



Position Title: Shelter Medicine Program Manager
Reports to: Executive Director
Schedule: Year Round/ Full-Time
Salary: \$33,000 – \$38,000

Purpose of Position

To oversee the Shelter Medicine program of MCPAWS Regional Animal Shelter including working collaboratively with a licensed veterinarian to carry out routine and specialized care of shelter animals and ensure the overall health of shelter animals.

Duties and responsibilities

- Conduct basic intake examinations of animals entering the shelter, and regular follow-up examinations, to determine health care needs.
- Work collaboratively with Shelter Manager and Veterinarians to carry out weekly Health and Behavior Rounds in order to monitor animal health and wellbeing and identify needed treatment and/or behavior modification plans.
- Ensure MCPAWS protocols regarding animal intake and care and treatment are being followed. Ensure that established protocols reflect best practices within the field of Shelter Medicine.
- Work independently to perform treatments/procedures on animals including administering vaccines/medications, de-worming, bathing, grooming, flea and tick removal, FeLV/FIV testing, skin scrapes, lab work, euthanasia, and others as needed.
- Assist veterinarian with basic procedures, including euthanasia, and surgeries (spay/neuter).
- Complete and update animal health records, both hard copy and PetPoint.
- Maintains inventory of all pharmaceuticals, medical equipment, and supplies; ensure adequate medical and health care supplies are on-hand. Work within designated budget to purchase supplies and equipment as needed.
- Schedule outside vet appointments and coordinate transport to/from appointments as needed.
- Ensure that statistics regarding animal health, length of stay, intakes and outcomes are compiled and kept in an accessible format. This includes monthly reporting to Shelter Animals Count.
- Participate in researching and writing grants for funds to support shelter medicine programs.
- Work actively and collaboratively with other staff in the administration of programs in which shelter medicine is an integral component, including, the Community Outreach Program.
- Establish and maintain cooperative working relationships and a team spirit with staff, volunteers, and with other shelter and animal groups.
- Provide leadership and training to part-time staff and volunteers as assigned
- Other duties as assigned.

Qualifications

1. Ability to communicate effectively and thoughtfully (with coworkers, volunteers, and members of the public) regarding all aspects of the position.
2. Possess an understanding and passion for the overall philosophy behind the no-kill movement within animal welfare.
3. Be able to show compassion and non-judgement for animals and clients within a range of sometimes difficult situations.
4. Possess, or be able to acquire, a working knowledge of state, county and city laws and ordinances relating to the care, treatment, and regulation of animals.
5. Possess, or be able to obtain training, to become a Certified Euthanasia Technician.
6. Ability to handle animals using low-stress techniques.
7. Have basic computer skills, including experience with Word and Excel.
8. Be able to learn assigned tasks readily.
9. Be able to multi-task in a sometimes fast paced and stressful environment.
10. Meet general appearance standards as defined for public contact work.

Experience/Education

An ideal candidate for this position will have a background in any aspect of animal sheltering. Applicants with a Registered Veterinary Technician certification will be given priority, but this is not a requirement of the job. A background and familiarity with general veterinary medicine and animal handling and care is also highly desired.

Working Environment/Conditions

While performing this job, the employee is regularly exposed to wet and/or humid conditions, live animals, and a noisy environment. Position may require prolonged sitting, standing, walking, and stooping in the performance of daily activities. The position requires grasping and fine coordination in preparing data and statistical reports using a computer. The incumbent must handle animals on a daily basis and needs to be able to lift at least 50 lbs.

Non-Discrimination Employment Policy

MCPAWS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.