

PSYCHECK NEWS

May 18, 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.

MEMORIAL DAY HOLIDAY

Submitted by Carol Hadley

Monday, May 28th, is Memorial Day and CAO offices are closed. Have a safe and fun holiday.

AMERICORPS VISTA POSITION AVAILABLE

Submitted by Catherine Fleischman

Opening Doors is looking for a bilingual VISTA for our Hillsboro site. This is a great entry-level position which offers training, experience and health insurance. VISTA stipend is approximately \$650.00 a month and opportunity to receive \$4,725 education award. Work involves helping pregnant women and their families access health care and social services. For more information, contact Catherine Fleischman at 503-691-8552.

HELP FIGHT CANCER EAT CHOCOLATE!!!!

Submitted by Kathleen Daly and Elizabeth Walker

CAO's Jesuit Volunteers, Elizabeth and Kathleen, want to give you the opportunity to eat delicious See's Chocolate guilt-free. We are running a marathon in June to raise \$3,500 each for the Leukemia & Lymphoma Society. Every time you purchase a See's candy bar from Elizabeth at the Shelter or Kathleen at Hillsboro Head Start (for a minimum donation of \$1), you can savor each bite knowing your "sacrifice" is helping fund research for cancer treatment. The candy will also be available Wednesdays during CAO Cafe. Thank you for your support! For more information or to make a donation, contact the Jesuit Volunteers at 503-648-7915.

6TH ANNUAL WINE RAFFLE KICKOFF

Submitted by Melissa Campbell

We kicked off our 6th Annual Wine Raffle on April 25th at the "Celebration of Community Spirit Dinner." And we are off to a great start! At the dinner, we sold \$528 worth of wine raffle tickets. Thank you to Sharon Bolmeier and others that helped sell raffle tickets that night. Last year, we raised \$7,500 and this year we are hoping to raise \$10,000. The Wine Raffle will last through the summer and conclude with the drawing on September 20th. We need your help to make this year's raffle a huge success and raise money for our programs.

Wouldn't you like to sit in the warm sun, listening to great music, enjoying the beautiful vineyard scenery? Well, you can! Sign up to volunteer at the Community Action table at the wineries on Memorial Day weekend and other summer events. Another way you can help us raise money is to sell tickets to all your friends and family. Please call Melissa Campbell, 503-693-3230 to sign up for an event or to sell raffle tickets.

Each staff member who sells at least 25 wine raffle tickets will receive a bottle of wine. The staff person who sells the most raffle tickets will receive a wine basket with a gift certificate to Syun Japanese Restaurant! So, let's team up and make this year's Wine Raffle a huge success.

ANNOUNCEMENT TO VOLUNTEERS

Submitted by Jeri Alcock

A big thank you to all the wonderful volunteers that make Community Action such a great organization! We couldn't accomplish what we do with out the hard work of these dedicated individuals. Their time and caring make a difference!

INSURANCE REMINDER

Submitted by Winnie Althizer

I haven't received very many forms yet so I thought I should send this reminder.

- Insurance enrollment forms and/or Decline of insurance for yourself or your dependents are due by **June 1st.**
- Coverage for Providence ends **June 30th.**
- If you are keeping Kaiser, but adding or deleting dependents, you need to complete a new Kaiser enrollment form and turn it in to me by **June 1st.**

Response to some questions I've been getting:

- If you are going to change to PacifiCare, **AND** you are not changing doctors, all you need to do is let your doctor's office know that you are changing insurance companies. If you are taking medication, you will want your doctor to review the prescription coverage offered by PacifiCare and have them coordinate your medications to reduce or eliminate any interruption of medication.
- If you are going to change to PacifiCare, **AND** you need to change doctors, you need to select your new doctor (this info is required on the enrollment form) and contact your current doctor to request your records be sent to the new doctor.
- Selecting a new doctor is often difficult to do because of the very personal relationship we develop with them. As a part of the selection process, don't be afraid to ask for an appointment with a doctor specifically for the purpose of meeting and getting to know him/her to see if it is a good match for you.

Call me if you have questions, 503-693-3257 or ext. 257.

END OF YEAR MEMO FROM FISCAL

Submitted by Cilicia Burrell

My vacation has changed from the week of June 11th to the week of August 6th. I will also be in a two-day training June 4th & 5th. The end of the fiscal year is approaching and there are still outstanding purchase orders. Please go through any outstanding purchase orders that you still have. I need all receipts turned in by June 1st in order to close out this fiscal year. If you did not use your purchase order, I need the original if you still have it and a note stating that you did not use it. Just a reminder, reimbursement requests turned in by the Friday before payroll (same day as timesheets) **will be issued on the following pay date.** All other check requests must be **turned in two weeks** prior to when you need them. Also, keep in mind that there are various CAO credit cards amongst PACs and Directors so I encourage you to use them for faster service. However, you still need to fill out a **green** requisition and turn in all receipts. Any questions call Cilicia @ 503-693-3243.

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>	<u>CLOSING DATE</u>
Community Resource Advocate	Fam/Comm Resources Hillsboro	\$8.93-\$11.90/hr.	Until filled
Family Advocate (2 positions)	Head Start Full Day/Full Year	\$10.35-\$12.95/hr.	Until filled
Family Advocate Child Dev.	1/3 Gaston; 2/3 Hillsboro	\$10.35-\$12.95/hr.	Until filled
Shelter Family Advocate	Family & Comm. Resources	\$10.36-\$12.95/hr.	Until filled
HS Teacher I (Aide or Assistant)	Hillsboro Full Day/Full Year Birth-5 yrs.10 openings @ 32hrs./wk.	\$7.61-\$9.51/hr.	05/25/2001
HS Teacher II (Lead) 9 openings	Hillsboro Full Day/Full Year 7 openings @40 hrs./wk. 2 openings @32 hr./wk.	\$9.75-\$12.95/hr.	05/25/2001
HS Teacher III (Sup'r/Mentor)	Hillsboro Full Day/Full Year	\$12.95-\$14.36/hr.	05/25/2001
HS Teacher II, Level B (Lead)	Tigard Head Start	\$10.35-\$12.95/hr.	Until filled