

## Central Vermont Humane Society

### Position Description: Animal Health Coordinator

Primary responsibility is to provide excellent health care to all animals, while working in a team setting helping our community.

#### Medical:

- Perform physical examinations on all incoming animals
- Perform any necessary testing such as FIV/FelV/HW blood tests, fecal tests, etc.
- Administer vaccines, dewormer and other forms of preventative medicine
- Keep all animals in the care of CVHS up to date on all needed medications, preventatives, microchips, and treatments (including but not limited to nail trims, ear cleanings and weight checks)
- Triage all animals and perform emergency procedures within the limitations of available CVHS resources
- Create and implement treatment plans, including solving dosage calculations
- Perform daily inspection rounds for all animals; monitor signs of illness and make recommendations for animal placements to optimize overall health
- Keep an up to date inventory, restock as needed, and make ordering requests when supplies are low
- Maintain detailed records regarding health and behavior for all animals
- Responsible for cleanliness and disinfection of Medical and ISO Rooms, emergency housing when needed
- Maintain an organized Medical Room
- Participate in Options Committee meetings to determine animal status and adoptability as needed
- Participate in Humane Education programs as needed
- Stay current on new techniques, procedures and equipment in the field
- Coordinate medical appointments including spay and neuter with vet clinics,
- Prepare for and assist with visiting veterinarians
- Accompany animals to a veterinary hospital as needed
- Assist in euthanasia of dogs, cats, and other small mammals; pursue training to become a Certified Euthanasia Technician; perform euthanasias as needed

#### Shelter and Adoption Center

- Maintain all information in PetPoint database and other required paperwork in a way that ensures all information is communicated appropriately to staff and adopters
- Educate adopters about health care needs of animals and act as a resource for questions regarding animal health care
- Coordinate the Foster Care Program, including scheduling, placements and returns, supplies, communication with foster families, and more as needed
- Perform routine cleaning duties necessary for the optimal cleanliness and sanitation of all animal quarters and other routine assignments to maintain the shelter sanitation, appearance and presentation
- Perform intakes, Return to Owners, transfers, and adoption counseling as needed

#### Other Responsibilities:

- Other duties as assigned

#### Position Details, Qualifications and Conditions

- The ability to serve as a team member in a fast-paced sometimes stressful work environment is necessary
- Ability to prioritize, multi-task, be detail oriented and work with minimal supervision
- Strong communication skills
- Professional attitude and appearance
- Please review the checklist for physical activities and requirements, visual acuity, and working conditions for this position, available during interview process

- Valid driver's license required
- Schedule: Full time. Required work days are Tuesday and Wednesday. Hours are 8:00-5:00 most days, surgical days 7:30-4:30
- Hourly wage commensurate with experience and education

**Acknowledgement:**

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement. Prior to the implementation of any substantial changes, management may serve a written notification. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type

5/8/2018