

PAYCHECK NEWS

January 26, 2001

Staff is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO. Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 503-693-3252, or save your item to I:\Common\paycnws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

FEBRUARY BIRTHDAYS

Raquel Vazquez	Even Start	February 1
Michele Conklin	Head Start Teacher	February 5
Bobbie Ludwick	Family & Comm. Resource	February 11



FEBRUARY BIRTHDAY LIST

Submitted by Winnie Althizer

Note: If you have a birthday this month and were expecting to see your name on the list, and it doesn't appear here, it is because I could not locate your authorization to publish it. If you want to be on the list in the future, complete an authorization form and send it to me.

ARE YOU LOOKING FOR THAT SOMEONE SPECIAL?

Submitted by Jeri Alcock & Winnie Althizer

There has been some confusion around volunteers and we would like to provide you some guidance. Many programs are interested in recruiting volunteers that receive pay, benefits or stipends. These include VISTAs, federal work-study students, Jobs Plus participants and other workers who work for the agency through a service or work training program. These volunteers receive benefits or pay directly from CAO and you should contact Winnie Althizer, Human Resources Director to assist you with this process. Unpaid volunteers, RSVP, community service participants, college interns, Portland Public School students and corporate and community service groups are coordinated through Jeri Alcock, Community Relations Coordinator. If you have questions about which type of volunteer is right for your program, Winnie would be happy to help you evaluate your needs to find the right fit.

I NEED YOUR NIV BIBLE

Submitted by José A. González

Most of you who know me know that I have quite a collection of Bibles. That's not the reason I need your NIV. I will be holding Bible study, one day per week, beginning next month. So... if you have an NIV collecting dust, or you are done reading yours, or you have a plethora of Bibles, I would be glad to use them for this group. Please let me know if you can help by calling or paging (503-921-2088) me.

UPDATE ON THE 503-648-0829 PHONE NUMBER

Submitted by Jimi Smith

We just wanted to make certain everyone is aware that the I&R (Client Services) phone number, 503-648-0829, has been disconnected as of 1/5/01. For three months (Jan-Mar) anyone calling the old number will be referred to our main phone number, 503-648-6646. However, at the end of March they will just get a "disconnected number" message. Please notify anyone you think might still be using the old I&R number 503-648-0829, or who might refer clients to that number, that it has been disconnected. Also please let them know we are no longer providing those services in our office. Anyone in need of Information and Referral can access that information from our website at www.caowash.org by using the "F.I.N.D. Resources" button, or by going directly to www.caowash.org/ind.htm. All of the Washington County Libraries have added a link to F.I.N.D. on their startup WILI page. Anyone looking for resources outside of Washington County should call the United Way I&R at (503) 222-5555.

PAYROLL NOTICE

Submitted by Val Laws

We are fast approaching the deadline to have W-2's out to all CAO employees. If you have not already done so, review your year-to-date totals on your December 29th paycheck. If you have any questions regarding these totals, please call Val in payroll at 503-693-3285.

If you have recently moved or are receiving your mail at a different location than the address shown on your paycheck, please notify Val in payroll immediately.

FISCAL CLOSURE

Beginning January 26th at 3pm through Thursday, February 1st, fiscal's computers will be down due to upgrading of the current system.

SAFETY COMMITTEE LIVES AGAIN

Submitted by Winnie Althizer

It is important to our organization to have a functioning Safety Committee and I'm looking for interested folks to participate. Committee members are responsible for making sure we communicate safety issues to management and employees, and make sure we have a safe environment in which to work. I am hoping we are able to fill 10 to 12 openings on the committee and we need a cross section of the organization to meet regulatory requirements. Once the committee is organized we will provide training on the committee responsibilities (what, when, & how), so don't hesitate just because you've never done it before. I would like to hold the first meeting in February, so if you are interested (or know someone who is) please call me at ext. 257 (or 503-693-3257).

HR INFORMATION ON LINE

Submitted by Winnie Althizer

Over the next few months I will be working towards having our job postings and job descriptions as well as other HR information located on line for your use. It is by no means complete as of this date, in fact, there are only a few items listed. There will be a directory for job postings that are currently open, a directory of job descriptions; a directory for HR forms used and needed by you; and a directory of policy information. The address is: CAO Common; CAO Info; HR Resources. This is a resource only and while you can print copies & see them on-line, I ask that no changes made to documents in these directories. Any changes are to be done by HR.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Althizer

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-\$9.51/hr.	Ongoing
Bus Driver	Head Start Transportation	\$8.34-\$10.42	Until filled
Family Advocate SAFAH	Neighborshare Tigard	\$10.36-\$12.95/hr.	Until filled
HS Family Services Coordinator	Head Start	\$12.20-\$14.36/hr.	Until filled
Program Assistant	Head Start	\$8.85-\$12.39	Until filled
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing