

PAYCHECK NEWS

August 11, 2000

Staff is encouraged to use the Pay Check 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 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.

2nd ANNUAL SUMMER PICNIC FRIDAY, AUGUST 25TH

Submitted by Carol Hadley

Our pot-luck picnic will begin at noon at Shute Park, Picnic Area B with a pot-luck barbecue. Hotdogs, hamburgers, and garden burgers will be provided by CAO. If your last name begins with A through Q, please bring a salad or side dish to share. If your name begins with R through Z, please bring a dessert. Kids' games begin at 1:30, followed by a softball game. Bring your family! Volunteers are needed, please call Melissa at 693-3230.



COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Orton

Monday, September 11, 2000, 12:00 noon - 3:00 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 are eligible for the Oregon Health Plan, but do not have a family doctor. Head Start physical exams available. Sorry, no immunizations or dental care. If you have any questions, please call 693-3272.



FISCAL OFFICE CLOSED AUGUST 31 AND SEPTEMBER 1

Submitted by John Russell

Fiscal will not be open August 31 and September 1, 2000. Fiscal staff will not be available during this time. All Fiscal staff will be involved with the installation and setup of our accounting server. Please plan for this in advance. Sorry for any inconvenience this may cause.

EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Community Relations Coord.	Resource Development	\$11.32-\$13.32/hr.	Until filled
Family Advocate	Head Start	\$10.10-\$12.62/hr.	Until filled
Family Support Worker	Opening Doors	\$10.36-12.95/hr	Until filled
Front Desk Receptionist	Administration	\$8.50 - \$9.00/hr.	Until filled
Child Care R&R Coordinator	Family & Comm. Resource Dept.	\$11.93-\$14.91/hr.	Until filled
Program Asst. Enrollment	Head Start	\$8.85-\$11.30/hr	Until filled