

Employment 335 Employment 335

NURSE CONSULTANT
IMESD is currently seeking qualified applicants for a Nurse Consultant position. CLOSURES: 04/13/2015
Contact Nichole at (541) 966-3224 for additional information or download an application and view full job description and instructions at www.imesd.k12.or.us

PENDLETON SCHOOL DISTRICT
is seeking applicants for a full-time educational assistant at Sunridge Middle School. Duties involve assisting teachers in the instruction of students in the areas of reading, writing and math as well as some student supervision. Starting pay at \$10.77 (could be higher DOE) and a full benefits package. You must have an AA degree, 72 hours post-secondary coursework, or Work Keys. Apply online at: <https://pendletonor.tedk12.com/hire/index.aspx>

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Apply at: <http://ht-jobs.net/APMH9FA>

SPECIAL TRANSPORTATION COORDINATOR
Morrow County is accepting applications for a Full Time Special Transportation Coordinator. Starting wage is \$2,989 per month, exempt position.
Responsibilities include performing a variety of office tasks, such as: answering phones, email, light bookkeeping, correspondence, and word processing. Also will perform monthly bus inspections, coordinate volunteer drivers, maintain maintenance records and submit quarterly reports. Supervise Dispatchers and Drivers. Good communication and organizational skills are necessary for success. Attend Special Transportation Committee meetings and take minutes.
Contact Karen Wolf, Morrow County Courthouse, P.O. Box 788, Heppner OR 97836, or 541-676-5668, or kwolf@co.morrow.or.us or download an application at www.morrowcountyoregon.com. Closes March 30, 2015. EOE.

Employment 335

Noble Panels
is looking for full time welders in Milton-Freewater. Will consider training. Drug test required. For information on how to apply, please call our automated line at 541-558-9424.

RN -
Are you a team player? We have a great medical opportunity for you! Come work for us Tuesday - Fridays only, no weekends, no calls.
Must have current RN license, part-time or full-time.
Send Resume to:
Blind Box #224
211 SE Byers Ave.
Pendleton, OR. 97801

SMALL LAW
firm seeking bookkeeper and secretary/paralegal. Experience with QuickBooks is necessary. Job responsibilities also include reception, filing, payroll, billing, bookkeeping and secretarial duties. Good typing, computer literacy, and communication skills are required. Salary subject to negotiation on an hourly basis. Applicants should submit resumes to Attorney Office, PO Box 1457, Pendleton.

VISIT & ASSIST
Seniors in their homes, \$460/monthly tax free, must be 55 or older. Personal income limits. Call John Brenne, 541-276-4474 or jc.brenne@outlook.com

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Auctions 470



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Business/Service Directory 355

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OFFICE MANAGER
Professional office seeking highly skilled candidate to organize and coordinate office operations and procedures. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people. Salary range from \$2,500 - \$3,000 per month with full benefits, DOE.
Send Resume to:
Blind Box#223
211 SE Byers Ave.
Pendleton, OR. 97801

HEALTH DEPARTMENT MANAGER
Grant County Public Health in John Day, Oregon is seeking a full-time Health Department Manager. Requires Oregon registered nurse licensure, degree in nursing from an accredited university, and progressively responsible experience in a public health agency. Salary range is \$60-\$90,000/yr. DOE. Excellent benefits. For more details, go to <http://www.worksourceoregon.org>, Job Listing ID: 1335732. If interested, please download an application at www.communitycounselingsolutions.org, forward it with cover letter and resume to ladawn.fronapel@gobhi.net. EOE.

DIESEL MECHANIC
Needed In Pendleton ASE Certified preferred Must be able to troubleshoot & repair engines, chassis & suspension components, and vehicle electrical systems. 40 hours per week. Monday thru Friday Hours 7 am - 4 pm Wages DOE & Certifications. Call Today Mid Columbia Bus Co. 541-276-5621

CSS Farms FARMING EQUIPMENT OPERATORS - Ione, OR CSS Potato
Farms, a progressive farming operation, is seeking employees to operate and maintain farm equipment. Full time position with benefits including medical, dental, vision, STD/LTD, Life, 401(k), paid holidays and PTO. Pay will be based on experience, \$13 - \$15/hr. Candidate must have a farm background with mechanical experience including tractors, have a valid driver's license and be able to pass an motor vehicle insurance verification. Contact Dawn at (308) 236-4064 or dawn.dierking@cssfarms.com. www.cssfarms.com CSS Farms is an EOE

CORRECTIONS FOOD
Service Coordinator
Ontario, OR
The Oregon Department of Corrections, Snake River Correctional Institution located in Ontario, Oregon, is seeking qualified applicants to fill a Corrections Food Service Coordinator position. The Corrections Food Service Coordinator coordinates, instructs, and directs inmates in the production and serving of meals and participates in the preparation of large volume cooking in a corrections institution setting. To qualify, you must have a High School diploma, GED certificate, or other proof of education at same or higher level and three years of experience in a commercial food service facility; OR an Associate's degree in Food Service Management, Foods and Hospitality Service, or a directly-related field. Salary: \$3,173 - \$4,361/month. To view the full job announcement and how to apply, visit our website at www.odocjobs.com, select search for ODOC jobs, and select job posting number DOC15-0798OC. EOE.

GREATER OREGON BEHAVIORAL HEALTH
The Dalles, Oregon Senior Mental Health Specialist 4 Positions
Indicate the service delivery area of your choice on your cover letter or resume. SD areas: Douglas County; CP(Clatsop, Tillamook/Columbia); and EOCCO counties east of the Cascades with the exception of Jefferson, Deschutes and Crook Counties. We're looking for a Senior Mental Health Specialist with the experience and passion for positive investment in the area of geriatrics, disability mental health, and addition services. Be a part of the rural Oregon team in collaborating with community partners to reduce current system service barriers for people who are eligible for services from multiple agencies or programs. You will provide education, expertise and facilitation to community providers to strategically identify and actively implement plans to integrate services for this population. Work will normally be performed for a defined service area. Duties can usually be performed from office setting; regular travel in service delivery area, and some outside the service area. Master's Degree with major in social work, psychology, sociology, or closely related allied field. A minimum of 5 years experience in mental health or aging/disabilities with emphasis on Geriatric/older adult care. Licensed Clinical Social Worker or other Oregon licensure highly desired. Interested parties should email their cover letter, resume and salary expectations to hr@gobhi.net by March 31, 2015. Interested in learning more? Just email your request for more information to get the job description. EOE.

Threemile Canyon Farms, LLC CASTLE ROCK FARMING

CROP PRODUCTION/COST ANALYST
Castle Rock Farming is seeking a Crop Production/Cost Analyst to assist the Farm Director with inventory control and tracking sales and invoices.
Duties also include but not limited to production of reports vital to management in making business and crop management decisions. Assists with A/P and A/R duties with account reconciliations. Analyzes cost overruns and budget to actuals.
Min. requirements are BA degree in Ag Business, Accounting or related field plus min. five yrs farm experience in management or accounting. Basic knowledge of cropping systems and practices with proficiency in Excel and other Microsoft products. Great Plains Accounting knowledge a plus.
Excellent benefits include Medical Insurance, Dental, Vision, Life Insurance, 401 K plan with Employer match, and generous PTO plan. Salary Open, DOE.
Interested applicants please send cover letter with resume to threemilejobs@rdoffutt.com or apply at 75906 Threemile Rd, Boardman, OR 97818, Mon-Fri 8:00 a.m.-5:00 p.m.

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Threemile Canyon Farms, LLC CASTLE ROCK FARMING

CROP DATA CLERK
Castle Rock Farming is seeking a Crop Data Clerk to record data and produce report relating to Crops.
Duties include managing crop input databases and inventory, while developing accurate crop summaries based on Managers' information. Other duties consist of reporting on planting, tillage, and harvest information and providing commodity billing information.
For this position an Associate's degree is preferred, with previous experience in accounting or bookkeeping desired. The successful candidate should be detail oriented, with Systems knowledge that includes solid proficiency with Excel and other Microsoft Office products. Great Plains Accounting Software or similar accounting programs preferred.
We offer excellent benefits that includes Medical, Vision, Dental, Life and Disability Insurance, 401K plan with generous PTO allowance. Salary Open, DOE.
Interested applicants should submit a cover letter with resume to threemilejobs@rdoffutt.com or apply Mon-Fri 8:00 a.m. - 4:30 p.m. at 75906 Threemile Rd., Boardman, OR 97818.

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