

651 Help Wanted

Office Administrator- Hermiston
Full-time position. Position requires proficiency in Microsoft Excel and Word. Duties include document control, proposal preparation, material ordering and answering phones. Drug free company. Benefits include health insurance, retirement and paid vacation. Wages \$13.00-\$18.00 DOQ. Email resume to employmentsubmittal@gmail.com

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Be a Part of Something Bigger!

Umatilla-Morrow County Head Start Inc. (UMCHS) is a community leader providing high quality early learning, healthy living supports and social services to children, families and caregivers in eleven counties. We are looking for energetic, compassionate and dedicated professionals to join our growing team. We believe every role is critical to our success. We are currently recruiting for:

Family Education & Support Director in our Hermiston, OR office. This position will create capacity and direct the continuum of care for parents, families, and caregivers, ensuring resources and education are provided in collaboration with partner agencies and will supervise and provide direction for the Mental Health component in UMCHS. Salary: \$62,688.

Director of Education & Disabilities in our Hermiston, OR office. This position will oversee and direct the planning, organizing, and implementation of education and disability services for children in UMCHS. Salary: \$67,860

Blue Mountain Early Learning Hub Director in our Hermiston, OR office. This position will support, direct and guide existing and emerging early learning services, systems and opportunities within education, safety and health sectors across a three county region in collaboration with established stakeholders and in concert with Governance. Salary Range: \$67,860-\$81,120.

UMCHS offers a competitive benefit package including medical, dental, flexible spending account, life, EAP, 403(b) retirement plan, and paid time off!

Please visit our website at <http://umchs.com/careers/> to review the full job description and requirements and download our application. Please submit a cover letter, resume, and completed application. UMCHS is an E.O.E.

651 Help Wanted



Student Record & Data Management Clerk
located at EOCl Education Department

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Pay: \$14.62 - \$15.18 per hr.
Closing Date: October 9, 2017

For more detailed information about the position and how to apply, visit our website at www.bluecc.edu, you may contact Human Resources at 541 278.5837 or hr@bluecc.edu.

BMCC is an EOE and Educator



WE'RE HIRING!!!

Horizon Project, Inc., a non-profit organization, who provides residential & employment support to adults with intellectual and developmental disabilities, has the following positions available -

Pendleton: Direct Support Professionals, Job Developer & Job Coaches
Milton-Freewater: Direct Support Professionals, Job Coaches & Maintenance Technician
Hermiston: Direct Support Professionals & Job Coach

To learn more about Horizon Project & the above positions, please visit us online at: www.horizonprojectinc.com or visit our offices at: 223 SW Court in Pendleton, 408 E Main St #B in Hermiston, or 608 N Russell in Milton-Freewater, office hours are Mon-Fri 8am-4pm.

651 Help Wanted

The Oregon Department of Justice is seeking applicants to fill multiple Child Support Case Manager-Entry positions (\$2,874 - \$4,144/mo) in the Pendleton Branch Office of the Division of Child Support. Recruitment closes 9/29/2017, 11:59pm. Come enjoy a great work environment, an enthusiastic team, and excellent benefits. The mission of the Division of Child Support is to enhance the well-being of children and promote positive parental involvement by providing child support program services to families.

Apply on-line at www.oregonjobs.org, announcement DOJ17-0122

The Oregon Department of Justice is an equal opportunity, affirmative action employer committed to workforce diversity.

652 Work Wanted

Seeking employment House cleaning services References available (541)304-2177, ask for Carol

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