

Job Title	<i>Isolation Coordinator</i>
Reports To	<i>Medical Manager</i>
Starting Salary	<i>Hourly Position</i>

Job Purpose

The purpose of our Isolation Coordinator is to assist with the day-to-day care of animals in our quarantine areas. This role serves as a liaison to the medical manager. The Isolation staff ensures daily medical care is given to all animals in a proper timely manner. This position also includes ensuring the cleanliness and sanitation of the isolation areas. This includes feeding, watering, cleaning, walking, bathing, and monitoring the well-being of animals that are in the isolation areas. The isolation staff will at times, assist veterinarians with exams and small minor procedures.

Duties & Responsibilities

The Isolation Staff is responsible for coordinating the daily functions of our isolation areas including, but not limited to:

- Basic computer literacy including the ability to learn and use the online Pet Point database to ensure medications and holds are entered properly.
- Employees must have the physical strength and ability to lift and carry a pet or other object weighing up to 50 pounds without assistance.
- Must be able to assist in lifting patients or other objects weighing more than 50 pounds.
- Must be able to work energetically for the entire assigned shift, sometimes exceeding 9 – 10 hours per day. The shift does not end until all duties are completed for the day or until a supervisor dismisses the staff.
- Physical exertion will include repetitive standing, walking, stooping, bending, twisting, and lifting. Must be able to grasp, hold, and manipulate objects varying from small and fine to large and heavy with both hands.
- Employees must physically hold and restrain pets that may struggle, scratch, or try to bite. This requires the emotional ability to remain calm and compassionate with animals that are reacting to fear and/or pain and the physical strength, dexterity, and reflexes to keep the pet, themselves, and other doctors or staff safe.
- Employees must be able to view physical symptoms or medical problems, read medical instruments, and follow handwritten instructions.
- Employees must be able to respond and quickly react to frequent auditory signals, warnings, or communication from other staff, animals, or medical equipment.
- Employees must be able to make independent decisions and solve complex problems.
- Remain productive during slow times by seeking additional duties such as cleaning, stocking, or other tasks.
- Train other staff members or new employees in the skills listed on this job description.
- Medicate animals in the isolation areas with proper dosages.
- Examine animals for any concerns giving to them by the kennel and cattery staff.

- Communicate effectively and in a timely manner any concerns regarding animals health
- Communicate effectively signs of an illness to a veterinarian.
- Perform medical duties such as: giving SQ fluids, give daily medications, take animal's temperatures, heart rate, and breaths per minute.
- Follow directions on the treatment sheets for the care and feeding of boarding or hospitalized pets

Qualifications, Applicants must:

- Embrace our No-Kill Philosophy
- Be a self-starter with a lot of initiative, problem solving skills & the ability to work with minimal supervision
- Be an excellent communicator—both written and verbal
- Be a natural people-person & “cheerleader” who positively motivates others & has a knack for diplomacy
- Be flexible to work some nights and weekends while providing reliable transportation
- Be able to excel in a high paced work environment where you are surrounded by the distractions of animal sounds, smells and their respective allergens
- Experience in behavior modification and training programs (Meet your Match, SAFER Testing, etc.)
- Be able to lift a minimum of 25lbs without health risk