



Activities

AVP Workshop

The Alternatives To Violence Project (AVP) is holding a beginning workshop on Friday, March 20, 2020, and Friday, March 27, 2020. This is a two-day, all day, workshop from 7:15 a.m. until 2:20 p.m. and continuing from 5:30 p.m. to 8:00 p.m. Participants need to be able to attend all day for both days. We can have four incentive level 1 participants with everyone else needing to be level 2 or 3.

In AVP, people learn about and practice living a life of dignity and self-respect in a non-violent manner. If you would like to take part in this AVP beginning workshop, please send an AIC communication to AVP in Activities. We only have room for 20 people; so do not delay in signing up. If you have any scheduling conflicts, you will need to have your work supervisor, or any other program supervisor, sign your communication stating it is ok for you to miss work, or any other programs you are involved in, both days so you can be added to the turnout.

/s/ J. Rodriguez, Activities

Commissary

Dean Markley Acoustic Guitar Pickup News Update

We have been informed by our vendor that the Dean Markley Acoustic Guitar Pickup that we recently advertised is unfortunately no longer available from the manufacturer. We will issue credit to anyone who has been charged. We are researching a like item. Details on a replacement product will be provided as they become available to us. We apologize for any inconvenience this may have caused.

/s/ S. Jackson, Commissary

Miscellaneous

You've Got Mail

Many already know how important it is to have your birth certificate and social security card, but it's worth repeating and even "kyting" about. Aside from the benefits of having your birth certificate while you're still inside, both pieces of identification are essential to your success after release because they are needed to get a job, open a bank account or cash a check, and apply for state or military benefits.

As you approach release, if the DOC does not have a birth certificate or social security card on file for you and if you may be eligible to receive one provided by the DOC, you will receive an AIC communication form from the institution records office. Those approaching age 65 will also be sent an AIC communication form if the DOC does not have a birth certificate on record. The communication will tell you which piece of identification is missing and give you the means to start the application process. Just fill in the information, and forward the communication to your institution records office. It's as simple as that.

NOTE: To eliminate duplications that could delay your application process, please complete and return only one each of the birth certificate and social security card AIC communication forms.

's' E. Jaroch, Institution Records Manager

Help Wanted – Library

The OSP Library is currently accepting applications for legal assistant position.

Legal Assistant – This applicant must maintain high integrity and meet the qualifications as outlined in OAR 291-139-0160; "(9) Legal Assistant Eligibility Criteria and Selection:

- (a) A GED or high school diploma, non-cash Incentive Level 2 or 3, and a genuine interest in helping inmates with their legal needs are required and determined by interviews conducted by the Library Coordinator or designated staff.

Help Wanted – Library (cont.)

(b) Qualified applicants will be selected based on, but not limited to, their knowledge of the legal system, legal research abilities, legal writing skills, ability to communicate, and typing skills

Applications for these positions can be placed in the Legal Library box on the Control Floor, next to door 5. Applications will be accepted through Thursday, March 5, 2020.

/s/ M. Davidson, Library

Oregon Corrections Enterprises (OCE) Work Opportunity (OCE AIC Workforce)

OCE has opened a new recruitment to fill our Marketing & Sales Clerk position located at the OCE Administration office in Salem, OR. We are seeking a bright, motivated, hard-working, and responsible individual who would like to gain real-world skills in an active business office setting. The current schedule is Monday – Friday, 7:30 – 2:00. This position awards PRAS points, with the opportunity to earn a Team Goal Award. If you are seeking a position to exercise your skill set and grow your abilities in an environment that will help you transition smoothly back to the community workforce, this may be just the position for you.

All applicants must meet the following qualifications:

- Valid Social Security number or equivalent
- Conviction free of ID Theft and Computer related crimes
- Be community cleared and meet unfenced minimum-security requirements
- Transfer to Santiam Correctional Institution in Salem, Oregon
- Six (6) months without a major misconduct or program failure
- Release date after March 2021 on current sentence
- Available to work Monday – Friday 7:30 a.m. to 2:00 p.m. without program interruptions
- Sign a one-year retention agreement – If assignment is involuntarily or voluntarily separated before serving the full retention period, AIC will be returned to the sending institution and receive a program fail.

Desired attributes, knowledge, skills, and experience:

- Microsoft Office Suite Applications (Word, Excel, PowerPoint, etcetera)

- Outlook/email/calendar programs
- Administrative support
- Customer service
- Reading blueprints, deciphering layouts/plans
- Good written and verbal communication skills, with a solid grasp of grammar and conventions
- Specialized software such as Visio, Adobe Acrobat, AutoCAD or similar, ERP/QuickBooks
- OCE manufactured products, especially furniture, soft line/upholstery, and signage

Essential Functions:

- Read and speak English language proficiently and clearly
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard
- Exposure to computer monitors on a daily basis
- Ability to work under stress from contact with public, demanding deadlines, and changing priorities
- Communicate effectively with individuals in person and over the telephone
- Work in office setting subject to continuous interruptions and background noises
- Ability to shift focus to completely different formats of tasks throughout the day and at a moments' notice

All applicants will need to pass a DOC/OCE security screening and OCE interview prior to being considered for the position.

Submittal Process:

If you are interested in applying, please complete a DOC AIC Work Application referencing OCE Marketing & Sales as the position applied for and submit to: S. Thomas, OCE Offender Services, C/O OCE General Manager in your current institution.

Applications must be **received** by Monday, February 24, 2020. Applications received after February 24, 2020 will not be accepted.

/s/ S. Thomas, Workforce Coordinator

Chapel Schedule

SATURDAY, February 15

8:00 a.m. Native American Ceremony
Jehovah's Witness Study
Latter Day Saints
Jewish Service

11:30 a.m. Native American Ceremony

6:00 p.m. Calvary Chapel

SUNDAY, February 16

8:00 a.m. Spanish Protestant Service
Jehovah's Witness Spanish
Russian Baptist

1:00 p.m. Catholic Mass
Jewish Study
Wicca Outside

2:00 p.m. Asatru Outside

6:00 p.m. Latter Day Saints Study
Lutheran
Urantia

MONDAY, February 17

1:00 p.m. Spanish Catholic
Restorative Justice

6:00 p.m. Restorative Justice

TUESDAY, February 18

1:00 p.m. Russian Bible
Lifeline
Quaker Friends
Torah Men

6:00 p.m. Prison Fellowship Discipleship
Catholic Study
Non-Violent Communication Practice
Buddhist Service

WEDNESDAY, February 19

8:00 a.m. OSP Choir Practice

1:00 p.m. Seventh Day Adventist Study
Life Support
Orthodox Christianity

6:00 p.m. Celebrate Recovery
Indigenous Circle

THURSDAY, February 20

8:00 a.m. Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish

1:00 p.m. TUMI ☹
Trauma Transformation

6:00 p.m. Spanish Non-Violent Communication
Christian Journaling

FRIDAY, February 21

1:00 p.m. Sunni Jum'ah Prayer
United Pentecostal Study

☹ = Service is full or restricted. Add requests are not being accepted at this time.

⌘ = Service has a waiting list. Submit a request to be placed on waiting list.

