

PLAYCHECK NEWS

July 27, 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\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

AUGUST BIRTHDAYS

Submitted by Winnie Althizer

If you have a birthday in August and it is not on the list, it may mean that we do not have birthday form authorizing the publication of that information. If you want to publish your birthday, please let me know & I'll send you the form.

Kristin Ludwig	August 1
Cynthia Johcola	August 4
Christie Curtiss	August 5
Lorie Wilson	August 6
Cortnie Hoefel	August 9
Clara Villaneuva	August 12
Marilyn Harrison	August 18
Larine Wallace	August 19
Evelyn McBride	August 20
Alejandra Lopez	August 22
Melissa Heart	August 27
Jennifer Gunterman	August 27
Rafael Alcaraz	August 28
Dawn Houser	August 31



CONGRATULATIONS OPENING DOORS!

Submitted by Jerralynn Ness

Congratulations to Opening Doors for being awarded Outstanding Community Health Worker Program of the Year. This year marked the First Annual Community Healthy Worker Appreciation Day sponsored by Oregon Public Health Association and Multnomah County. Once again, this shows what a valuable program Opening Doors is to our community. Thanks to all of our staff; we are very proud of you!

HAVE CLIENTS WHO NEED FURNITURE?

Submitted by Jeri Alcock

If you know of a client who is in need of furniture, please call the Oregon Community Warehouse, 503-235-8786. This program coordinates with advocates & other workers to provide free furniture and household items to families in need (an advocate must call on behalf of a client). Please do not ask clients to call Resource Development or Play it Again for furniture or household items. Play it Again currently distributes clothing, bedding items and limited personal care items (including diapers on a very limited basis). Also, The Housing The Homeless Coalition no longer distributes furniture out of Play It Again. Please call the Oregon Community Warehouse. Thanks.

If you have questions please call Jeri at 503-693-3254.

FAREWELL

Submitted by Renée Bruce

As you probably already know, Catherine Fleischman will soon be taking her leave from Opening Doors. We want to thank her and let her know how much she has been appreciated during her three years here at Community Action. Catherine has been very instrumental in the growth and success of Opening Doors. She embarked on this journey in 1996, when Opening Doors was still a program of Healthy Start Inc. At that time, there was only one office, and only five outreach workers. Since that time, she has seen the program through two additional offices, the transition to Community Action Organization, the rise to 12 staff, the transition from having all VISTA volunteers to having 5 paid staff, and seeing the program serve a huge number of clients during that time – which has made a healthy impact on their lives and the lives of their babies. We can't thank Catherine enough for the hard work she has done to make Opening Doors such an outstanding program. We wish her well on her new endeavor working as the new Director of the Parish Health Promoter Program of Providence Portland Medical Center.

EMAIL AND INTERNET USE

Submitted by Jimi Smith

Hey, you guys! Remember that little phrase in the CAO Computing Policy you signed? "The electronic mail (e-mail) system of CAO is part of the business equipment and network system. Employees are responsible for seeing that the e-mail system is used appropriately."

Guess what!? We don't consider it appropriate to sign up for 1) your daily email horoscope, 2) emailed sales offers from Payless Shoe Source, 3) "hardluckharry" or "funnygreetings" emails, etc.

We realize you will send and receive some personal email and we don't mind that at all. However, signing up for mailing lists that are not work related should be done using your home email address. If you are on any mailing lists that are not work related, please "unsubscribe" your work email address as soon as possible. You can always sign up again from home.

AUGUST 17TH! — IT'S THE CAO PICNIC

Submitted by Winnie Althizer

A flyer with all the important information is included for you to put on the refrigerator so you won't forget!

We will have a caterer who will provide hamburgers, hot dogs (polish and regular), vegie burgers, condiments, chips, water, soda, apple juice, and plates and napkins. We also invite you to bring a side dish, salad or desert to share. We are suggesting that if your last name begins with A thru G bring a side dish, if your last name begins with H thru O bring a salad & if your last name begins with P thru Z you bring a dessert (but, whatever you choose to bring I'm sure we'll enjoy it). Looking forward to seeing you there!

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.
• Family Advocate - (reopen) Full Day/Full Year	Community Based Child Development	\$10.35-\$12.95/hr.