

JOB TITLE: Canine Medical Coordinator

DEPARTMENT: Canine

REPORTS TO: Canine Management Team

RATE OF PAY: \$19/hour

Under the supervision of the Canine Management Team, the Canine Medical Coordinator will support, coordinate, and manage the medical histories and database records for the direct animal departments with a focus on Canine. The primary function of this role is to ensure that these animals are moving through the veterinary system in a timely manner, that medical tasks are being completed on time, and that records are reconciled and up to date.

DAILY RESPONSIBILITIES:

- Conducting visual assessments on dogs and alert Clinic Team of any concerns
- Record reconciliation with data in our electronic records system
- Scheduling animals to be seen by the vet team and assisting with these exams
- Scheduling animals' surgeries
- Entering notes from exams and surgery
- Preparing dogs with medical needs for adoption by making summaries in their medical history and providing proper materials for their adoption folders
- Running basic diagnostic tests such as IDEXX Snap tests and sending samples to IDEXX or other outside labs
- Administer vaccines, anti-parasitic treatments, medications, and perform blood draws
- Ensure each animal has completed the medical processes necessary to be ready for adoption
- Coordinate medical care for pre- and post-adoption pets
- Perform basic animal care duties including, but not limited to, feeding, walking, and cleaning
- Clean and sanitize assigned areas including, but not limited to, kennels, cages, floors, walls, yards, testing and training areas, laundry, kitchen
- Other duties as assigned

REGULAR RESPONSIBILITIES:

- Train new staff
- Review and update training materials
- Continuing education (webinars, courses, reading, etc.)
- Assist Foster and Clinic Teams with data entry
- Help maintain an accurate inventory of medications, prescription foods, regular foods, enrichment items, etc. and alert management when items need to be ordered
- Assist with euthanasia procedures
- Thoroughly and accurately adoption counsel (pair potential adopters with appropriate dogs and complete adoptions using our electronic records system)

EXPERIENCE, KNOWLEDGE, AND REQUIREMENTS:

- Required:
 - At least one year's experience of canine handling in a professional capacity
 - At least one year as a veterinary technician or assistant in a clinical or shelter setting
 - Fluent in veterinary medical terminology and abbreviations

- Fluent in canine vaccine and prevention protocols and basic canine medical conditions, veterinary best practices
- Proficient at conducting and interpreting fecal floats
- Proficient at sample collection and running diagnostic tests (IDEXX machines, IDEXX submissions)
- Proficient at drawing blood on canines and felines, as well as administering vaccines to both species
- Proficient in safe, Fear Free-approved handling of canines in a veterinary setting
- Comfortability with dogs of all sizes, breeds, and temperaments
- Familiarity with Microsoft suite, especially Microsoft Excel
- Ability to lift 50+ pounds
- Ability to work, without error, in a stressful and fast-paced environment
- Ability to lift, bend, twist, scoop, kneel, and groom
- Preferred:
 - At least one year of animal shelter experience
 - Experience assisting with animal euthanasia procedures

WORKING CONDITIONS:

- Work environment: Most work is performed in normal shelter setting; potential for exposure to zoonotic diseases, temperature variations, animal waste, hazardous chemicals, anesthetics, sharp objects, and potential hostile persons; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches when handling animals.
- Physical activities: Potential for sitting for several hours at a time; climb stairs unassisted; potential for standing on feet and/or walking for 8 hours a day; driving a car; kneeling; walking dogs on leash; must be able to access a non-handicapped building.
- Schedule: Schedule will be determined based on the needs and priorities of the Canine Department. Weekends and holidays are required.

TO APPLY:

Please submit a cover letter outlining your qualifications and reasons for pursuing this position, as well as an up-to-date resume to jobs@arlgp.org with the subject line: Canine Medical Coordinator.

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings, follow-up communication is limited to the candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.