

	Employee Job Description	Number of Positions: 1
	<b>Medical Coordinator</b>	

**Summary:** The Medical Coordinator reports to the Program DVM. The Medical Coordinator assists the DVM with and is responsible for medical care for Feline Rescue (FR) cats in her absence. The Medical Coordinator collaborates with the Shelter Operations Manager, Foster Program Director, and Outreach Program Director to ensure proper medical care of all FR cats.

**Duties and Responsibilities:**

**1. Direct care of shelter program cats:**

- a. Monitors the Intake/Quarantine process
  - i. Assists DVM with evaluation of intake cats.
  - ii. Ensures vaccinations are administered upon intake.
  - iii. Troubleshoots medical issues with Intake Coordinator and DVM.
  - iv. Obtains samples for cultures. Analyzes culture results.
- b. Supervises the Quarantine area. Ensures area is properly cleaned, staffed and properly stocked with supplies. Approves volunteer access to the area.
- c. Oversees and coordinates veterinary care for shelter cats such as administration of vaccinations (to AAFP protocol) for all FR cats. Assists DVM in determining the need for off-site veterinary visits, referrals to vet specialists, and spay/neuter and other surgical procedures.
- d. Ensures transport to offsite veterinary appointments.
- e. Assists in developing individualized treatment programs.
- f. Oversees administration of medications for short term conditions (i.e. upper respiratory conditions, ear mites) as well as long term (i.e. diabetes, thyroid conditions.)
- g. Recommends guidelines for overall wellness of shelter cats (i.e. vitamins, diet, etc.)
- h. Follows up on shelter caregiver medical/health observations.
- i. Assists in the identification of volunteers with potential to become shelter medical caregivers. Ensures that shifts are properly staffed and medical caregivers are properly trained.
- j. Manages, researches, consults on special case medical issues.
- k. Manages cats who may be long-term residents.

**2. Administration of medical care program**

- a. Initiate necessary medical records and charts. Ensures that medical records are up to date.
- b. Recommends and maintains tracking systems for routine procedures administered upon intake such as worming, parasite treatments, vaccinations, etc.

- c. Ensures protocols set by DVM are followed by shelter program staff.
- d. Recommends and manages protocols for infection control, safe handling, and resident cat quarantine procedures (quarantine, temporary off-site, post-quarantine sanitation.)
- e. Assists in monitoring the shelter program medical budget and reports/explains out-of-the-ordinary medical treatment expenditures
- f. Manages supply orders and in-kind medical donations. Coordinates with DVM to ensure that shelter is stocked with necessary meds, medical equipment, medical supplies, and prescription food.

**3. Supports the delivery of veterinary care to Foster program cats.**

- a. Assists in the training of vaccination volunteers.
- b. Identifies potential locations for off-site vaccination clinics for Foster kittens and schedules periodic clinics as needed. Ensures clinics are staffed and supplied.
- c. Coordinates with vaccination volunteers to ensure availability of necessary supplies and medications. Ensures that Foster medications are appropriately stored and secured.
- d. Answers questions from Foster caregivers regarding medical concerns. Refers complicated medical questions to DVM.

**Job Requirements:**

- Certified as a Veterinary Technician with the State of Minnesota.
- Must have 2 years supervisory experience in a health care facility
- Must have strong interpersonal skills and the ability to communicate and work well with a variety of people including other program and department heads, staff, volunteers.
- Ability to build alliances with community organizations and agencies. Ability to establish and maintain effective working relationships with local, state and national animal welfare organizations
- Demonstrated personal communication skills to include public speaking, skill in writing and editing and ability to express thought orally in a clear manner.
- Minimum of two years of experience as a Certified Veterinary Technician.
- Candidates with shelter program experience will be given preference in the hiring process.
- 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 assist with directing and training Shelter Medical Caregivers.

**Work Environment and Commitment**

- Full time, non-exempt position.
- Duties are performed on-site at both the Adoption Center and administrative building.

- 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