra curricular activity supervision. A degree in Education, Psychology, or related field required. A minimum of two (2) years of college level study plus two (2) years of direct experience working with youth in an education environment may be substituted for education. Must have ability to build positive relationships, be a role model and have the ability to successfully work with varying academic, social and economic levels of students. Must be self-motivated with excellent organizational skills, must have excellent writing skills, basic computer skills, must have excellent interpersonal communication skills and strong ability to motivate others. Must be able to work flexible hours as required. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
Salary Range: \$1,875 to \$2,500 per month

After School Coordinator (1 full-time position)

Responsible for implementing SEI's after-school programming activities that include case management mentoring, academic tutoring, computer lab, library, dance and other activities for 50-100 youth. A degree in Education or related field required. A minimum of two (2) years of college level study plus two (2) years of direct experience working with youth in an education environment may be substituted for education. Must have outstanding interpersonal communication skills and strong ability to motivate others, must be a positive role model, have the ability to build positive relationships and have the ability to successfully work with varying academic, social and economic levels of students. Must be available to work evenings 2pm - 10pm. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
Salary Range: \$1,875 to \$2,500 per month

Recreation Coordinator (1 full-time position)

Responsible for providing a full range of recreational and sports-related activities for SEI's youth programming, ensures safety and risk management standards are followed, provides general supervision during on-site activities and plans and organizes special programs for recreation. A degree in Recreation required. A minimum of two (2) years of experience directly working with youth in a recreation or education environment may be substituted for education requirement, outstanding interpersonal communication skills, ability to build positive relationships with others, must be a positive role model and have the ability to motivate youth. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
Salary Range: \$1,875 to \$2,500 per month

Recreation Coordinator (2 part-time positions)

Responsible for assisting in implementing SEI's after school recreation activities that include indoor/outdoor group recreation, instruction sports fundamentals and supervising game room activities. High school diploma or equivalent required, experience working with youth in a recreation environment, at least one (1) year of experience directly related to the position, outstanding interpersonal communication skills, ability to build positive relationships with others, must be a positive role model and have the ability to motivate youth.
Salary Range: \$9.00-11.00 per hour

Family Coordinator (1 full-time position)

Responsible for working intensively with families in an effort to prevent foster care placement, maintains a case load and works intensively with each assigned family, conducts home visits, provides family assessments and develops treatment plans, provides parental education, skill building training and individual/family counseling using goal oriented treatment plans. A Master's degree in Social Science is required. A Bachelor of Arts degree in Social Science plus two (2) years experience working with families and children may substitute for a Master's degree. Demonstrated experience in a social service environment, needs assessment and case management experience, knowledge of crisis interventions, good writing skills, basic computer skills, ability to instruct effective parenting skills, excellent interpersonal communication skills, ability to successfully motivate others with varying education, social and economic backgrounds, must be self-motivated highly organized. Willingness to work flexible hours including some evenings and weekends. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
Salary Range: \$2,062 - \$2,625 per month

Parent Coordinator (1 full-time position)

Responsible for working with parents of Jefferson High School students who are enrolled in the SEI program. This position works as a liaison between parents, the SEI student, the school and other social service agencies. The goal is to empower parents as they become involved in their children's education. Must have a degree in Social Science or related field, two years of college level study plus two (2) years of work experience may be substituted for education requirement. Ability to successfully connect with and motivate parents, students and extended family members, must have excellent interpersonal communication skills, good writing skills, basic computer skills, must be self-motivated and highly organized, willingness to work flexible hours including some evenings and weekends. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
\$1,875 to \$2,500 per month

System Administrator (1 full-time position)

Responsible for providing intermediate-level server and network administration, including planning, procurement, budget management, implementation, operation and trouble shooting. Also responsible for maintaining all computer hardware and software including application and database installs and upgrades, system performance monitoring and recommendations for new and appropriate technology that will serve the needs of our staff and programming services. Must have a degree in Computer Science of related field. Significant hands-on training and extensive work experience may be substituted for education requirement. Must have at least three (3) years of progressive technical experience in network and systems management, knowledge and experience working with Windows NT, Microsoft Office Suite, Internet Explorer, Microsoft Access and the ability to teach software application and systems operation to others with varying levels of computer skills. Must be able to lift up to 50lbs and capable of frequent bending and stooping. Willingness to work flexible hours, including some evenings and weekends as required. Must have a valid driver's license, clean driving record and be insurable under SEI auto coverage.
Salary Range: TBA

SEI offers an excellent benefits package that includes:

- Paid medical/dental/vision for employee, one-half paid for dependents.
- 401k Retirement Plan - 3% company match.
- 125 Cafeteria Plan.
- 4 weeks accrued vacation per year.
- 12 accrued sick days per year.
- Paid life and disability insurance (after waiting period).
- Employee Assistance Program
- Access to in-house fitness equipment.

SEI Committed to Achieving And Maintaining A Drug-Free Workplace

General 235

Fund-Raising

Development Director. Lead fund raising effort for top youth development agency. Exp w/major gifts, direct mail, annual campaign, budgets, database. Great writing/verbal skills, well organized. Salary negotiable. Send resume by 8/11 to: Boys & Girls Clubs of Portland, 7119 SE Milwaukie Ave, Portland, OR 97202. Fax: 503-232-0387

SUBSIDIZED UNITS MAY BE AVAILABLE AT THIS TIME.

1 bdrm. Apts may be avail. If not, qualified applicants will be placed on Waiting Lists.

Guardian Management Corporation is committed to "Equal Housing Opportunity."



Handicap Accessible

College Manor
(3 blks to WOU)
265 S. College
Monmouth, Oregon
(503) 838-6655



EQUAL HOUSING

General 235



Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a positive attitude.
\$7.50 + starting wage
Huge overtime potential
Advancement opportunities
Medical, Dental, 401k available
Applicants must submit to drug test and background check.
Apply in person daily between 12-1 PM, Monday - Friday.
130 SW Stark Portland, OR

General 235

Wildlife Jobs To \$8-19/HR

+ Federal Benefits
Park Rangers, Security, and Maintenance
No experience for some. For info call 1-800-391-5856x6803
8am-9pm local not guar.

PART-TIME JOBS FULL-TIME REWARDS

EDUCATIONAL BENEFITS

- ☑ Additional \$455 per month
- ☑ Tuition Assistance Program
- ☑ Student Loan Repayment Program

BONUS MONEY

- ☑ Initial \$5,000 to \$8,000

MANY OTHER FULL-TIME BENEFITS

- ☑ Dental, life insurance, vacation/travel for free, retirement, etc.

OREGON CAREER COUNSELOR
YOU CAN Cornelious Curtis
(503)335-5115

Social Services

Youth Development Specialist

YWCA of Greater Portland Smart Choices program is seeking a part-time Youth Development Specialist to plan and facilitate after-school group activities with NE Portland girls. Activities include career exploration, science and math, community service, leadership, art and sports. Bachelor's degree or equiv. exp., must possess valid driver's license. Please submit an application by 9/1/00 to: YWCA, 1111 SW 10th, Portland, OR 97205. Women of color strongly encouraged to apply. AA/EEO

Health Care 240



Where potential comes to life

Are you a fun, loving person who wants to make a difference?

Provide Direct care for three individuals with developmental disabilities in a NE Portland residential setting. Starts at \$7.25/hr. \$8.25/hr after 90 Day Training period. Part-time, full-time (includes benefits), sign-on Bonuses, & 26 paid days off per year. Must be at least 18 years of age & have HS diploma or GED. Experience with autism & valid driver's license Preferred.
Call Dan at (503) 261-0255 to schedule an interview
Or apply in person/send resume to: BETHPHAGE
Attn: Human Resources
7931 NE Halsey St., Suite 305
Portland, OR 97213
Fax: (503) 261-0259
dmarsden@bethphage.org
Visit us at www.bethphage.org

General 235

DCW's Wanted, No Experience Necessary We Train You To Work With MR/DD Adults Req. 18 Yrs And A Clear Criminal History
254-1622 9AM-4PM

THE MOST IMPORTANT STEP IN ANY JOURNEY IS THE FIRST ONE. MAKE IT COUNT!

Let that step lead you into a career with one of the most prestigious healthcare organizations in the country. We offer career paths, competitive salaries, a diversified staff, and comprehensive benefits.

CURRENT OPPORTUNITIES

Dental • Nursing • Pharmacy • Radiology
Laboratory • Research • Medical Receptionist/Assistants
Finance/Accounting • Information Technology & Services
Many other open positions

Explore our website. You can review jobs, complete an application & request referrals on-line. Or visit our employment office.



KAISER PERMANENTE

500 NE Multnomah St., Portland, OR 97232
Hours: Monday - Friday 8am-3:30pm
Phone: (503) 813-4701
Drug Free Workplace • AA/EEO

www.kp.org/nw

Employment



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

OREGON DEPARTMENT OF TRANSPORTATION Human Resources Specialist Personnel Officer 1

Dynamic, creative individual wanted for this challenging human resource opportunity in Portland! Provide employee/labor relations professional support and assistance to Portland Metro managers, staff and HR generalists. Provide advice and counsel to managers regarding a variety of personnel processes and policies. Investigate disciplinary issues. Respond to grievances and complaints. Interpret and apply personnel laws, rules, labor contracts, EEO/ADA requirements, etc. Administer and monitor FMLA/OFLA processes. Requires: 2 years of technical-level personnel experience or a related BS degree. Salary \$2,280 - \$3,215/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDO409. Call (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired, or visit www.odot.state.or.us/hrod/jobindex.cfm for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Application and required supplements must be received by: August 25, 2000.

Executive Support Specialist 1 Executive Assistant

Excellent organizational, communication and computer skills are highly desired for this key position in Salem. Provide confidential administrative support for the Transportation Safety Division Manager and assist with the control of office workflow, decision making on timelines and accomplishing special projects. Coordinate Division responses to Congressional, Legislative, Governor or ODOT Director requests. Requires three years of clerical/secretarial experience which included one year at a full performance level performing typing, word processing or other generating of documents; and lead work responsibility or coordination of office procedures. Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. Salary \$1,882 - \$2,604/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDO407. Call (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired, or visit www.odot.state.or.us/hrod/jobindex.cfm for announcement and application. ODOT is an AA/EEO Employer committed to a diverse workforce. Application and required supplements must be received by August 25, 2000.

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon Jobs page at: www.oregonjobs.org. The State of Oregon and all its divisions are proud to be equal opportunity employers.



PORT OF PORTLAND

Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett St, Portland. Office hours are Monday through Friday, 8am to 12pm and 1pm to 5pm. You may also apply online at our website: www.portofportlandor.com

The Port of Portland is an Equal Opportunity Employer



Get Started With The Air National Guard

Part Time Job

Earn College Credits for Your Training

Student Loan Repayment (\$20,000.00)

Earn Up to \$605.00 per month (Tax-Free) with the Montgomery GI Bill combined with the new Incentive Kicker

Inquire about our 90% State Tuition Assistance Program

The Oregon Air National Guard
(503) 335-4040 or 1-800-392-1801

Fuel Your Future

Air National Guard

WWW.ORTPORT.ANG.AF.MIL

Witnesses Needed: If you witnessed protestors being shot by Portland city police between 8:15 p.m. and 9:00 p.m. on August 17, 1998 in the area of NE Martin Luther King Boulevard and Prescott Street, please contact Stephens & Russell law office at (503) 282-7999. Video especially helpful.