**Monmouth County SPCA**

## Position Description

**Medical Director**

|  |  |
| --- | --- |
| **Department:** Medical-Administration | **Reports to:**  Executive Director |
| **Type:** Full-time, Exempt | **Shift:** Generally 9 to 5, M-F, some weekend and evenings required. |

**Summary:** The Medical Director is the highest ranking staff member in the Medical Department with complete oversight of all veterinary and animal care functions in both the shelter and clinic.

**Responsibilities:**

Responsible for the overall care of the animals for the MCSPCA. This includes but is not limited to medical care, nutritional and behavioral needs. Implements protocols for the shelter and clinic and sees that the highest quality of care is being reached.

* Conduct daily rounds ensuring 5 freedoms are met daily for all animals under the care of the MCSPCA.
* Responsible for all diagnostic and treatment plans for animals under the care of the MCSPCA whether conducted by medical supervisor, other veterinarians or supervised technicians.
* Perform physical examinations, diagnostic, medical and surgical procedures on all animals that will deliver the highest quality of care within a budget.
* Participate in weekly disposition pending meetings and managers meetings.
* Stay up to date with medical information and changes is veterinary medicine by attending continuing education in medicine, surgery, managerial and specifically shelter medicine.
* Update and review MCSPCA medical protocols, such as vaccine protocols, medical and surgical treatments/procedures, feeding and cleaning methods as well implement infectious disease control.
* Explain physical examination findings and communicate to adopters any diagnosis that will affect their adopted pet.
* Ensure staff, veterinarians, volunteers as well as herself are familiar with and adhere to written policies, code of conduct and the standards of care in shelter medicine.
* Fully document all cruelty cases and participate as an expert witness in court.
* Oversee the hiring, training, reviewing, disciplining and terminating staff and volunteers in accordance to the MCPSA Employee handbook or volunteer code of conduct with the approval of direct manager and executive director.
* Review monthly income reports to help develop ways to increase revenue and limit expenses.
* Meet regularly with mangers that oversee. Give them the support and skills needed for them to succeed.
* Develop a rapport with adopters, fosters, local veterinarians and volunteers and ensure their expectations are being met.
* Confirm OSHEA and harassment training seminars are conducted yearly.
* Schedule per diem doctors.
* Maintain medical records and make certain all necessary logs are kept up to date.
* Positively represent the MCSPCA in the professional community and the general public.
* Participate in fund raising events.
* Communicate regularly to the Executive director as well as the board on how to continue to improve the MCSPCA.

**Supervises:**

Shelter and clinic medical staff including veterinarians and Behavior Department. Works in conjunction with the Operations Director to maintain a harmonious working relationship between the Medical Department and Animal Care Department.

**Related Experience and Education Preferred**:

Doctor of Veterinary Medicine required. Must have current New Jersey Veterinary license. Extensive experience in spay/neuter surgeries required.

**Position Requirements**:

Veterinary experience in a private practice required. Shelter medicine experience preferred. Strong supervisory and interpersonal skills. Ability to fund raise suggested.