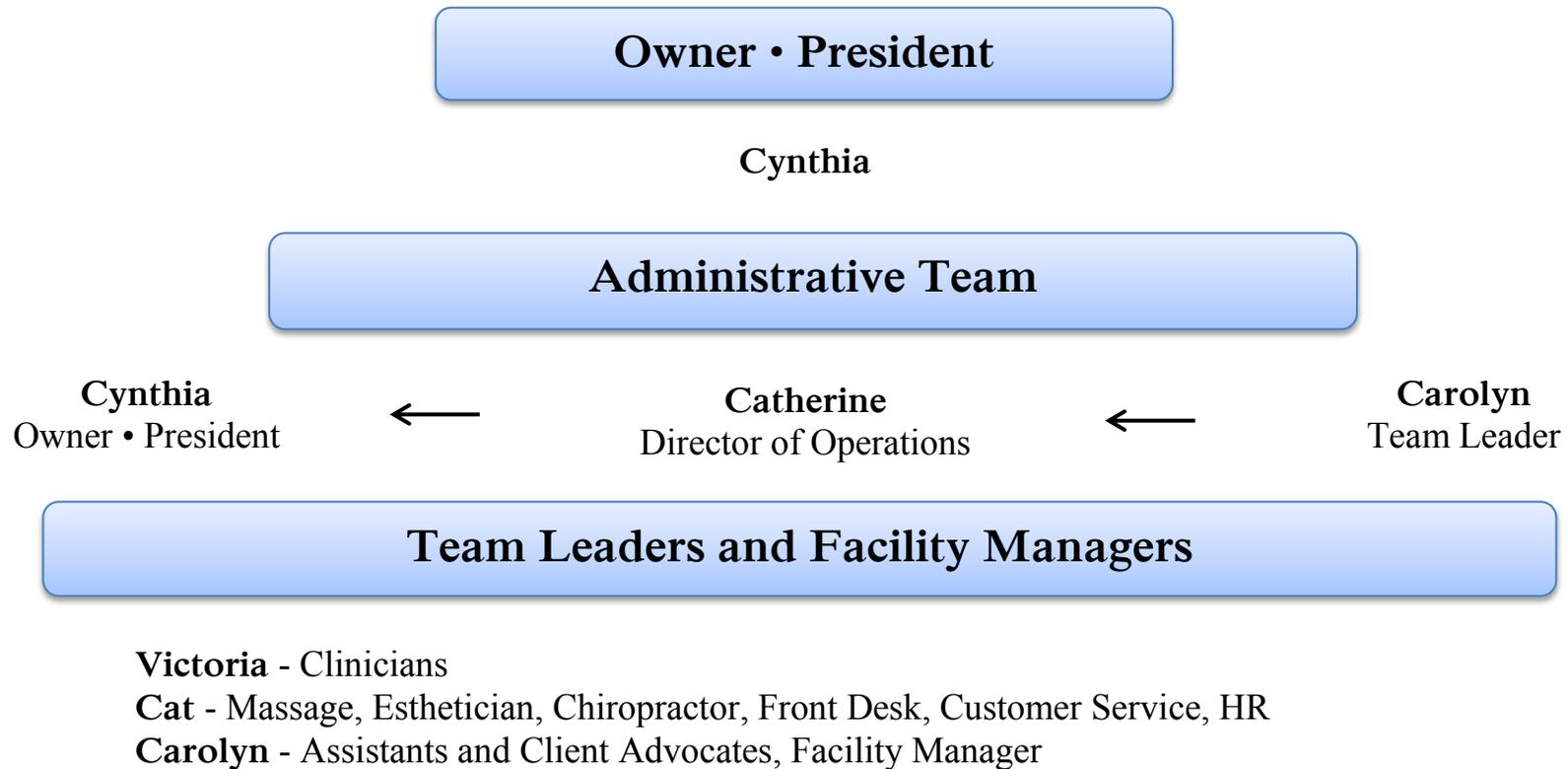


# Well of Life Center Administrative and Leadership Flow Chart



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- For questions or concerns relating to your job, temporary schedule changes, or anything not mentioned below, please contact your team leader.
  - For concerns regarding your workspace or building, please contact your facility manager.
  - For questions or concerns related only to your employment or permanent schedule, please contact Catherine directly. All concerns regarding other employees must be written in a concern report and submitted to Catherine. 5/20/2021 Alina I have found that clients are coming in to re-purchase thier remedies and in the late afternoon sometimes there are no clinicians or assistants to make them. I can make them but what I am finding is that it is not always written what the remedy is on a currant visit, Also we have some of the viatrexx in stock that the clients are on should they be now checked on the viatrexx or the remedies. this is super long call me or chat with me at work so I can explain more in detail thank you : ) TRUE FALSE I will talk to Alinia today.
  - All contact with team leaders and the administrative team should be conducted via email to ensure proper record keeping and follow-through.
  - All suggestions should be in writing and submitted to proper team leader