

JOB DESCRIPTION

MEDICAL CLINIC MANAGER

THE POSITION	<p>Under direction from the Executive Director, the Medical Clinic Manager will plan, organize and supervise the health care needs of animals housed at the shelter which will include evaluation and treatment of illness and injuries in order to ensure that all animals receive high quality and humane care. This is an at-will position.</p>
EXAMPLES OF DUTIES	<ul style="list-style-type: none"> ◆ Provide and coordinate health care for all shelter animals. ◆ Properly document and maintain shelter animal health and treatment records. ◆ Maintain controlled drug and medical supplies inventory. ◆ Provide education and service to customers as required. ◆ Perform and oversee animal health evaluations. ◆ Coordinate scheduling of veterinarians. ◆ Handle personnel issues such as conducting regular, timely performance reviews and properly deal with performance issues. ◆ Develop work schedules. ◆ Order and maintain supplies. ◆ Work with and direct volunteer activities. ◆ Train and evaluate Animal Care and Medical Clinic Staff. ◆ Perform euthanasia and provide euthanasia training for all staff. ◆ Clean and disinfect housing for all shelter animals as required. ◆ Perform miscellaneous animal health care duties as required. ◆ Perform related duties as assigned.
ESSENTIAL JOB FUNCTIONS and REQUIREMENTS	<ul style="list-style-type: none"> ◆ Must have two years of supervisory or management experience or its equivalent in an agency with the aforementioned responsibilities. ◆ Must be a Licensed California Registered Veterinary Technician or ability to obtain license within one year of employment. ◆ Must hold a California State Euthanasia Certificate along with demonstrated ability and skill in humane euthanasia techniques or ability to obtain certification within six months of employment. ◆ Must have a high school diploma, G.E.D equivalency, or a high school proficiency certificate. ◆ Must have computer training and/or experience. ◆ Must have the ability to work quickly, efficiently and be well organized. ◆ Must have extensive knowledge and demonstrated ability to identify animal breeds, age and health conditions. ◆ Must have extensive knowledge and skills in the humane care and handling of animals. ◆ Must have knowledge of basic animal behavior. ◆ Must have the ability to communicate effectively both orally and in writing. ◆ Must possess a valid California driver's license with a clear driving record and be insurable. ◆ Will work both indoors and outdoors in all weather conditions during daylight and after dark. ◆ Will be exposed to loud noise, offensive odors, chemicals, animal parasites and excreta. ◆ Will work with healthy, sick, dead and fractious animals. ◆ Will work with difficult and irate customers. ◆ Will be required to stand or sit for long periods of time, climb fences/ladders, walk, reach, frequent bending and stooping, lift and carry up to 75 lbs. without assistance. ◆ Will perform euthanasia which may cause physical or emotional stress. ◆ Must work rotating shifts, weekends, holidays, overtime and be on-call after hours as needed.