

# PAYCHECK NEWS

April 6, 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.*

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## VOLUNTEER HOURS DUE

*Submitted by Jeri Alcock*

Third quarter green and blue volunteer time sheets are due for volunteer meetings and other activities that took place through March. Please send your sheets to Jeri Alcock at the Hillsboro office. If you need more time sheets, call Jeri at 503-693-3254. Thanks!

## APRIL STAFF MEETING

The April CAO Staff meeting will be held Tuesday, April 10th, 2001 at 8:30 a.m. We will have our usual potluck breakfast buffet. Be on time to be eligible for our door-prize drawings.

## USED WATERBED FOR SALE

*Submitted by Jimi Smith*

Queen sized foundation and dual baffled, waveless waterbed for sale. This is a soft-sided waterbed which means it uses a regular metal bed frame and regular queen sized sheets. Just \$100 or best offer. Give me a call at 503-693-148 if you're interested or have questions.

## FREE!

*Submitted by Jeri Alcock*

Free small microwave oven. Jeri, 503-693-3254.

## EMPLOYMENT OPPORTUNITIES

*Submitted by Winnie Albizer*

**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>
Family Advocate (2 positions)	Head Start Full Day/Full Year	\$10.35-\$12.95	Until Filled
Family Advocate	HS Tigard Office	\$10.35-\$12.95	Until Filled
Office Specialist	Finance & Administration	\$9.58-\$12.78/hr.	04/01/2001
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Teacher I (Aide or Assistant)	Head Start		Ongoing
Teacher II (Lead)	Head Start Tigard	\$10.35-\$12.95/hr.	04/05/2001