

PAYCHECK NEWS

December 15, 2000

*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\paycknews. Please note the origin of any reprinted material. All items must be accompanied by the author's name.*

ALL STAFF DAY!

Submitted by Winnie Altbizer

The ALL STAFF GATHERING is scheduled for January 5, 2001 (that's a Friday). We will be meeting at Jennings McCall Center in Forest Grove (behind McMenamins Grand Lodge). We will be kicking off at 11:00 am and serving a buffet lunch about 11:45 (so don't be late). We plan to close about 5:00 p.m. Our Key Note Speaker will be Rebecca Sinclair and will focus on Humor (the physiology, and sociology of it), helping us incorporate more of it in our professional and personal lives. The focus of the afternoon will be an exercise to help us contribute our thoughts, experiences and ideas to the strategic planning process, facilitated by Kay Sohl, Executive Director of TACS.

OFFICE SUPPLIES

Submitted by Senena Ruiz

When ordering office supplies, keep in mind that the CAO main office has quantities of paper clips, scotch tape, large binder clips, sheet protectors, CAO letterhead and envelopes, pens, pencils, dry-erase markers, highlighters (fine and wide tip), STAPLES, and laser labels 1" x 2 5/8" (3000 per box). Please notify Serena Ruiz at (503) 693-3284 to order. If Serena is not in the office, please leave a message or ask for M.J. or Colleen. We will need to know your program code along with the requested supplies. Most of these items were purchased in large quantity to get lower pricing. This great pricing is available while supplies last.

After this year's reorganization, we have some miscellaneous desk items for your office at no cost, which includes various organizers, rolodexes (address files), in/out boxes, 4-drawer lateral filing cabinet (one only), and other miscellaneous items. Please stop by and ask for Serena or M.J. to see what we have.

CAFÉ TO OFFER FREE HOLIDAY MEAL

Submitted by Pam Otton and Vicki Ware

Community Action Organization will be offering a free holiday meal for the community in our Café on Friday, December 29, from 11 a.m. to 1 p.m. Seating will also include the hallway of the Child Development Center. Donations to help with the meal will be accepted on Thursday, December 28 from 9 a.m. to 11 a.m. in the kitchen. Requested items are: large bags of frozen peas, fresh fruit, large bottles of lemon-lime soda pop, store bought jam or jelly, canned or wrapped boneless fully cooked ham. Staff are invited to sign up to volunteer. Family members who are school age or older are welcome also. Sign-up sheets are posted in the Café.

PAYROLL UPDATE—YEAR-TO-DATE TOTALS

Submitted by Val Laws

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton



Tuesday December 19, 2000, 12:00 noon - 2:00 p.m.

Community Action Organization, Hillsboro

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or are eligible for the Oregon Health Plan, but do not have a family doctor. If you have any questions, please call 503-693-3272.

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
Early (0 to 5) Family Advocate	Head Start	\$10.36-\$12.95/hr.	Dec. 18, 2000
Family Advocate	SAFAH	\$10.36-\$12.95/hr.	Until filled
HS Family Services Coordinator	Head Start	\$11.93-\$15.34/hr.	Until filled
Program Assistant	Energy & Emergency Asst.	\$8.85-\$13.19/hr.	Until filled
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Lead Teacher/home	Head Start	\$10.09-\$12.62/hr.	Ongoing