



Medical Manager (Head Veterinary Technician)

Cochecho Valley Humane Society (CVHS) is a non-profit organization that is dedicated to providing quality, compassionate care and shelter to abused, neglected and/or abandoned animals in Strafford County, NH and Southern Maine. We do this in partnership with educating the community about animal treatment and welfare. Every year CVHS provides shelter and care to more than 2,300 animals in need.

POSITION SUMMARY:

The Medical Manager (MM) is responsible for the overall health, medical treatment and surgeries of all animals at CVHS. Working in partnership with the Manager of Shelter Operations and Veterinarian of Record, the Medical Manager oversees and participates in duties including, but not limited to, assisting in surgery, administering medication, triage and supervision of medical staff. In the absence of the Executive Director and Manager of Shelter Operations, the Medical Manager, along with the Animal Care Manager, assumes the responsibilities for shelter operations.

Department: Shelter Management

Reports to: Manager of Shelter Operations

Employment Type: Full-time, salaried. Hours may include evening, weekends and holidays.

Benefits: After a 90-day introductory period is completed, benefits eligibility includes health, dental and short-term disability and an earned time plan, which can be used after 6 months.

Accountability: The MM reports to the Manager of Shelter Operations for the day-to-day medical care of the animals. The MM works closely with the Veterinarian of Record on a regular basis. The MM is responsible for updating the Manager of Shelter Operations and Veterinarian of Record regarding issues affecting the animals' health and making recommendations regarding medical treatment. The MM is accountable to the Manager of Shelter Operations and Veterinarian of Record for carrying out the policies and procedures of CVHS. The Executive Director must authorize any major changes in policy/ procedure.

DUTIES AND RESPONSIBILITIES:

The MM is responsible for the medical care and physical well-being of all animals in CVHS' care, participating in daily medical rounds, assisting with surgical procedures, overseeing inventory control for medical supplies, and developing information for staff and adopters on animal health and wellness.

- Serves as the shelter's point person for animal medical issues including overseeing rabies holds, maintaining medical records, and administering diagnostic tests and physical examinations.
- Responsible for all surgical scheduling.
- Schedules and dispenses medications according to method prescribed by the Veterinarian of Record or consulting veterinarian.

- Performs and assists with euthanasia in accordance with CVHS euthanasia policy and procedures.
- Responsible for the overall upkeep/maintenance, to include equipment, and sanitation of surgical suite.
- Consults with the Veterinarian of Record or consulting veterinarian on difficult, new, or unusual treatments and for advice on specific animal or general guidelines of care.
- Oversees and coordinates community low cost spay/neuter clinic.
- Upholds CVHS confidentiality.
- Ensures that animals, staff and community members are treated with the highest level of respect and dignity.
- Provides emergency on-call duties as needed.
- Performs other duties as assigned by Manager of Shelter Operations and/or Executive Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- 5 + years of veterinarian technician experience required. Veterinary technician degree preferred.
- Two – three years of experience working in an animal shelter or veterinary practice.
- Must be trained in euthanasia.
- Rabies vaccinated preferred.
- Must have a working knowledge of animal cruelty policies and law.
- Knowledge and understanding of the local and national animal welfare topics and issues.
- Strong written and verbal communication skills.
- Excellent time management and ability to anticipate and coordinate work for deadlines.
- Demonstrated ability to create, plan, organize, and implement programs.
- Excellent attention to detail and the ability to work independently with minimum supervision.
- Ability to work under high pressure with diplomacy and grace.
- Committed to and enthusiastic about CVHS' mission and programs.
- Strategic planner who is adept at prioritizing, organizing and following through; able to balance multiple competing priorities.
- Must be comfortable speaking with and interacting with the community.
- Must be an energetic team player.