Madawaska Valley Association for Community Living

19491 Opeongo Line

P.O. Box 1178

Barry’s, Bay, Ontario

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Tel: (613) 756-3817

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 Organizational Chart 2024-2025

People Supported by MVACL – Group Living, SIL, CPS, Respite, Passports

O.P.S.E.U. Local 473 - Support Workers

Direct Support Supervisor \*Casual Staff

Direct Support Professional

Overnight Support

**CPS LEAD**

**KELLY NORLOCK**

- ISP Facilitator

- Passport Coordinator

- Community Connect

 Programming

- QAM Training

- Social Media

- EDI Committee

- Ethics & Rights

- Training Committee

**RECEPTION/**

**PASSPORT ADMIN**

**NANCY DOMBROSKIE**

-Answering/Directing Calls

-Updating Forms

- Purchasing,

- Reimbursement

- Key Control

- Incoming/Outgoing mail

- Faxing/Photocopying

**ADMIN ASSISTANT**

**KELLY DOMBROSKI**

- Updating Forms

- Clerical Support

- Newsletter/Website

- Fundraising

- PPE Inventory

- Maintenance

- Community Living Month

Quality Assurance

Manager (QAM)

JASON FABIAN

- CPI (Lead)

- H&S Committee (Lead)

- Ethics Committee

- Policies (Lead)

- Compliance

 (Lead)

- EDI

- FIT

Testing

Services & Support Manager

SIMON FERO

- Residential Supports

- H&S Committee

- Fire Safety

- Ethics (Lead)

- Modified Work

 Committee

- FIT Test (Lead)

- CPI

- EDI Committee

- Ethics (Lead)

Services & Support Manager

MINDY BROTTON

- Residential Supports

- Sexual Health (Lead)

- Mental Health, Wellness,Culture

- Volunteer Committee

- Champlain

 Gardens

- DSCIS

- Fundraising

- EERC

- Modified Work

Services & Support Manager

NICOLE CASTLE

- Residential Supports

- CPI Lead

- Back Care

- Ethics & Rights, Training C

- EERC

- Competencies

 for DS Sector

-Mental Health,

Wellness &

Culture

HUMAN RESOURCES

JACLYN READ

-CAQ Online

- Open Future Learning

- Apprentice Program

- Training Committee

- WSIB/Leaves

- Recruitment/Retention

- Scheduling Information

- Modified Work

- ComVida Contact

- Onboarding/Orientation

**SCHEDULING**

**SHERRY HECHT**

**- Employee Training-**

 **ComVida**

- Scheduling

-Offers to Cover

- Vacation Approvals

Finance 1 (Lead)

LEA WALSH

- Payroll

- Technology, IT, Computer Loans

- Insurance

- MCCSS Budget & Accounting

- A/R – Agency & Passport

- Payroll Administration

- Benefits

- ROE Reporting

- CRA Contact & Reporting

**F2**

**HOLLY MCGUIGAN**

- Payroll Admin

- TD1’s/T4’s

- Gas Cards

- Seniority List

- Accounts Payable

Scheduling

Coordinator

Sherry Hecht

Executive Director

Monica Prymack

Board of Directors

President: Joanne Hartwig Treasurer: Jane Visneskie

Vice President: Rose Millar/Sabina Coulas Directors: Warren Heubner, Edna Yutronkie, Jenna Mercier

Honorary Vice President: Lavina Prince