

# PAYCHECK NEWS

November 3, 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 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.*

## NOVEMBER BIRTHDAYS

Jessica Holden	Head Start, Tigard	November 1
Marta Guel Luna	Even Start	November 2
Laurie Kremers	Head Start, Walker	November 5
Rachael Lynn Criswell	Neighborshare	November 14
Amber Wiley	Head Start, Hillsboro	November 17
Sonia Vertner	Even Start	November 20
Andrea Wortman	Head Start, Hillsboro	November 26



## VETERANS DAY HOLIDAY

*Submitted by Carol Hadley*

Community Action Organization will be closed on Friday November 10 in honor of Veterans Day, which falls on Saturday November 11 this year.

## NEXT BUILDING MEETING

Our next building meeting will be Tuesday, November 14, 8:30am-9:30am in CAO's Hillsboro conference room. We will have our usual breakfast buffet.

## WELCOME WINNIE AND JERI

*Submitted by Sharon Bosserman-Benson*

There are lots of new faces at CAO! Two of the new faces are Winnie Althizer and Jeri Alcock. Winnie is the new Director of Human Resources. Winnie brings more than 20 years of Human Resources experience to CAO, and most recently worked for Rejuvenation. You can reach Winnie at 503-693-3257.

Jeri Alcock is the new Community Relations Coordinator in the Resource Development Office. Jeri comes from Metropolitan Family Service and will help CAO with our volunteer and community outreach efforts. She can be reached at 503-693-3254. Please welcome Jeri and Winnie!

Please share the news of new faces in your programs by sending a brief description of new staff to Carol Hadley at 503-693-3252

## UNITED WAY IS HERE!

*Submitted by Sharon Bosserman-Benson*

Thanks to everyone who participated in last year's United Way campaign that raised more than \$6,500 with nearly 30% staff participation! Our participation earned us a special award from United Way that we can all be proud of.

We have now until Thanksgiving to make pledges for this year's campaign. Pledge forms are included with this week's paychecks. Your consideration of a gift of any size is really appreciated. For more information, contact Jeri Alcock at 503-693-3254

## COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton

Tuesday November 21, 2000, 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 are eligible for the Oregon Health Plan, but do not have a family doctor. If you have any questions, please call 503-693-3272.

## HOLIDAY BASKET PROGRAM

Submitted by Sharon Bosserman-Benson

The Oregon Food Bank is again coordinating the effort to ensure all families who need food baskets for the holidays will get them, and that families who want to donate baskets can. Mary Louise Billings at the Food Bank is the coordinator 503-439-6510 x210. Please refer families who want to donate items to Mary Louise. Applications for families requesting food baskets are available at the front desk in the main office. Applications will be mailed to each site as well. Applications are due November 10.

## JUST A REMINDER

Submitted by Cilicia Burrell

Just a reminder—please attach receipts for reimbursements on the back of the green sheet. After requesting a check, remember to turn in all receipts. **SUPERVISORS—make sure** the correct sheet is being used (for example, use the current revised mileage sheet), all accounts are filled in, and have proper signatures (purchases over \$1,000 need to have Jerralynn Ness's signature). Due to my workload I can no longer chase people down to find out missing information. From now on I will send any incomplete requests back. If you need revised sheets or have any questions I will be happy to answer them. Cilicia, 503-693-3243.

## EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-\$9.51/hr.	Until filled
Community Resource Advocate	Client Services	\$9.46-\$11.83/hr.	October 25, 2000
Education Supervisor	Head Start	\$11.18-\$14.91/hr.	October 24, 2000
Family Advocate	Head Start	\$10.36-\$12.95/hr.	Until filled
Family Advocate	SAFAH	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Head Start	\$10.36-\$12.95/hr.	Until filled
Lead Teacher/Home Visitor	Head Start	\$10.09-\$12.62/hr.	Until filled
Homeless Educ. Resident Asst.	Hillsboro Shelter	\$6.83-\$8.54/hr.	Until filled
Homeless Educ. Resident Support	Hillsboro Shelter	\$9.68-\$10.53/hr.	Until filled