

PAYCHECK NEWS

August 10, 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\paycknews. Please note the origin of any reprinted material. All items must be accompanied by the author's name.



PICNIC – IT'S A WEEK FROM TODAY!!!

Submitted by Winnie Althizer

Don't forget to put the CAO annual picnic on your calendar for **AUGUST 17th, 2001 at Shute Park in Hillsboro.** A flyer (in Spanish & English) went out with the last paycheck news (or it may have been mailed to you directly) with all the information on what will be provided and what you should bring. If you need more info please feel free to contact any of the committee members (Sylvia Castellano, Joan Swanson, Sharon Bolmeier or Sharon Bosserman-Benson), or Winnie in HR. We'll be looking for you!

WANTED - ROVING REPORTER(s)

Submitted by Winnie Althizer

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.

ENERGY TIPS

Submitted by Joan Swanson, Energy Program

With our abundant water in the NW, most of the electricity produced comes from hydroelectric sources. During this year of low rainfall, the amount of water we all use could directly contribute to price increases or even rolling blackouts like California has already experienced.

There are many ways to conserve water.

- Check toilets for leaks. Place food dye into the tank and see if color appears in the toilet bowl without flushing. A leak in the toilet can waste thousands of gallons a month.
- Check faucets and pipes for leaks. Even a small drip mounts up to many gallons a month.
- Use faucets and showers at less than full force.
- Take shorter showers. This saves 5 to 10 gallons per minute.

WANTED

Submitted by Keith Byerly

I am looking for a used inexpensive TV and/or VCR. Contact Keith 503-693-3247



CONGRATULATIONS TO JOAN BROWN

Submitted by Winnie Althizer

Joan will be the new Opening Doors Coordinator replacing Catherine Fleischman. Joan, please know we all support you and offer our assistance as you take on these new responsibilities.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Althizer

See this info at: Common CAO Main/CAO Info/HR Resource/Current Job Desc.

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>
• Community Resource Advocate	Family & Community Resources, Hillsboro	\$8.93-\$11.90/hr.
• Family Adv. Child Dev. (several positions)	Child Development, all locations Part Day/Part Year	\$10.35-\$12.95/hr.
• HS Teacher I (Aide or Assistant) Part Day/Part Year Program	Child Development (Joanie Hagen)	\$7.61-\$9.51/hr.
• HS Teacher II (Lead) (several openings starting September)	Child Development (Joanie Hagen) Part Day/Part Year Program	\$9.75-\$12.95/hr.
• HS Teacher III (Supervisory or Mentor) (several openings)	Child Development (Joanie Hagen) Part Day/Part Year Program	\$12.95-\$14.36/hr.
• Head Start Operations Manager	Child Development	\$15.46-\$20.62/hr.
• Maintenance Specialist (.50 FTE)	Admin/Facilities	\$8.00-\$10.60/hr.