

Pet Network Humane Society

Position Description

Date: May 2020

Position: Medical Director - Full Time Salaried

General Description of Position: The Medical Director provides leadership and oversight for medical staff and veterinary programs of Pet Network Humane Society. This is a supervisory position with responsibility for coordination, planning, and management. As a member of the management team, the Medical Director serves as a role model and resource to all staff.

Reports to: Executive Director

Duties and Responsibilities:

1. Manage, direct, and evaluate assigned staff according to company policies and employment laws; ensure relevant HR procedures are followed; process employee concerns and problems; document performance including disciplinary actions and employee performance evaluations; conduct interviews, hire, and complete new hire onboarding.
2. Provide lead direction to staff responsible for following prescribed treatment and maintaining treatment records for shelter animals. Ensure that the highest level of service and care are provided and that changes in animals' conditions are recorded. Ensure compliance with veterinary medical standards, practices, and procedures.
3. Develop, implement, and evaluate goals and standards for medical programs.
4. Maintain up-to-date knowledge of shelter animal health protocols, surgical procedures and companion animal health issues. Technical knowledge of laws governing the practice of veterinary medicine including OSHA, DEA, and state boards with emphasis on NVMA.
5. Create policies and procedures for related duties. Responsible for the maintenance of these documents and communication to relevant staff.
6. Report on performance of relevant areas including overall trends and other pertinent information.
7. Maintain departmental budgets within organizational limits. Work with ED to provide input for medical budgetary needs.
8. Examine animals, evaluate animals' health, and perform veterinary procedures including vaccinations, prescribing and administering of medications, parasite diagnosis and treatment, tests and lab work. Monitor herd health and oversee outbreak management.
9. Perform surgical sterilization of dogs and cats including pediatric and high volume spay/neuter.
10. Perform additional surgical procedures including dentistry and various soft tissue and orthopedic procedures.
11. Maintain accurate medical and surgical records. Establish and maintain medical record and drug use logs to standards of veterinary and sheltering practices; ensure that records are in order and complete.
12. Responsible for the ordering, storage, handling, and records of controlled substances.
13. Provide emergency support for shelter animals as needed on-call.
14. Participate in euthanasia decision making process using a collaborative, thoughtful approach. Perform all necessary euthanasia according to established protocol.
15. Assist in monitoring inventory and ordering of medical supplies and pharmaceuticals.
16. Participate in public relations activities, fundraising events, tours, lectures, humane education programs, and other Pet Network activities as requested from time to time.
17. Provide friendly, professional, and knowledgeable service to the public. Respond to customer and staff concerns, resolving complaints, special requests, and issues.
18. Other duties as assigned.

Working Conditions:

Working conditions include working alone or with others in Pet Network's facility, including medical clinic space as well as other animal housing areas. May be required to work in an environment where there are

temperature fluctuations, noise, chemicals, poor ventilation, dirt, dust and insects. Animals handled may vary in their temperament and tolerance of humans. Potential exposure to zoonotic diseases.

Work Hours:

This is a salaried position that requires flexibility. While a typical workweek is 40 hours, various shelter needs and attendance at events and other functions may require adjusted hours.

Physical Demands:

The majority of duties may require staff to be on their feet. This position involves desk and computer work as well as crouching and bending to provide medical care to animals. Must have physical ability to engage in repetitive motions of legs, arms and hands, to hear, to see, to move animals and goods, to bend, to twist, to be pulled, to lift arms above head, and lift up to 40 pounds unassisted. Should be able to handle animals of various sizes and temperaments and have adequate reflexes to deal with shy, fearful, or potentially aggressive animals. Must be able to work at a fast pace while maintaining safety and health standards for both the staff and the animals.

Mental Demands:

Must have the medical knowledge along with the good judgment and self-confidence to make veterinary related decisions, including emergency decisions under stressful conditions. Must have ability to multitask, prioritize, and handle high levels of stress. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Requires emotional capacity to handle euthanasia related decisions including communicating these decisions when necessary. Requires the ability to think clearly, act quickly, and utilize sound judgment in a variety of situations.

Qualifications:

Minimum Qualifications:

- Must have or be able to obtain current State of Nevada Veterinary License and have a license in good standing.
- Must have Doctor of Veterinary Medicine degree from an accredited university.
- Must have DEA registration to order, prescribe, administer, and dispense controlled substances or be willing and able to obtain it upon hiring
- Must have background in small animal medicine and surgery with a demonstrably low complication rate
- Minimum 2 years supervisory experience
- Must be proficient with Google apps (Gmail, Google Docs, Google Sheets, etc), internet use, and database type software or be willing and able to become proficient

General Qualifications:

- Must have a passion for animals and support the mission of Pet Network Humane Society
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner
- Requires high level of organization with a strong attention to detail and high degree of accuracy
- Excellent written and oral communication skills
- Strong interpersonal skills

Additional Qualifications that would benefit this position:

- 5 years of more experience in the animal welfare field and/or shelter medicine
- 2 years or more experience employed as HQHV (high quality, high volume) Veterinarian preferred