

	Employee Job Description	Number of Positions: 1
	Veterinary Director	

Summary: Develops organizational health policies and protocols and provides veterinary care for animals at Feline Rescue, Inc. (FR). In collaboration with the Shelter Operations Manager, Medical Coordinator, and Advisory Committee, facilitates the implementation of shelter and organizational health policies and procedures. In compliance with budgetary guidelines and in concert with the Executive Director, hires, trains, supervises, evaluates, promotes and terminates veterinary and other shelter staff.

The Veterinary Director works in partnership with the Shelter Operations Manager and Medical Coordinator team to:

- Collaborate with Advisory Committee to develop and regularly review and update shelter medical standards, procedures, and guidelines assuring compliance with FR’s mission and state and federal shelter health and practice act guidelines.
- Provide regular 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.
- Share weekend and holiday on-call rotation including communications from the shelter concerning but not limited to animal emergencies, quarantines, and other urgent matters.

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

Position Supervised by:

Executive Director

Duties and Responsibilities:

General

1. Responsible to build and maintain cohesive working relationships between all shelter and veterinary staff and other FR program staff. Must have strong interpersonal skills and the ability to communicate and work well with a variety of people associated with the organization including other program leadership, staff, volunteers, and board members.
2. Meets with the Medical Coordinator and Shelter Operations Manager 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.
3. Works promptly and collaboratively with the Medical Coordinator and Shelter Operations Manager, and other staff and volunteers. Interactions should be positive and professional, recognizing all positions are very reliant on each other to meet FR’s goals and mission.
4. Performs other duties as assigned.

Supplies and Controlled Substances

1. Ensures all equipment in the Spay/Neuter Center is maintained in safe working order and that preventative maintenance of all surgical and medical equipment is performed per manufacturer guidelines and per any regulatory requirements.
2. Oversees all inventories and ordering of shelter and organizational medical supplies.
 - a. Assures that appropriate quantities of all medical supplies are on hand at all times.

- b. Oversees the ordering of drugs and the maintenance of legal drug inventory and controlled log use in compliance with the Federal DEA, Board of Pharmacy, and the state Board of Veterinary Medicine.
- c. Ensures maintenance of an updated point of order inventory for medical supplies and equipment and ordering as needed to established standards.
- d. Ensures in-kind medical donation management to established standards.

Medical Procedures

1. Supervises overall health and medical treatment of cats admitted to FR programs.
 - a. Trains shelter staff and foster caregivers to perform brief intake exams for health screening and notifies Medical Coordinator of irregularities.
 - b. Oversees the Medical Coordinator's follow up on known medical issues and maintains proper documentation of medical records.
 - c. Ensures medical exams and records are completed within the time frame designated by the State of MN Practice Act.
 - d. Oversees health evaluations of cats prior to placement on the adoption floor.
 - e. Provides evaluation of extremely ill cats and kittens to determine the most humane options in accordance with Feline Rescue tenets.
 - f. Collaborates with Medical Coordinator and Shelter Operations Manager to develop, review, and update shelter medical and operations standards, and training appropriate shelter staff and volunteers.
2. Responsible for the delivery of ongoing veterinary care to Foster program cats.
 - a. Assists in volunteer training for vaccination delivery; ensures availability of necessary supplies and medications. Ensures that Foster medications are appropriately stored and secured.
 - b. Responds to referred symptom Q & A and provides recommended course or approves veterinary treatment.
3. Performs necessary surgeries and medical treatments in accordance with accepted professional standards; maintains up-to-date license free of complaints. Performs all necessary surgical functions, including prepping animals and managing after-care needs.
4. Maintains up-to-date knowledge of shelter animal health protocols, surgical procedures, and cat health issues.

Staff Supervision

1. Responsible for the daily supervision of shelter and organizational health operations. Oversees the hiring and training of veterinary/clinic staff and regularly reviews and evaluates job performance. Assures that policies and procedures are followed by shelter staff and other program volunteers.
2. Prepares staff assignments, schedules, and rosters and oversees the performance of shelter veterinary staff.
3. In concert with the Medical Coordinator and Shelter Operations Manager, helps effectively communicate, guide, and instruct shelter staff in carrying out shelter health policies and procedures, including program intake and surgical intake/discharge criteria, as well as medical quarantine and isolation protocol.
4. Leads and participates in monthly staff meetings to review procedures, share ideas to improve animal care and well-being, identify positive staff recognition, and to resolve open work place issues, encouraging staff involvement in the FR mission.

Administrative/Management

1. Oversees the maintenance of medical records for all FR cat intakes.
2. Participates in monthly program leadership meetings to ensure organizational transparency and collaboration.
3. With the administrative team, educates staff and the public about responsible pet ownership and the importance of building a relationship between pet owners and their veterinarians as part of responsible pet ownership, wellness, and health.
4. Ensures the delivery of communication updates regarding relevant treatment plans and consistent solicitation of feedback regarding concerns, symptoms, and behavioral observations.
5. Participates in the development of the annual budget; operates within established budgetary guidelines for shelter and organizational veterinary operations.
6. Compiles and presents reports to the board of directors concerning program veterinary activities and shelter health at monthly board meetings.

Job Requirements

Professional certification/knowledge, skills, and experience necessary to perform essential job duties:

- Must hold a Doctor of Veterinary Medicine degree from an accredited college or university.
- Ability to obtain and maintain DEA license
- Must hold a Minnesota veterinary license in good standing; up-to-date with continuing education requirements.
- Demonstration of FR core values on and off duty
- Ability to perform high volume high quality spay neuter with an average of 25 mixed feline surgeries a day.
- Demonstrated knowledge of shelter medicine.
- Supervisory knowledge to include training methods, motivation and decision making techniques. Skill in mediating client disputes, conflicts and grievances. Ability to train and effectively direct shelter medical staff and overall organizational medical activities.
- 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 knowledge of interviewing techniques, public speaking, skill in writing and editing, and ability to express thought orally in a clear manner.

Work Environment:

- 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 may include evenings, weekends, and holidays.
- 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.
- 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