

	Job Description	Number of Positions: 1
	Veterinary Medical Director, DVM	

Department: Veterinary Services

Responsible to: Executive Director

Description of Role: Feline Rescue is a non-profit 501(c)3 organization whose mission is to provide shelter, foster, veterinary care, community outreach and appropriate adoption or placement assistance for domestic cats in need of compassionate care. The Veterinary Medical Director oversees the Veterinary Services department by directing and managing daily medical operations within Veterinary Services in conjunction with the Surgical Director, Operations Director and Executive Director. This position provides medical care to a large population of cats in both our shelter and foster care setting. They assist in developing, advancing, and implementing shelter medicine protocols to deliver and ensure humane medical treatment of all animals in our shelter and foster populations. They collaborate and build relationships with foster volunteers for medical management and monitoring cases to help ensure the health of our cats. Occasionally, may perform surgical procedures on an as-needed basis collaborating with the Surgical Director.

Primary Duties and Responsibilities:

- **Supervision and Leadership:**
 - Oversee, enforce, and draft where needed, policies, procedures, protocols and training for staff, volunteers, and animals in our care, as it pertains to the practice of veterinary medicine in a shelter setting
 - Provide guidance and direction to veterinary team members, ensuring adherence to SOPs and maintaining high standards of care for shelter and foster cats
 - Oversee the daily operations of Veterinary Services, in conjunction with the Veterinary Technician Manager, including scheduling, task delegation, and performance management
 - The Veterinary Technician Manager reports to the Veterinary Medical Director
 - Creates strategic change within the organization to meet organizational goals. Develops new insights into situations, encourages new ideas, and innovations.
 - Takes a long-term view and builds a shared vision with others, acts as a catalyst for organizational change

- **Medical Practice:**
 - Perform thorough medical examinations, vaccinations, and routine medical procedures for foster and shelter cats
 - While this position is primarily medical, a limited number of surgeries may need to be performed occasionally to assist the Surgical Director

- Develop medically appropriate diagnostic and treatment plans for each individual patient to diagnose and treat medical conditions
 - Manage chronic illnesses within the population, as well as respond to and treat more urgent, acute illnesses
 - Stay current on best practices and implement these while treating cats at Feline Rescue
 - Zoonosis control, i.e. reviews bite cases, evaluates quarantined animals, consults with the Minnesota Board of Animal Health concerning rabies & other zoonotic diseases.
- **Training and Coordination:**
 - Oversee Veterinary Technician Manager's training and coordination of Medical Caregivers, Caregiver Lead, and Vet Aide volunteers training, ensuring they are adequately prepared to fulfill their roles
 - Oversee Veterinary Technician Manager's maintenance and updating of training manuals to reflect changes in protocols and best practices
- **OSHA Compliance:**
 - Along with the Veterinary Technician Manager, ensure ongoing compliance with OSHA regulations within Veterinary Services, implementing and overseeing safety protocols to promote a safe and compliant working environment
 - Ensure compliance with the requirements of the Minnesota Board of Animal Health to maintain kennel licensure
- **Communication:**
 - Communicate with staff and volunteers on policies, procedures and directives related to animal care
 - Communicate with fosters regarding diagnostic and treatment plans to diagnose and treat medical conditions, as well as educate these caretakers on the disease processes present within their foster cat(s), and direct follow-up care
 - Collaborate and communicate with veterinary staff, leadership, volunteers, and external partners to maintain cleanliness standards and ensure the well-being of the shelter population
- **Medical and DEA Records:**
 - Thoroughly document and maintain appropriate medical records in the Animal Shelter Manager software (ASM)
 - Ensure all controlled substances are recorded and used in accordance with DEA regulations
- **On-call:**
 - Rotating monthly schedule for "on-call" hours overnight and weekends

Required Knowledge, Skills, and Qualifications:

- Must hold a valid Minnesota DVM license to practice veterinary medicine
- 5+ years working as a veterinarian
- Shelter medicine experience highly preferred
- DEA License preferred
- Extensive experience with feline-specific medicine, including behavior, and nutrition preferred
- Availability to work 40 hrs. per week, subject to working evenings, weekends, overnight on-call and holidays
- Ability to work in a professional manner with high attention to detail in a variety of situations
- Excellent interpersonal and communications skills, must have ability to work as a team member and partner collaboratively with both staff and volunteers
- Must be adept in critical thinking and priority management when work volume is high
- Must be able to handle the physical and emotional aspect of shelter medicine, including the use of and assisting with euthanasia
- Must have a high level of emotional and mental resiliency
- Passion for cats and expertise in cat care
- Ability to work both independently and as part of a team
- Proficiency in documentation and basic Office365 programs (Outlook, Excel, scheduling software)

Work Environment:

- Most duties performed on-site
- Weekend hours are a possibility as the organization grows
- Occasional off-hours visits for on-call responsibilities
- Physical requirements include lifting and moving animals, bending, reaching, squatting, kneeling, and lifting up to 50 pounds, and sitting at computer stations
- Exposure to cleaning agents, allergens, and zoonotic diseases
- Work may be subject to frequent interruptions and loud/frequent noise
- Potential exposure to dangerous or fractious animals, bites, and scratches
- Requires close attention to detail and ability to work in a fast-paced environment

Benefits:

- Medical and Dental insurance plan with the employer funding 50% of the employee premium
- 403(b) retirement account
 - 3% of your earnings is contributed by the organization
 - The option to elect to contribute additional pre-tax wages is available
- Unlimited PTO policy, subject to supervisor approval and staffing
- 8 paid holidays per year
- Paid veterinary licensure every 2 years
- Continuing Education benefit of \$2,500/year

Compensation:

- \$100,000-\$110,000/year

To apply, please send a resume and cover letter to kate.king@felinerescue.org. The position will remain open until filled.