



JOB DESCRIPTION: MEDICAL MANAGER

The Homeless Animal Rescue Team (HART) of Maine seeks a **Medical Manager** to join our dynamic and unique organization. HART, founded in 1997 and located in Cumberland, Maine, is a 501(c)(3) not for profit organization.

HART's mission is to provide refuge, comfort, and medical attention to cats that have been surrendered, abandoned, injured, or abused – and to find permanent loving homes to adopt them.

HART has been a no-kill cat shelter in Maine for 20+ years, and has developed an excellent reputation for providing quality, compassionate care to 600+ cats each year. The Medical Manager will lead our internal Medical Team of volunteers. S/he will work under the supervision of our Executive Director, and along with HART's Day Managers and volunteers, cooperatively work to help achieve our mission, and champion the medical needs of our cats. We are searching for a qualified employee and team member who can join us and help HART continue to grow and improve our excellent medical care as we set the bar in providing support to homeless felines in a modern shelter facility.

Our ideal candidate is a medically skilled, kind, compassionate, and caring individual with strong interpersonal skills who can work collaboratively and patiently with others in a fast-paced setting to provide top notch day to day oversight for our shelter population, which can be up to 100 + individuals, plus those in foster care.

MEDICAL MANAGER POSITION REPORTS TO: Executive Director

PRIMARY DUTIES AND RESPONSIBILITIES:

- Coordinate HART's team of medical caregivers to administer scripted medications and provide oversight for the care of a continually changing and diverse population of feline residents.
- Maintain consistent contact with and advise a large number of animal care givers; note these communications regularly take place during nontraditional business hours, nights, and weekends.
- Manage the medical care wards and collaborate in overseeing the general feline living spaces, with a focus on sanitation and safety.
- Supervise conditions to provide a safe and sterile/clean work environment while maintaining compliance with state laws, and other legal regulations.
- Assist in development of shelter procedures and policy; oversee documentation of medical activities.
- Maintain individual animal medical files, and manage HART's animal database.
- Examine animals, provide treatments, draw blood or collect medical samples, run simple diagnostic tests, including IDEXX Snap tests and fecal tests, administer vaccines and other procedures.
- Maintain inventory and stock of clinic supplies.
- Coordinate in-house shelter veterinarian visits, and external vet exams, also assist with safe restraint of individual patients, and calculate drug doses as prescribed by our partner veterinarians.
- Maintain positive, cooperative relationships with volunteers, the public, partner organizations, and service providers.
- Communicate follow-up/discharge instructions or medical information to the public, adopters, and fosters.
- Provide recommendations and assistance with the coordinated care, treatment, and transport of healthy, sick or injured animals, including euthanasia discussions when necessary.
- Provide encouragement, guidance and training to the HART medical team and volunteers.
- Attend training courses and workshops.
- Other duties as assigned, requested, directed, or required.

QUALIFICATIONS:

- Experience working hands-on in animal shelter medicine, or in the veterinary medical field, for a minimum of 2 years. Candidates with animal shelter experience will be given preference.
- Must be able to show transcripts or proof of some basic formal accredited Veterinary Technician training courses - preferably 1 year +; candidates having a veterinary technician license in the State of Maine will be given preference.
- Must be familiar with common feline health issues, and symptoms/diseases, as well as familiarity with animal medical equipment and procedures, and low stress handling techniques.
- Ability to listen and communicate positively, productively, and effectively.
- Ability to cheerfully accept input, guidance, and suggestions from other team members or supervisors.
- Attention to detail, and ability to multi-task calmly and efficiently.
- Ability to work independently without direct supervision; availability for both daytime and nighttime hours.
- Computer proficiency in a PC-based computer environment with competent abilities in Microsoft Excel and Word software, as well as familiarity working in animal databases.
- HS diploma or GED required. Associates Degree or higher, applicable biology, or animal medical licenses, certificates, or college courses preferred.
- Valid Maine driver's license must be kept current for employment.
- Rabies vaccinated, or ability to obtain this is a plus.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:

This is an active "on your feet" position that requires physical mobility. Ability to push, pull, drag, lift, roll, or carry equipment/supplies (up to 50 lbs.), ability to stand/walk for extended periods of time, and ability to lean, stoop, twist, bend, and kneel in the performance of job duties. Risk of animal scratches or bites is present. Working with chemicals, medications, and possible infectious organic material is commonplace in the performance of job duties.

ADDITIONAL:

Candidates must have a commitment to the safe and compassionate care of animals as well as to the people who serve them, and be receptive to learning new and advanced shelter/clinic care techniques. The opportunity to create positive change presents itself daily; embracing it is how we better serve our patients, clients and community.

SELECTION PROCESS:

The selection process will include: application review and evaluation, oral interviews for those who best fit our criteria, in-shelter evaluation of medical techniques and animal restraint, contact of references and verification of certifications, transcripts, and other information. Applications will be accepted until the position is filled.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job. If you have a disability that requires advance preparation during the selection process, please notify HART prior to the first phase of the selection process and we will be happy to provide accommodation.

This position is approximately 30 hours per week, paid hourly, and is a combination of regular scheduled in-shelter hours, and flexible off-site time. Paid vacation/sick time offered. Compensation based on experience.

We look forward to hearing from you!

TO LEARN MORE OR TO APPLY:

- *Email a copy of your resume, a cover letter, and (2) letters of reference to hartopenpositions@gmail.com*
- *Visit our website: <https://www.hartofme.org/open-positions>*