

PAYCHECK NEWS

March 23, 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.

APRIL BIRTHDAYS!

Submitted by Winnie Althizer



Maria Barajas
Jessica Liberty
Winnie Althizer
Sue Crawford
Serena Ruiz
Karen Henkemeyer

Hillsboro Head Start
Beaverton Head Start
Human Resources
Metzger Head Start
Main Office Admin.
Family & Comm. Resources

✓ April 2
✓ April 2
✓ April 25
✓ April 26
✓ April 30
✓ April 30

MEDICATION ALERT

Submitted by Pam Otton

Products containing **Phenylpropanolamine** have been linked to increased risk of stroke in women. Many pharmacies are pulling products containing this ingredient for all customers. Check labels of medications in your home, especially on cold remedies. Consult with your health care provider if you have questions.

SPANISH!

Submitted by Elaine Burrell

Conversational Spanish classes have started. Where are all those folks that called me and said they wanted to attend??? It is not too late to start. This is a good basic class, all it takes is the sacrifice of some time. No charge for the class, no books are needed. Come to Conversational Spanish Tuesdays, 5-7pm at the CAO Cafe. Parents, CAO staff and community folks are welcome. Questions?? Call Elaine 503-693-3271.

WELLNESS DAY

Submitted by Beth Dasher

35 days to Wellness Day! We are still looking for people with talent and interest to lead a 50 minute break-out session. Maybe you really enjoy painting, and want to share what you know. Perhaps you've been going to a basket-weaving class and are excited to show others. Whatever it is, if it can be considered good for health and personal wellness, come teach us! Our next planning meeting will be on April 3, from 3:00 – 4:00 pm. See you there!

PAYCHECK NEWS DEADLINE

Submitted by Carol Hadley

Please remember that the deadline for submitting articles to be included in Paycheck News 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.

See notes
M. S. Dasher
Colleen
Jan

DISABILITY ETIQUETTE TIPS

Submitted by Dolores McNea

- When introduced to an individual who has a disability, you may offer to shake hands. It is acceptable to shake with left hands. Some individuals may not be able to respond to your offer. Accept that without comment.
- When offering assistance, wait until the individual accepts your offer and listen to or ask for directions on how to assist them.
- Speak to the individual, not his or her interpreter, assistant or companion.
- Because a wheelchair is part of the individual's "personal space," no one should lean on, touch, or push a chair unless asked.

SPRING IS HERE!!

Submitted by Lu Lamping

If your furniture isn't becoming to you, you should be coming to me!!! Repair, Upholstering, Refinishing, Recaneing and Restoration of antiques and older furniture.

Call LuLu's Antiques 503-693-3299 X 674(Days) - 503-429-7633 (Evenings)

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>
Bus Driver, part-time 20+ hrs. wk. (2 positions)	Head Start Transportation	\$8.34-\$10.42/hr.	03/23/2001
Family Advocate	Head Start Full Day/Full Year	\$10.36-\$12.95	Until Filled
Family Advocate	HS Hillsboro Part Day/Part Year	\$10.36-\$12.95	Until Filled
Family Advocate	HS Tualatin Part Day/Part Year	\$10.36-\$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