



Job Title: Medical Care Manager
Hours: Full Time 40 hours per week. Salaried Exempt Position
Reports to: Shelter Director
Schedule: 40 hours over a 4- or 5-day schedule.
Salary: \$40,000.00 Annually

Job Description Summary: This full time, exempt and essential position is primarily responsible for the coordination, scheduling and oversight of all medical care provided to every animal while in the shelter's care. All activities must adhere to all applicable state and local regulations.

Medical Care Responsibilities

Ensures that every animal receives routine, and emergency veterinary care, vaccines, and health screening as required by both QAS and MDAR policies and procedures.
Schedules animals for Vet Days.
Schedules all medical procedures.
Primary contact for all veterinarians.
Order and keep inventory of medical supplies and medications including vaccines
Ensures all medical reports are correct and up to date.
Administers vaccines.
Ensures Documentation is entered into Pet Point promptly.
Monitors Observations logs and acts when needed
Responds to all medical inquiries from volunteers, fosters and adopters.

Additional Responsibilities:

Provided Shelter Director with monthly reports.
Manages, train and supervise meds team volunteer staff.
Aid with animal transport as needed.
Able to address conflict with staff and volunteers.
Works effectively with Animal Control, other organizations and vendors.
Coordinates and schedules animal care with intake and adoption manager, foster and feral teams.
Addresses internal and external complaints.
Develops excellent relationships with all primary contacts.

Education and Experience:

Experience working as a veterinary technician or similar role.

Animal care and handling experience needed.

Supervisory experience preferred.

Required Skills

Excellent communication and interpersonal skills.

Strong Customer Service Skills

Ability to address and resolve conflict

Ability to understand and implement policies consistent with QAS policies and procedures and Mass CMR Section 330 per the MDAR

Recruit, Train and supervise volunteers as needed.

Motivates staff by displaying a positive attitude.

Exercise good judgement when dealing with confidential matters

Able to work proficiently with computers, Microsoft office, Outlook-and Pet Point.

Holds a valid Mass Driver's License

Must be covered by own health insurance plan.

Typical Physical and Mental Demands

Handle animals up to 150 pounds safely and humanely.

Lifting up to 75 pounds

Ability to perform typical office tasks

Able to keep control when dealing with demanding situations

Must be Rabies vaccinated (If applicable, cost paid by QAS)

Working Conditions

Work directly with animal at the shelter.

Ability to work flexible hours over four or five days.

Saturday work is required

Paid Time Off

Paid Holidays

Exciting work environment.

Quincy Animal Shelter, Inc. is an equal opportunity employer

Must be authorized to work in the United States