

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

**Summary:** The Medical Coordinator provides for the health care and well-being of Feline Rescue Inc. (FR) cats and works in partnership with the Veterinary Director and Shelter Operations Manager to:

- Collaborate with Advisory Committee to develop and regularly review and update clinic standards, procedures, and guidelines assuring compliance with FR’s mission and state and federal shelter health and practice act guidelines.
- Share weekend and holiday on-call rotation including communications from the shelter concerning but not limited to animal emergencies, quarantines, and other urgent matters.
- Assist with staff training to build awareness and skill in the areas of cat care, shelter health and operations, internal and public communications, and cohesive team building.
- Provide health care for FR cats.
- Assist Veterinary Director in all surgical and treatment responsibilities.

The Medical Coordinator will maintain effective working relationships with other program management and the administrative team, and facilitate cohesive and supportive collaboration between program leadership, volunteers, and community partners building confidence and teamwork among those involved.

**Position Supervised by:**

Veterinary Director

**Duties and Responsibilities:**

General

1. Under direction of Veterinary Director works effectively with Shelter Operations Manager to integrate animal care throughout the shelter and within all programs.
2. Responsible to build and maintain cohesive working relationships between all departments and staff at the shelter and between all FR programs.
3. Meets with the Shelter Operations Manager and Veterinary Director on a weekly basis to review operations, priority care plans, recognize accomplishments, and work together to build a cohesive shelter care team. Collaboratively reviews reports, procedures, resolves open issues, and discusses strategies for a positive and productive work environment.
4. Develops and maintains cooperative work relationships with shelter leadership, staff and volunteers.
5. Works closely with and is responsive to the Shelter Operations Manager, Veterinary Director, Volunteer Coordinator, and Advisory Committee.
6. Performs other duties as assigned.

Supplies and Controlled substances

1. Maintains an updated point of order inventory for medical supplies and equipment and re-orders as needed to established standards.
2. Manages in-kind medical donations to established standards.
3. Accurately accounts for controlled substances and maintains thorough controlled drug tracking records.

## Medical Procedures

1. Assists with and performs intake exams and preventative treatments prior to program placement; assists with follow-up exams.
2. Conducts and trains staff and volunteers to perform weight checks, nail clippings, ear cleanings, suture removal, and shaving and mat removal. Provides direction to volunteer groomers.
3. Properly doses, administers, tracks, and documents medications and vaccinations.
4. Assists Veterinary Director in determining the need for off-site veterinary care, referrals to vet specialists, and spay/neuter and other surgical procedures.
5. Coordinates transport to offsite veterinary appointments.
6. Assists in developing individualized treatment programs and follow up.
7. Assists with pre-operative exams, and surgical screening for spay/neuter candidates
8. Assists Veterinary Director in surgery; administers pre-operative medications, performs intubation, and surgical and anesthesia monitoring. Monitors recovery from anesthesia and post-operative care.
9. Assists with evaluations of extremely ill cats and kittens to determine the most humane options in accordance with Feline Rescue tenets.
10. Supports the delivery of ongoing veterinary care to Foster program cats.
  - a. Assists in volunteer training for vaccination delivery.
  - b. Ensures availability of necessary supplies and medications. Ensures that Foster medications are appropriately stored and secured.
  - c. Responds to symptom Q & A. Suggests course of approved treatment for common conditions according to established standards; refers complicated issues to Veterinary Director.

## Staff Supervision

1. Supervises Medical Caregivers ensuring delivery of current treatment plans and follow up for current shelter residents.
2. Prepares Medical Caregiver and other staff assignments and schedules; under the Veterinary Director's supervision, oversees the medical care and preparations in the exam room, surgical suite, and program treatment areas.
3. Under the Veterinary Director's supervision provides Medical Caregivers and other staff with training, job site support, supervision and coaching, providing regular on-going feedback and timely updates to the Veterinary Director.
4. Participates in monthly staff meetings to review procedures, share ideas to improve animal care and well-being, positive staff recognition, and to resolve open work place issues, encouraging staff involvement in the FR mission.

## Administrative

1. Responds to relevant emails/phone calls from program staff, adopters, and veterinary partners.
2. Participates in monthly program leadership meetings to ensure organizational transparency and collaboration.
3. Provides communication updates regarding relevant treatment plans and solicits feedback regarding concerns, symptoms, and behavioral observations.
4. Ensures follow up on shelter staff medical/health observations.

5. Fields and follows up on emails/phone calls regarding cat adoptions following medical treatment and treatment under adoption agreement medical addendums.
6. Ensures data entry for cat medical records including spay neuter status, vaccination, current health and behavioral observations, and treatment records as necessary.
7. Works promptly and collaboratively with the Veterinary Director, Shelter Operations Manager, and Advisory Committee.
8. Works promptly and collaboratively with Data Coordinator and Shelter Operations Manager to ensure accurate data entry to established standards, for collection and reporting of all relevant data and statistics.

#### Facility, Safety and Equipment

1. Ensures completion and assists in cleaning, disinfecting, and organization of exam room, surgery suite, recovery room,
2. Ensures maintenance, records and schedules are up to date on all clinic and surgical equipment.
3. Supervises the Quarantine closure process; ensures cleaning, disinfecting, stocking, and organization of area to established standards.

#### **Job Requirements:**

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

- Must be certified as a Veterinary Technician with the State of Minnesota and maintain continuing education requirements.
- Must have two years of experience in a leadership role in a veterinary or animal care facility.
- Preference will be afforded to candidates with a hands-on shelter medicine background/ experience.
- Must have strong interpersonal skills, effective written and oral communication skills, and the ability to communicate and work well with a variety of people associated with the shelter and other FR programs including administrative staff and 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

#### **Work Environment:**

- Full time, non-exempt position; subject to work weekends and holidays and outside of standard business hours on rotating schedule.
- Work will be performed in an office and cat shelter setting and include both FR locations.
- Work may include frequent bending, reaching, squatting, kneeling, and carrying objects and cats of moderate weight 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 loud/frequent noise
- Subject to exposure of dangerous and fractious animals, animal bites, and scratches