



POSITION DESCRIPTION

TITLE: Veterinary Care Coordinator **FLSA STATUS:** Non-Exempt

DEPARTMENT: Shelter Medicine **EFFECTIVE DATE:** 11/16/17

JOB SUMMARY: Responsible for assisting shelter veterinarian in monitoring health of all animals in our care. Employee will be expected to assist with veterinary exams, collect blood/urine/fecal samples, administer medication and treatments, become certified to perform euthanasia, facilitate relationships with local veterinary hospitals, schedule surgeries and specialist appointments, assist with training, occasionally provide transport to off-site veterinary appointments, and other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

This position is supervised by: Shelter Veterinarian

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

1. Perform a walk-through each day to check on all animals in the shelter and follow up on any medical concerns identified during walk through and/or by staff/volunteers;
2. Ensure all animals are vaccinated, dewormed and tested properly and by our protocol. Perform this task and work with Shelter Veterinarian and Animal Care Manager to identify Animal Care staff to assist as necessary;
3. Identify animals that need laboratory work and ensure blood work is collected, submitted and reviewed by a veterinarian as quickly as possible. Enter results into database and act on medical orders of veterinarian;
4. Ensure animals are medicated as prescribed by veterinarian and start medications when appropriate using in-shelter drug protocol;
5. Triage new animals with medical issues and determine if they can be treated in house or sent to outside veterinarian. Transport animals when necessary;
6. Send animals for outside veterinary care when necessary and follow up and implement plan of care;
7. Develop strong relationships with outside veterinarians for outside veterinary care and as visiting veterinarians; including sending monthly updates to visiting vet group
8. Coordinate all aspects of the visiting veterinary program, including assisting volunteer veterinarians with exams and entering all notes into database;
9. Ensure animals are medically appropriate to move to adoption;
10. File all medical paperwork in animals' records and enter medical notes into the computer system;
11. Assist Shelter Veterinarian in identifying animals that may need foster care and communicate with Foster Manager as needed; work closely with Foster Manager and Shelter Veterinarian to make sure foster animals are receiving regular medical care as needed;
12. Work with Shelter Veterinarian to become certified to perform euthanasia;

13. Contact veterinary clinics for medical records of surrendered animals. Review and determine items that need follow up; input information into database;
14. Work with Shelter Veterinarian to maintain inventory of all medications and assist with bi-yearly drug inventory;
15. Review ringworm cultures daily;
16. Ensure all animals (as appropriate) are vaccinated against rabies;
17. Work with Shelter Veterinarian to improve animal care protocols as it relates to veterinary care;
18. Identify any potential population health issues and create a plan of action with Shelter Veterinarian;
19. Assist Shelter Veterinarian with physical exams and laboratory sample collection, as well as coordinating follow up care and appointments at outside veterinary clinics;
20. Communicate with foster parents and potential adopters as necessary;
21. Assist with cleaning/feeding as needed;
22. Other tasks as assigned by shelter veterinarian.

Administrative Tasks:

1. Ensure that paperwork and records are maintained accurately and that shelter database information is updated in a timely manner
2. Learn and use the descriptive identification used by the League, and develop a current working knowledge of all American Kennel Club (AKC) recognized breeds and other commonly seen dog breeds, as well as commonly seen cat breeds
3. Develop a basic working knowledge of the League's procedures, guidelines, and protocols for the safe handling of animals
 - a. Legal and statistical reporting procedures, and veterinary protocols
 - b. Federal and Commonwealth of Virginia substance regulations, and Commonwealth of Virginia and municipal animal regulations
 - c. Regularly review shelter medicine materials such as the UC Davis website, webinars or materials provided by the Shelter Veterinarian
 - d. Understand and comprehend League Animal Care SOPs

OTHER DUTIES/FUNCTIONS

1. Provide support to the League's team effort including, but not limited to
 - a. Communicate regularly with supervisors and coworkers to ensure that they are aware of any issues pertinent to their areas of responsibility
 - b. Participate in staff meetings to share ideas and suggestions for improving animal care and the quality of the organization as a whole

POSITION SPECIFICATIONS:

1. Required
 - a. High school diploma or equivalent
 - b. At least one year's experience in working as an Animal Care Technician, Veterinary Assistant, Veterinary Technician, or equivalent
 - c. Proven ability to handle multiple tasks in a busy workplace environment
 - d. Ability to accurately perform basic mathematical calculation
 - e. Understanding of humane care and treatment of animals
 - f. Knowledge of basic medical terminology, basic animal health, basic animal anatomy and basic animal behavior

- g. Be able to receive Rabies, Tetanus, and Hepatitis B prophylaxis if needed
- 2. Preferred
 - a. At least two years of experience working in an animal shelter
 - b. At least 50 hours of college credit hours, an Associate's degree from a community college or graduation from an accredited veterinary technician program

WORKING CONDITIONS:

- 1. Indoors in a high noise air-conditioned/heated building, outdoors at shelter or on-location for various activities
- 2. Equipment use:
 - a. Includes use of PC, laser printer, copy machine, fax machine, telephone, cleaning equipment and supplies, laboratory supplies
- 3. Work hours:
 - a. Monday through Friday: 8:00 am - 4:30 pm

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- 1. Regular exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches
- 2. Employee must frequently lift and/or move up to 50 pounds
- 3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- 4. Regularly required to stand and walk
- 5. Regularly required to use hands and fingers to handle, or feet and reach with hands and arms
- 6. Strong data entry skills and the ability to maintain accurate records in shelter database
- 7. Requires working alone or with minimal supervision for part of the day; must be self-motivated
- 8. Requires patience and tact when working with difficult, emotional or angry people
- 9. Requires clear verbal communication over the telephone and intercom systems to internal and external individuals
- 10. Requires treating people and animals in a pleasant, courteous and professional manner

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

COMPENSATION: The Animal Welfare League of Alexandria offers an excellent benefits package and competitive compensation. The AWLA provides health care, dental, and vision coverage, a retirement plan and additional employee benefits. Pay will be commensurate with experience.

Application Deadline: This position will be posted until filled.

To Apply: Email your cover letter, resume, and application (see link below) to careers@alexandriaanimals.org with the subject line "Animal Care and Adoptions Associate."

[Download our Application for Employment](#)