

**Job Title:** Clinic Services Medical Director

**Reports To:** Vice President of Clinic Services

**Schedule:** Mon – Fri (evening/weekend events as needed)

**FLSA Status:** Non-Exempt

**Type:** Full Time

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**Summary:**

The Medical Director is responsible for providing leadership for HSC Clinic Services, working in collaboration with Executive Leadership, managing associate veterinarians and assuring regulatory compliance relating to the practice of veterinary medicine. The Medical Director is also responsible for creating an environment of teamwork and innovation in which quality medicine is delivered.

**Essential Duties and Responsibilities Include:**

Leadership

- Inspires unity and leads with a spirit of cooperation between the HSC veterinary clinics, animal shelter, and all HSC departments.
- Ensures proper utilization of resources to provide optimal patient care while working within budget and mitigating expenses when possible
- Supports HSC development and fundraising efforts by attending HSC events and meeting with stakeholders at the request of the CEO, Development Director, or VP of Clinic Services.
- Supports work and additional projects with rescue partners to maximize impact of clinic's community services.
- Effectively "leads by example," displaying a positive attitude and acting as a motivating force for all employees
- Adheres to and promotes the Humane Society of Charlotte's vision, mission, and standards of conduct
- Supports education in the veterinary medical field working in cooperation with Volunteer program management to engage interns and other volunteers
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Surgery and Clinic Services

- Examine animals pre-op to determine their ability to withstand surgery
- Perform surgical sterilizations based on best practices.
- Examine animals post-op as necessary to ensure appropriate healing
- Supervise post-op rechecks and order of medical treatments as necessary to ensure complete surgical recovery.
- Inoculate animals based on best practices
- Lead and expand public pets wellness services in patient-focused manner that is revenue producing
- Provide recommendations for follow up care of both Spay/Neuter patients and Wellness Clinic patients.
- Works in cooperation with HSC shelter veterinarian to ensure medical vaccination protocol is consistent between shelter and Clinic Services
- Leads and provides extraordinary patient and client care

Administration

- Orders controlled inventory

- Supervises handling and recording of controlled substances by Veterinary Technicians
- Provides medical oversight of the clinic services program, including creation and evaluation of medical, surgical, and disease control protocols
- Actively networks within the shelter medicine and HQHV spay/neuter communities staying abreast of current trends and best practices
- Researches new protocols and treatments proposing changes to staff veterinarians and VP of Clinic Services
- Actively participates in veterinary department budgeting and review

#### Management

- Responsible for hiring and supervising Clinic Services Veterinarians
- Assists in hiring, mentoring, and supervising support medical staff
- Actively participates in Clinic Services staff performance management and evaluations working in cooperation with other department leadership
- Ensures all Clinic Services staff and volunteers adhere to proper pre, peri-, and post-operative patient care
- Creates and presents animal health related training to staff and volunteers

#### Volunteers

- Embraces volunteer staff and works in cooperation with Clinic Services leadership to engage volunteers in the department
- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned
- Provides coaching and feedback to volunteers assigned to Clinic Services

#### Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- Must be a licensed Veterinarian in the state of North Carolina.
  - Ability to secure licenses and permits needed
- Working knowledge of MS Office.
- Self-motivated, organized, detail oriented, innovative and a natural leader who excels in a fast-paced environment
- Goal oriented, results driven, and able to inspire others in meeting collective goals
- Strong interpersonal communication skills. Ability to read, write, interpret, and apply procedures
- Individual with a sense of humor who enjoys working in a results oriented, relaxed environment
- Capable of balancing multiple priorities, practicing good medicine with limited resources
- Experienced in safe animal handling (Fear Free Certification preferred)
- Must be comfortable interacting with and successful in communicating with a diverse population of clients
- Must have a valid driver's license, reliable mode of transportation, and insurable driving record
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE

#### Work Environment:

Work is conducted in a fast-paced veterinary clinic environment. This position is scheduled for 5 days/week, usually Monday through Friday; however, the schedule may change and may sometimes require weekend or evening hours. May include working some holidays or evenings depending on patient/client needs. Candidate must be flexible with schedule changes and short notice requests

- Exposure to high noise levels and strong odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

- Irregular lunch and break times
- Close quarters

**Physical Demands:**

- Must be able to lift & move up to 40 lbs with or without assistance

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I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_