

PSYCHECK NEWS

August 24, 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\paycnus. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

SEPTEMBER BIRTHDAYS

Submitted by Winnie Althizer

Vicki Ware September 2
William Urban September 3
Pam Otton September 5
Jerralynn Ness September 6
Monica Barrett September 8
Shashonee Perry September 13
Jennifer Choban September 14

Christina Summers September 15
Janie Hodges September 16
Wolff Wald September 18
Dennis Sanders September 19
Jessica Goodrich September 20
Angela Johncola September 21
Aurora Ornelas September 24
Juanita Leos-Martinez September 26

GOODBYE ALL, AND BEST WISHES!

Submitted by Pam Otton

Yes, it is true. The mighty highway commute has overcome me. I will be leaving my position as Health Coordinator effective September 8, 2001. It is also true that I have stayed at this position longer than any other in my life—six years.....and I have learned so much from everyone. I will leave you with nearly all of what I know about health: “love one another”, “wash your hands often”, “eat a variety of healthy foods”, “move some every day”, “get a good night’s sleep”, and “visit your dentist”. Best wishes to all, Pam Otton

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton

Wednesday, August 29, 2001, 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.



PLEASE LET THE FRONT DESK STAFF KNOW.....

Submitted by Dolores Rodriguez

Please help us serve you better by informing the front desk when you are out for the day or if you know when someone from your department is out for the day or on vacation. Thank you.

ATTENTION STAFF SELLING WINE RAFFLE TICKETS!

Submitted by Melissa Campbell

Staff selling tickets for our 6th Annual Wine Raffle should turn in the sold tickets and money to Carol Hadley. Turn in your final sales and unsold tickets before the drawing on September 20th. Remember that anyone selling 25 tickets will receive a bottle of wine, and the person selling the most tickets will receive a wine basket and a gift certificate to Svon Japanese Restaurant.

JUST A FRIENDLY REMINDER TO ALL CAO STAFF:

Submitted by Serena Villafaña

- I know everyone is very busy doing his or her jobs and I appreciate that. I have a few housekeeping tasks to ask of each of you. I would like to remind everyone to clean up after yourselves. If you need to use the electric stapler, please do not remove them from the copy room production areas. When using the coffeepots, please clean and return the coffeepots to where you got them.
- If you are going to be making a lot of copies at the main office, we recommend you use the copier downstairs because it copies 65 pages per minute compared to 20 pages per minute on the upstairs xerox.
- Please remember to take the colored paper out of the copier when you finish a copy job. The garbage cans are for garbage and wrappers from reams of paper only. Colored and white paper go into the recycle boxes. When doing a bulk mailing, please remember to keep the nonprofit stamp with the bulk mailing material. If we all do our part we can keep this office looking clean and organized. I would like to thank everyone in advance for all your help. For new staff and anyone else that needs help on how to use the copiers, please feel free to call me at 503-693-3284.

CAO PICNIC A SUCCESS!

Submitted by Winnie Altbizer

If you attended the picnic last Friday you know how successful it was and join me in thanking the committee (Sharon Bosserman-Benson, Sharon Bolmeier, Sylvia Castellano and Joan Swanson) for all the work they did to ensure a good time for all. Thanks too, to our new Jesuit volunteers for doing all the children's games. The weather was perfect and food was excellent! If you weren't there you missed a Good Time!! See ya at the next one.

WANTED - ROVING REPORTER(S)

Submitted by Winnie Altbizer

As some of you heard at the July building meeting we are planning some changes to the format and content of the Paycheck News. One of the items we would like to have as a standing feature, is a way to get to know each other better. After all, there are 200+ of us in 20+ locations and it's hard to get to know one another while fixing a cup of coffee. We are looking for 2 to 4 people (so one person doesn't feel they have to do it all) so, if you are someone who is curious about other folks and would like help us get to know each other, we would be interested in having you sign on as a "Roving Reporter". Please contact Winnie in HR to sign up.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Altbizer

See this info at: [Common CAO Main/CAO Info/HR Resource/Current Job Description undated each week.](#)

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>
• Annual Fund Coordinator	Resource Development	\$10.08-\$13.44/hr.
• Community Resource Advocate	Family & Community Resources, Hillsboro	\$8.93-\$11.90/hr.
• Head Start Bus Driver (.50 FTE)	Child Development	\$8.00-\$10.78/hr.
• Head Start Operations Manager	Child Development	\$15.46-\$20.62/hr.
• Health Services Coordinator	Child Development	\$11.57-\$15.88/hr.
• Maintenance Specialist (.50 FTE)	Admin/Facilities	\$8.00-\$10.60/hr.