

PAYCHECK NEWS

March 9, 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.

MARCH STAFF MEETING

The March CAO Staff meeting will be held Tuesday, March 13, 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.

COUNTDOWN TO WELLNESS DAY!

Submitted by Beth Dasher

Here it comes! Our favorite time of year! It's time for (drum roll please)... Wellness Day! Yes, ladies and gentlemen, the time you've all been waiting for. What is Wellness Day, you newer people ask? Wellness Day is one day a year that Community Action Organization sets aside for our employees to focus on their personal health and wellness. Since we as an agency focus most of our energy on the betterment of others, we feel it important to take time to remember to take care of ourselves. And we show you some great new ways of doing just that at Wellness Day. So take note: April 27 at Sunset Presbyterian Church. Watch for more information to follow, including a pre-registration form. See you all at Wellness Day!!!

THANK YOU!

Submitted by Serena Ruiz

I would like to thank you all for attending my surprise baby shower. I was truly surprised. I never realized that I had so much support from everyone here at CAO. I am truly grateful. You are a wonderful group of people to work with. The gifts were all wonderful and very appreciated. I would also like to thank each and every one of you for being patient and so kind with me during my difficult pregnancy. I will never forget the wonderful things you all have done for me. Once again, thank you very much for your gifts and special words of encouragement.

THANK YOU AND FAREWELL

Submitted by Ileanette Rosada-Wilson

I wanted to thank all of you again for the wonderful baby shower. I am so touched by the generosity everyone demonstrated. It has been such a pleasure working at Community Action. I've developed some close friendships here. The support so many of you have expressed, either through words or actions, is greatly appreciated.

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton

Tuesday March 20, 2001, 12:00 noon - 2:00 p.m.

Community Action Organization, Hillsboro

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or is income-eligible for the Oregon Health Plan, but do not have a family doctor.



PAYROLL INFORMATION

Submitted by Val Laws

Due to wonderful computer technology, "DRAFT" is printed across the timesheet inserted with your paycheck/direct deposit slip. This is just a printing error! Fiscal decided to be environmentally conscious and choose not to reprint these timesheets. They are okay to use!

To make processing of payroll more efficient, please don't forget to sign your timesheet prior to submitting. Also, don't forget to have it signed by your supervisor. If you need to turn your timesheet in unsigned in order to get it processed, it will be rerouted to you for missing signatures. Please return to payroll ASAP.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Althizer

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Bus Driver, part-time 20+ hrs. wk.	Head Start Transportation	\$8.34-\$10.42/hr.	Until filled
Family Advocate SAFAH	F & C R Neighborshare Tigard	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Opening Doors Tualatin	\$10.36-\$12.95/hr.	Interviewing
I&R Coach at AFS Offices	Family & Comm. Resources	\$9.46-\$12.95/hr.	Until filled
Lead Teacher - Sub. 28 hrs/wk.	Head Start Hillsboro	\$10.36-\$12.95/hr.	Until filled
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Teacher I (Aide or Assistant)	Head Start		Ongoing

Copies of postings are at 'Common' at CAOMain (I:/); CAOInfo folder; HR Resource; then to Job Postings.