

	Volunteer Job Description	Number of Positions: 1
	Shelter Medical Coordinator	

**Summary:** The Shelter Medical Coordinator is responsible for medical care for all Feline Rescue Shelter cats.

**Duties and Responsibilities:**

**1. Direct Care of Shelter Cats:**

- a. Monitor the Intake/Quarantine process
  - i. Ensure all incoming cats are screened for and free of infectious disease before introduction to resident shelter cats.
  - ii. Troubleshoot medical issues with Intake Coordinator.
  - iii. Set appropriate treatment programs and monitor progress.
  - iv. Obtain samples for cultures. Analyzes culture results.
- b. Manage the Quarantine area. Ensure area is properly cleaned, staffed and properly stocked with supplies. Approve volunteer access to the area.
- c. Act as primary liaison between Feline Rescue and veterinarian(s).
- d. Oversee and coordinate veterinary care for shelter cats such as administration of vaccinations (to AAFCO protocol), off-site veterinary visits, referrals to vet specialists, and spay/neuter and other surgical procedures
  - i. Ensures transport to offsite veterinary appointments.
- e. Oversee administration of medications for short term conditions (i.e. upper respiratory conditions, ear mites) as well as long term (i.e. diabetes, thyroid conditions.)
- f. Recommend guidelines for overall wellness of shelter cats (i.e. vitamins, diet, etc.)
- g. Follow up on Shelter Caregiver medical/health observations
- h. Oversee and recruit Shelter Medical Caregivers to ensure that shifts are properly staffed and caregivers properly trained.
- i. Manage, research, consult on special case medical issues.
- j. Manage cats who may be long-term residents.

**2. Administration of Medical Care Program**

- a. Initiate necessary medical records and charts.
- b. Recommend and maintain tracking systems for routine procedures administered upon intake such as worming, parasite treatments, vaccinations, etc.
- c. Ensure protocols set by veterinary consultants are followed by Shelter Program staff.
- d. Recommend and manage protocols for infection control, safe handling, and resident cat quarantine procedures (quarantine, temporary off-site, post-quarantine sanitation.)
- e. Manage the Shelter Program medical budget
  - i. Communicate with Shelter Operations Manager regarding out of the ordinary medical treatment expenditures.
  - ii. Review and approve monthly veterinary expenses.
- f. Coordinates with DVM Sponsor(s) and Shelter Supply Coordinator to ensure that shelter is stocked with necessary meds, medical equipment, medical supplies, and prescription food.

**Job Requirements:**

- Advanced medical training (i.e. nurse, veterinarian, physician, medical or veterinary assistant)
- Experience with administering medications.
- Ability to diagnose medical conditions in cats and develop individualized treatment programs.
- Phone availability to field medical calls and approve and coordinate veterinary care.
- Organizational skills to coordinate medical functions, manage and develop tracking systems and recommend policies and procedures.
- Supervisory skills to direct and train Shelter Medical Caregivers.

**Work Environment and Commitment**

Position requires a minimum of 15 hours per week. 90% of duties are performed on-site and candidate should be at the shelter a minimum of 5 days per week.

- Frequent bending, reaching, squatting and kneeling required while performing job function.
- Must be able to lift a minimum of 50 pounds
- Work is subject to frequent interruption
- Exposure to cleaning agents and allergens
- Exposure to zoonotic disease
- Subject to work weekends and holidays
- Subject to loud/frequent noise
- Subject to exposure of dangerous and fractious animals, animal bites and scratches