



Job Title:	<i>Medical Director, DVM</i>
Reports To:	<i>President & CEO</i>
FLSA, FT/PT:	<i>Exempt Position; Full-Time Monday-Friday 8am-5pm; Emergency on-call required</i>
Hiring Range:	<i>\$90,000-\$110,000 annually DOE</i>

HUMANE SOCIETY FOR HAMILTON COUNTY MEDICAL DEPARTMENT MISSION AND CORE VALUES

Our mission is saving lives, educating communities, and completing families. HSHC’s Medical Department intakes in over 4,000 animals each year including hundreds of animals at risk for euthanasia in other Indiana shelters. The Humane Society for Hamilton County serves as one of the only truly no-kill, open-admission animal welfare organizations in the nation. As a nonprofit organization with several animal control sheltering contracts, we have a strong network of community support.

Our Medical Department provides compassionate care, respect, and empathy to all animals and humans without prejudice or discrimination. HSHC provides a range of services from emergency surgery and triage to routine care for stray and owner surrendered animals; this includes those brought in or seized by animal control from cruelty, abuse, or neglect situations. Our medical team serves as the front line for shelter veterinary care in Hamilton County 365 days a year to ensure the animals we serve have the best life possible as they wait for a home.

Our life saving work and advocacy extends well beyond Hamilton County as HSHC believes the lives of all Hoosier animal’s count. As the state's leading animal welfare agency, we continually strive to implement best-practices by aligning shelter policies with the needs of the community. HSHC has consistently achieved an annual placement rate of 98% since 2014 including some of the hardest to save, and place, animals imaginable. In April 2021, HSHC opened a \$12M, world class facility featuring cutting-edge disease and noise control measures, as well as animal housing designed to promote the highest standard of life quality. The Surgical Suite and Operating Room are designed with state-of-the-art surgical and radiology equipment. The Medical Department includes multiple areas for behavior assessment and modification, areas to manage quarantine and infectious disease cases, as well as ample space for recovery. Our Intake Department is designed to manage high volume intake and treatment.

WHO WE’RE LOOKING FOR

The HSHC Medical Department consists of a Medical Director (DVM), Medical Manager (RVT), Lead Surgical Technician (RVT), and 6 Medical Coordinators. We are a close-knit team looking for a director who can lead the charge in our efforts to continuously achieve the highest quality of care. Successful applicants must possess a strong foundational knowledge of veterinary medicine, shelter medicine and High Quality/High Volume (HQHV) spay/neuter with a proven track record in surgical excellence. Strong preference for DVM with experience in orthopedics, cardiology, and behavioral medicine. Applicants must have 5+ years of

proven successful leadership experience, including overseeing large-scale strategy, operations, staffing, and experience with or confidence in managing budgets.

DUTIES AND RESPONSIBILITIES

The Medical Director is responsible for performing routine surgical procedures including HQHV spay/neuter, and specialized surgical procedures (including but not limited to; femoral head ostectomy, enucleation, amputation, cranial cruciate ligament repair, foreign body obstruction, etc.).

The Medical Director provides budgetary oversight of the Medical Department in conjunction with the Medical Manager. Medical Director will have the opportunity to examine all standard operating procedures to ensure that they follow and are in accordance with industry standard best-practices and are aligned with our no-kill mission. The Medical Director is responsible for supervising the use of prescription medications and controlled substances, and logging usage as required by the Indiana Veterinary Medical Association (INVMA). The Medical Director will work collaboratively with the Director of Operations to ensure quality of care extends through the Animal Care Department.

The ideal candidate should possess a strong knack for positive and confident interpersonal communication, clear and effective delegation of assignments, ability to hold the team accountable, and lead by example. The Medical Director will work collaboratively with the Director of Operations to ensure quality of care extends through the Animal Care Department.

The ideal candidate must embrace the organization's core 'Whatever it takes', no-kill philosophy; must have a passion for rescue, and promote a willingness to welcome challenging medical cases. The Medical Director has two direct reports; the Medical Manager, Lead Surgical Technician, and provides indirect supervision of entry-level Medical Coordinators. On occasion, the Medical Director will mentor and train DVM students, and must be passionate about teaching the next generation of veterinarians about the field of shelter medicine.

ESSENTIAL JOB FUNCTIONS

Veterinary Medical Care

- Oversees the medical and surgical needs of patients; performs traditional duties of a shelter veterinarian which includes HQHV spay/neuter, dentals, amputations, mass removals, and other procedures which are typical in an animal shelter setting.
- Implements medical protocols and standard operating procedures for evaluation and treatment of animals; including disease control/herd health, quality of life assessments, and in cases of severe medical or behavioral concern which extend beyond the scope of humane intervention, the alleviation of suffering by euthanasia.
- Oversees surgical training of Registered Veterinary Technicians and DVM students. Sets the standard for expectations related to preparation and after-care of surgical patients. Assigns trainings and continuing education for staff; assign euthanasia by injection training and necessary certification for Department personnel in conjunction with the Director of Operations.
- Perform forensic examination and/or necropsy related to humane law enforcement cases. The Medical Director supervises all medical intervention for animal cruelty, abuse, or neglect cases. Works directly with the Director of Operations to document findings and prepare reports.
- Occasionally assist with field service calls at the request of law enforcement, or other animal welfare agencies; assist with special cases requiring immediate on-site medical attention.
- Supervises Medical Manager and Surgical lead to ensure deliverables and standards of care are being met including adequate training for Medical Coordinators; makes daily rounds through the shelter to ensure the highest quality of care is consistently provided.

- Practice humane and low-stress handling, methods of restraint, and ability to teach staff.

Communication

- Excellent verbal and written communication skills, with public speaking and presentation experience. Ability to professionally advocate HSHC's positions on issues; experience in supporting, engaging with, and developing relationships with veterinary community members, as well as volunteers, donors, and our customers.
- Critically analyze shelter data to ensure data compliance and ensure that animals leaving HSHC are altered, vaccinated, and of sound health. Identify areas where additional support is needed to create or improve specific medical programs and coordinate with the Director of Operations to facilitate additional support needed to ensure the success and sustainability of Medical Departments operations.
- Proficiency with Microsoft Office products; familiarity with shelter software/animal management software, or desire to learn, comfort learning new systems, including online information systems.

Supervisory Duties

- In conjunction with the Medical and Human Resources Manager; screens, interviews, hires, and actively participates in onboarding and initial training of new employees.
- Consults with Human Resources Manager and Director of Operations regarding progressive discipline, professional development plans, counseling, and terminations.
- Manage the Medical Department's operational budget in conjunction with HSHC leadership and assist with strategic allocations of budget and resources to more efficiently achieve the highest quality of care. Work with the Director of Operations and Director of Development to identify resources and opportunities for increasing the operational budget.
- Facilitate a culture where continued education is encouraged, keep medical personnel informed on the latest techniques and information available.
- Reports to CEO regarding budgetary financials, HSHC medical records, and other deliverables as requested.
- Manage DVM coverage to meet the needs of the organization, schedule and budget for relief coverage.
- Medical Director office hours are Monday-Friday from 8am-5pm. Medical Director is on-call for emergency situations and may be required to work additional hours including weekends and holidays.

Safety and Legal Compliance

- In collaboration with the Director of Operations, ensure proper shelter protocol and solutions for the prevention and management of infectious disease.
- Ensure proper scheduled maintenance of all surgical equipment.
- Stay abreast of Occupational Safety and Health Administration policies and procedures regarding the practice of veterinary medicine, drug control, and animal care and handling are adhered to, to ensure a safe work environment. Ensure all state and federal law regulations are followed.
- Oversees and ensures hazardous materials are being handled and disposed of in the proper manner.
- Supervise the use, inventory, and tracking of all prescription and controlled substances. Responsible for compliance with all laws pertaining to controlled substances.
- Prescribes medications in accordance with manufacturers' label instructions and uses. Understands common side-effects and common drug interactions with other medications. Able to effectively counsel adopters and fosters of animals with medical conditions when appropriate.

EDUCATION, SKILLS, AND EXPERIENCE NECESSARY

- Must embrace our no-kill philosophy and whatever it takes mentality in saving lives.
- Must possess a Doctor of Veterinary Medicine (DVM) degree and be licensed or eligible to be licensed to practice in the State of Indiana with no pending disciplinary actions.
- 5 years management experience in either an animal shelter or HQHV spay/neuter clinic setting performing veterinary medicine. Previous experience in an open-admission animal shelter is highly desired.
- Excellent leadership skills with the ability to act decisively with a get-it-done attitude in fast-paced often challenging situations.
- Excellent problem-solving skills in stressful situations, strong interpersonal skills, and a proven ability to initiate and influence change, a team player, energetic, tactful, and diplomatic. Able to get along with people from diverse backgrounds, as well as the ability to handle sensitive and confidential situations.
- Upholds the Principles of Veterinary Medical Ethics of the AVMA. Maintain proper DEA and license requirements regarding Indiana veterinarian practices. Oversee controlled substance use in collaboration with the Director of Operations.
- Must have experience and confidence working with potentially fractious or dangerous domestic animals.
- Must have experience preparing and conducting annual performance evaluations for Medical Department personnel; actively address performance management, deficiencies, and personnel issues in a timely, professional, and confidential manner. Update and revise job descriptions as needed.
- Be able to pass a criminal history background check and drug screen.

Physical Requirements:

- Must be able to routinely lift 50 pounds.
- Extended periods of time working on the computer with repetitive typing, arm, and hand motion.
- Ability to be in a shelter environment and work in the presence of both cats and dogs.
- Bend, stoop, reach, climb, twist, crawl, stand and walk for an extended period.
- Must be able to work in weather with temperatures varying between extreme hot and extreme cold.
- Process a valid driver's license and qualify to be added to HSHC insurance.
- Ability to perform potentially long or complex surgical procedures on a variety of domestic animals.

Benefits:

- (Anthem) Medical, Dental, Vision, Long/Short Term Disability, AD&D, FSA/HSA, Identity Theft Protection with partial, employer contribution (Dependent Eligibility funded by employee)
- Paid vacation and PTO accrued from day one (*negotiable*)
- Paid time off to meet continued education requirements (*courses not included*)
- Company pays for DVM License renewal
- A robust pet benefits program for HSHC employees' owned pets includes discounts on medications, diagnostics, and variety of free supplies (preventatives, food, potty pads, etc.)
- Company provided phone for after-hours emergencies
- Partial relocation cost reimbursement to be negotiated

I have read the above job description. I agree that I understand and can perform all duties outlined in the above description. I understand that continued employment with HSHC is contingent upon successful completion of a 90-day probationary period, criminal background check and drug screen.

Qualified candidates should email their resume and cover letter to humanresources@hamiltonhumane.com

Applications accepted through June 1st, 2022

Thank you for your interest in pursuing a career at the Humane Society For Hamilton County. HSHC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, or domestic partner status.

To see the [Humane Society For Hamilton County Guide to Benefits](#), [click here](#).