

<b>Job Title</b>	Surgery Department Coordinator
<b>Reports To</b>	Shelter Veterinarian and Senior Medical Manager
<b>Starting Salary</b>	\$18.00/HR - \$22.00/HR Based on Experience

### Job Purpose

The **Surgery Department Coordinator** supports our Shelter Veterinarian in clinical surgery (e.g. intubation, monitoring of vitals, administering IV's, wound care, dentals, emergency triage, euthanasia, O.R. preparation) and ensures post operative care plans are communicated and implemented as required. This individual possesses excellent organizational skills and attention to detail as they will be responsible for creating our weekly surgery schedule ensuring spay/neuter surgeries are completed in a timely manner and according to HSHC policy, as well as all other surgeries shelter animals may require while in our care.

This individual will also spearhead the daily medical care plans for animals in critical condition or those in need of in-house specialty care (e.g. insulin dependent animals, animals requiring special diet/hand feeding, sub-Q fluids, etc.) The **Surgery Department Coordinator** will maintain accurate medical files via Pet Point to ensure information regarding all surgeries, special/critical care plans, and post operative care instructions are documented and communicated appropriately. This individual will also assist in the scheduling and follow up care for special cases involving outsourced veterinary/special care (e.g. orthopedic surgeries, neurology, etc.). Finally, this individual must embrace HSHC's philosophy to provide all animals with an exceptional quality of care that is compassionate, empathetic, and ensures both animals and humans at HSHC are treated without prejudice or discrimination.

### Job Description

- The Surgery Department Coordinator provides direct support to the shelter veterinarian throughout the surgery process. This includes surgical preparation, hands-on support during surgery, and then ensuring animals receive the proper post-operative care recommended by both the shelter veterinarian, as well as, the quality of care expected by HSHC. This individual also ensures our team is informed of any pre or post-operative support and/or care requirements for the animals including the data entry/recordkeeping required to track the animals' surgery notes and future needs.
- This individual is responsible for communicating post-operative care instructions with adopters at the point of pick up as well as scheduling that pick up time with adopters. Appropriate pain medications as determined by HSHC protocols, e-collars if needed (at a fee), etc. along with emergency contact information should be provided to adopters at the point of pick up.
- This individual will guide and oversee team members assigned by the SR Medical Manager to a role while supporting surgery. **Additionally, the Surgery Department Coordinator will assist in any training that may be needed to ensure our team is prepared to support surgeries.**

- This individual will also assist in creating our weekly surgery schedule to ensure all animals are altered in a timely manner and receive a rabies vaccine (when appropriate) prior to adoption, as well as foster home placement. Effective and organized, daily communication must be maintained between this individual and all other Operations Dept. Managers (Front Desk, Fosters, Animal Care, Medical & Operations) to ensure the order of priority surgeries is strategic and prioritizes any animals in the building who have been adopted—but are waiting solely on S/N to go home—as an example of a prioritized S/N.
- All information related to the aforementioned surgical procedures must be documented in PetPoint in a timely and accurate manner. This individual may also be asked to assist in other medical department related data entry and/or administrative support as needed.
- Post operative care instructions must be communicated to the Sr. Medical Manager and to the Foster Team (**when a foster is involved**) to ensure they are communicating this to the foster. This information should be documented in PP per our protocols. All aspects of directed, post-operative care for animals recovering at the shelter should be implemented by this individual when at HSHC; otherwise, the Sr Medical Manager must assign those duties to other team members when this individual is not at HSHC.
- This individual is responsible for keeping the entire surgery suite and operating room clean and organized. This includes preparation of the OR for surgery days, the Xray room and equipment is maintained and kept clean, any and all free standing equipment is also wiped down and maintained (e.g. autoclave) and that we are utilizing the washer/dryer to launder surgery specific items. This also includes basic cleaning of the floors, counter tops, and all other items in this area (e.g. refrigerator).
- This individual is responsible for maintaining an inventory list of all surgery related items, surgery related medications/products, or equipment that we may need (e.g. sedation meds, fluids, O2) That list should be provided to both the Sr. Medical and Operations Managers on a weekly basis/as items are needed in ample time to order those items.
- This individual will create and maintain individual medical treatment plans for all critical cases for animals in HSHC's care. This individual will spearhead the treatment of these animals on a daily basis. If it is determined that a current treatment plans are not successful, an alternative treatment plan will be created by seeking guidance from the Shelter Veterinarian. When the Surgery Department Coordinator is scheduled off they are to work collaboratively with the Sr. Medical Manger to ensure treatment of critical cases are being administered.
- In collaboration with our Shelter Veterinarian and the Sr. Medical Manager, this individual will ensure any controlled substances are maintained, secured and tracked in accordance to DEA regulations and HSHC protocols.
- This individual may be asked to support the medical department as needed/other duties as assigned.
- This individual will be included in the rotation of our Medical Department's holiday scheduling as well as the scheduling for after-hours emergencies, irrespective of their standard weekly schedule.

## Qualifications

### Applicants must:

#### Philosophically

- Embrace and foster a positive, “whatever it takes” culture throughout the department.
- Embrace our no-kill philosophy and be driven by our life saving measures.

#### Hard Skills

- Have a veterinary medical background that includes, but is not limited to, supporting a veterinarian in clinical surgery (e.g. intubation, monitoring of vitals, administering IV's, wound care, dentals, emergency triage, euthanasia, O.R. preparation) and providing post operative care. Candidates with RVT certification are a PLUS but not required.
- Have exceptional animal handling skills including fearful and/or fractious animals and/or those with vet anxiety.
- Have applied experience and demonstrated success identifying and supporting a treatment plan for common medical conditions/illnesses associated with dogs and cats, especially in a shelter environment. This includes, but is not limited to: upper respiratory infections, heartworm disease, ringworm, demodex/sarcoptic mange, other skin infections, ear and eye infections, thyroid conditions, etc.
- Be proficient in medical calculations (drugs, constant rate infusions, unit conversions, etc.)
- Be proficient using a computer including experience using Microsoft Office, email, and entering/searching for information in data management software such as PetPoint, Excel, or other equivalent database.
- Have experience handling dogs and cats who may be frightened, reactive, have vet anxiety and/or potentially fractious.
- Be able to lift a minimum of 50 lbs. without health risk.

#### Soft Skills/Other

- Be extremely organized with attention to detail.
- Be a self-starter with excellent problem-solving skills.
- Be an excellent multi-tasker.
- Be an excellent communicator—both written and verbal.
- Be comfortable navigating difficult and stressful situations.
- Be able to pivot and react quickly to the unplanned challenges that often occur in our world each day.
- Be flexible to work some nights and weekends and holidays.
- Thrive in a fast-paced work environment where you are surrounded by the distractions of animal sounds, smells, and their respective allergens.

### Benefits Package:

- Full-Time employees are eligible for benefits after 60 days of employment. HSHC offers several insurance options, including but not limited to medical (Anthem), dental, vision, Long/Short Term Disability, FSA/HSA, Identity Theft Protection, and Life Insurance.
  - Generous vacation and paid time off accrued from day one.
  - **Robust Pet Benefits Package for employee owned pets.** Includes annual vaccines, diagnostics, x-rays, preventatives, and prescription medications (requires a DVM script) at cost. Other select pet supplies like potty pads, carriers, food, bowls, bedding, etc. are available at no cost in the designated ‘free’ storage bins.
  - Retirement plan option available.
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**Qualified candidates should apply online OR email a resume and cover letter to [humanresources@hamiltonhumane.com](mailto:humanresources@hamiltonhumane.com).**

*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, gender identity, domestic partner status, or any other status protected by federal, state, or local law. Applicants are not required to live in Hamilton County.*

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.*