



SISKIYOU HUMANE SOCIETY

Medical Coordinator

POSITION DESCRIPTION

Job Relationships: Reports to the Director of Operations

Purpose of Position: To develop and oversee medical programs for the Siskiyou Humane Society, Inc (SHS). in support of SHS's Mission Statement in accordance with the organization's policies and procedures, and with the safety of people and animals at the forefront of all activities. Position supports and abides by the Siskiyou Humane Society, Inc. policies, as established by the Board of Directors and bylaws.

Position Summary: The Medical Coordinator of the Siskiyou Humane Society oversees animal intake exams and treatments, spay/neuter and emergency programs, performs diagnostic tests, writes and follows medical protocols, monitors animal health and treatment plans, administers medications, keeps accurate medical records, monitors medication inventory, communicates with veterinary professions, performs public health and safety measures, communicates with the public and manages medical related public services.

Education and Experience Requirements:

Required:

- Previous hands on medical experience. An RVT license is a plus.
- Knowledge on animal handling, diagnosis and treatment of animals.
- Ability to keep track of inventory, data collection and reports.
- Competency and comfort using word processing, database, spreadsheet, online file storage, online collaboration platforms, operational management software, and social media systems
- A valid California Driver's License and have an insurable driving record
- Must pass a criminal background check

Desired:

- A minimum of three years of veterinary care working as a veterinary assistant. An RVT license is a plus.

Duties and Responsibilities:

The Medical Coordinator will:

1. Oversees the day to day functioning of the shelter medical programs and ensures that processes and department goals and objectives are met to the highest standard.
2. Ensures the 5 Freedom are met for all animals including health, care and behavior needs are all met to the highest quality and communicates animal challenges with the Director of Operations.
3. Conduct assigned morning and evening rounds of all areas of the shelter to ensure well-being of all animals.
4. Perform intake examinations to review conditions. Perform intake vaccinations, deworming, flea treatment and microchipping under orders of a veterinarian.
5. Under the guidance of a veterinarian, oversight and implementation of all treatment plans including administering medications, monitoring progress and keeping accurate records.
6. Communicate with a veterinarian and arrange for veterinary follow up for any animal with a medical condition or in case of an emergency.
7. Assist a veterinarian with exams, restraint, treatments and surgery (injections, IV, etc.), review of animals coming out of surgery, as requested.
8. Perform approved diagnostic tests and provide treatment if appropriate according to approved veterinary protocols. Assist with lab work and radiology as requested by a veterinarian.
9. Under the guidance of the Director of Operations and Veterinarian, write and oversee medical protocols.
10. Ensure all medical records are in the electronic database. Record keeping including data entry.
11. Perform emergency euthanasia.
12. Train staff and volunteers in medical protocol, and basic animal care. Coordinate staff euthanasia certifications and training.
13. Monitor inventory and controlled substance logs. Perform regular audits. Ensure all law is followed with record keeping. Maintain controlled substance logs. Maintain MSDS sheets and logs. Compile reports as necessary.
14. Manage communication with state lab, and other legal entities regarding rabies control and public health requirements.
15. Promote a positive relationship with the general public, volunteers, staff and partners while promoting the SHS programs, policies and philosophies. Address questions and concerns, Ensure a high quality of customer care is given. Educates clients on responsible pet ownerships. Responds to inquiries in person, via phone, email and on social media.
16. Develops medical and animal care collateral for training and public outreach.
17. In conjunction with the Program Coordinator, Manages the medical needs and programs public spay/neuter, microchip, vaccination clinics and other safety net and public programs.
18. Maintain medical equipment and ensure they are working properly. Manage maintenance schedule.
19. Housekeeping of medical areas including sweeping, moping and trash
20. Oversees the SHS spay neuter efforts including identifying and communicating with veterinary partners, identifying animals in need of services, preparing animals for services and transport and ensuring accurate data collection. Oversee transport and transport on occasion.
21. Actively participate in safety programs and protocol.
22. Participate in SHS public education and special events to include public speaking and participation at events.

23. Perform other duties as assigned.

Working Conditions:

This position is located at the SHS. Most work is performed in the normal shelter and office setting, and additional community locations. This is an animal care position that requires animal handling. Must be able to lift a minimum of 50 pounds. Frequent interaction with the public; frequent use of computer and telephone; potential exposure to animals; high noise levels and potential exposure to zoonotic diseases; potential for bites and scratches if handling animals; potential for exposure to various weather conditions. Weekend and evening work may be necessary.

Compensation: Salary depends on experience. A benefits package including two weeks vacation, sick leave, holidays. An initial three month and six month performance evaluation will be conducted by the Executive Committee of the Board of Directors. A 3% pay raise will be earned upon successful evaluation of the six month performance evaluation. From there on, performance evaluations will occur annually at the end of the fiscal year (December), prior to salary review. Annual raises will be based on performance reviews.