

	Employee Job Description	Number of Positions: 1
	Veterinary Director	

Summary: The Veterinary Director oversees the medical care for all Feline Rescue (FR) cats, including diagnosing conditions, developing treatment plans, and performing spay/neuter surgeries. The incumbent is also responsible for developing and implementing standards of animal care.

Position Supervised by:

Executive Director

Duties and Responsibilities:

1. Provides medical care to Feline Rescue cats.
 - a. Examines animals upon intake and on a continual basis. Evaluates animals' health and performs veterinary medical and surgical procedures including vaccinations, prescribing and administering of medications, anti-parasite treatments, tests and lab work to identify root causes and treatment options, and spay and neuter surgery.
 - b. Arranges for care at partner veterinary clinics and hospitals for severely injured, sick or diseased cats and kittens; provides approval and recommendations for care.
 - c. Provides preventative treatments for infections, disease prevention and control, general health, parasite diagnosis and treatment, behavioral evaluations and modification, dietary evaluations, and grooming (healthy coat maintenance.)
 - d. Evaluates extremely ill cats and kittens to determine the most humane option for the animal in accordance with Feline Rescue tenets.
 - e. Establishes and maintains medical record and drug use logs to standards of veterinary and sheltering practices; ensures that records are accurate, organized, and complete.

2. Manages FR employees and volunteers providing veterinary services.
 - a. Provides direction to staff responsible for following prescribed treatment and maintaining treatment records for animals brought to the shelter and foster programs and other program cats as needed; ensures that the highest level of service and care are provided and that changes in animals' conditions are recorded.
 - b. Establishes, maintains and updates training materials to ensure consistent care for FR cats; oversees training of staff and volunteers.

3. Collaborates with Shelter Operations Manager and Medical Coordinator to provide constructive feedback to personnel; identifies volunteers suitable for promotion to more responsible positions. Administers and manages Feline Rescue's veterinary functions.

- b. Collaborates with Shelter Operations Manager and Medical Coordinator to manage the development and implementation of cat care-related goals, policies, and procedures for Feline Rescue. Participates in decisions relating to the delivery of care to FR cats and implements changes in procedures as needed.
 - c. Participates in the development of the annual budget.
 - d. Oversees the inventory of veterinary equipment and supplies.
 - e. Manages drug and medical supply procurement process
 - f. Ensures that all state and federal laws, state regulations, accepted standards, policies and procedures regarding FR operations, the practice of veterinary medicine, drug control, hazardous waste disposal, and animal care and handling are closely followed.
 - g. Maintains up-to-date knowledge of shelter animal health protocols, surgical procedures and companion animal health issues.
 - h. Builds effective relationships through positive interaction and communication with the community, volunteers and staff.
 - i. Evaluates local veterinarians to ascertain potential veterinary partners. Promotes and maintains positive and productive relationships with veterinary partners, spay/neuter providers, animal control agencies and other rescues and shelters.
4. Monthly board meeting attendance and reporting.
5. Performs additional duties as required

Job Requirements

Professional Certification:

- Doctor of Veterinary Medicine degree from an accredited college or university.
- Possession of a current license to practice veterinary medicine in Minnesota and is current with continuing education requirements.
- Ability to obtain and maintain DEA license

Knowledge, skills, and experience necessary to perform essential job duties:

- Demonstration of FR core values on and off duty
- Must have a minimum of two years of professional veterinary medical/surgical experience in a shelter environment with feline direct care experience.
- Ability to provide technical and functional supervision, including training and providing employee feedback.
- Ability to communicate orally and in writing with staff, volunteers, the general public and animal control representatives.
- Knowledge of the principles and practices of veterinary medicine, the most current veterinary practice and techniques relating to the treatment of injured and ill animals, and knowledge of feline diseases and their prevention, control and eradication.
- Knowledge of and experience with shelter animal health protocols, surgical procedures, and companion cat health issues.
- Knowledge of county, state, city and federal animal health laws and regulations and animal-related regulatory procedures and protocols.
- Internal and external positive customer service approach with the ability and focus to further FR's service strategies.

Work Environment:

- The Program Veterinarian is a full-time, exempt position.
- The individual performing this job may be required to work more than eight hours in one day or more than 40 hours in one week.
- Schedule will include some evenings, weekends, and holidays in order to meet the needs of Feline Rescue cats.
- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and lifting, carrying objects and animals of moderate weight.
- Ability to work under conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, and disease can cause discomfort and where there is a risk of injury.
- Exposure to cleaning agents and allergens
- Exposure to zoonotic disease
- Subject to loud/frequent noise
- Subject to exposure of dangerous and fractious animals, animal bites and scratches