



Job Description

JOB SUMMARY Medical & Program Director

Reports to: Executive Director

Overview:

The Medical & Program Director works with the Executive Director and Operations/HR Director to ensure that the organization achieves the short and long-term strategies for sustainability and growth which support our mission and vision. The Director oversees both the implementation of these strategies and the ongoing operations of the medical department, animal care, intake, temporary care, adoptions, and foodbank. The position has supervisory responsibility for 5 direct reports.

Lost Our Home Pet Rescue (LOH) will be opening a small medical clinic next year to serve LOH pets. This position will manage that project. The ultimate plan for this position is to manage all medical and animal care, with most programs being passed to another manager as time constraints make it warrantable.

Essential Duties and Primary Job Functions:

Leadership and Organizational Health

- Collaboratively attracts, retains, and develops skilled people in the pursuit of building a high-performance, professional and compassionate culture.
- Ensures performance accountability for all staff managed by this position by directly working with them or through their direct manager.
- Conducts or oversees performance evaluations, and initiate/implement disciplinary actions as warranted.
- Directs the implementation, training, and onboarding of new policies, procedures and protocols in medical and other departments this position oversees.
- Works with the senior management team to develop short- and long-term goals to address the changing needs of the community and serve the best interests of the organization
- Works with staff toward the achievement of monthly, quarterly, and annual projections based on financial and program goals.
- Oversees all day-to-day shelter operations including but not limited to: animal care, behavior and enrichment, medical, intake, temporary care, adoptions and foodbank.
- Works with the Executive Director to prepare the annual budget. Closely monitor income and expense throughout the year. Monitor and report variances in revenues and expenses in relation to annual budget

Medical

- Oversees and works with other medical staff for medical treatment/plans of all animals. including those in foster homes.
- Fills in to perform medical care as needed
- On call to give medical direction for after hour medical emergencies.
- Approve all extensive medical treatments including testing, prescriptions, emergency vet visits etc., either independently or under the advisement of a veterinarian when appropriate.
- Order medical and shelter supplies

Proficiencies:

- Minimum 5 years full-time vet tech experience
- Minimum 3 years full-time middle or higher management experience
- Excellent people skills including strong management skills and strong supervisory skills
- Strong financial management skills
- Strong verbal and written communication skills including clarity, sensitivity, diplomacy, and tact.
- Strong organizational skills and ability to prioritize, focus, and follow through while working in a fast-paced environment.
- Solid computer skills; proficiency with Microsoft Office & Teams is a plus
- Reliability, maturity, good judgment, and a professional personal appearance.

Job Type: Full-time

Pay: DOE