

# Medical Coordinator



## Position Description

**Status**

Regular Full-time

**Compensation**

TBD

**Bargaining Unit**

Non-bargaining

**Reports to**

Executive Director of Services

**Supervises**

Veterinary Assistant

**Position Category**

Coordinator

**Summary**

The Medical Coordinator is responsible for the primary health care of all shelter animals. Directs and communicates animal medical needs to caretakers, trustees, volunteers, behavioralists, and operations. Reviews all medical charts, medical sheets and information in data base and shares and schedules all surgeries with veterinarians.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Animal Health Care:** Performs animal intake health exams and continues to monitor animal. Differentiates between emergent vs. non-emergent health concerns. Collects specimens and performs routine laboratory procedures to assist in the diagnosis. Provides medical direction to all staff regarding any change noted and advises appropriate treatment under the veterinarian's direction. Creates treatment plans and updates medical records. Communicates and schedules with outside veterinary facilities for additional care or procedures. Creates weekly schedules for canine behavioral enrichment activities and performs those activities as outlined.
2. **Animal Surgical Procedures:** Prepares surgical instruments; Administers pre-med, induces, intubates, and administers/monitors anesthesia. Checks oxygen lines and waste gas system. Uses antiseptic techniques with all surgical prepping and recovery. Administers post-operative drugs as appropriate. Keeps accurate anesthesia/surgical medical records. Documents procedures and assigns post-operative medication and/or restrictions. Documents suture or staple removal.
3. **Animal Medical Advice:** Provides 24/7 medical advice to animal control offices and shelter staff, in response to identified medical needs observed by staff, foster homes, volunteers, potential adopters, or previous adopters. Provides diagnoses and treatment plans.

4. Animal Medications, treatments and medical supplies: Oversees and documents drug and medical supply inventory and expiration dates, including vaccines. Orders drugs and medical supplies. Compares supplier pricing. Monitors state and national drug shortages. Researches new drugs and treatments. Monitors and logs-controlled substances present on-site and reports them to the State.
5. Animal Euthanasia: Determines which animals are selected for euthanasia following the shelter euthanasia procedure guide. Administers pre-medication and euthanasia solutions humanely. Prepares deceased animals for freezer storage.
6. Stays abreast of new and changing laws, protocols and procedures regarding housing, care, and medical treatment of shelter animals in the state of Michigan.
7. Supervises and provides medical direction to the shelter's Veterinary Assistants.
8. Instructs Animal Care workers, Shelter Supervisor and other shelter staff regarding distribution of medicines, vaccines, flea and heartworm products, and special dietary plans.
9. Directs wound care and recovery following surgical protocols.

## **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does have direct supervisory responsibilities.

## **Work Environment**

This position cares for animals in an animal shelter setting; Exposure to a variety of foul odors and bodily fluid of animals; Potential for being occasionally scratched or bitten by animals.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Very heavy work: Ability to physically manage potentially aggressive animals; Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

## **Travel**

Travel may be required throughout the County.

**Required Education and Experience**

1. Bachelor’s degree in Veterinary Technology and Licensed Veterinary Technician / Technologist preferred, OR Minimum of an Associate’s Degree in Veterinary Technology with three (3) years of experience required.
2. Minimum of five (5) years of experience with general animal medicine and developing treatment plans, including proper medications and dosages.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_