



Position: Clinic Manager
Reports to: Operations and Animal Care Director
Compensation Category: Salaried– Full Time
Pay Range: \$30,000 and up

Position Summary: Provides direct medical care for all of the animals in the shelter. Confers with GHHS Veterinarian as well as with Veterinarians under contract regarding the medical needs of the animals. Examines all animals upon acceptance into the shelter. Provides basic immunizations and medical care as needed; transports animals to Veterinarians for treatment or procedures. Makes sure isolation procedures are followed for any contagious animals. Works with O/AC Director CEO and staff, GHHS Board of Directors and Animal Care Committee to develop and implement GHHS policies related to animal care and treatment. Works with the other animal care staff and volunteers to effectively and efficiently operate the shelter and ensure proper care for the animals.

Responsibilities:

- Handle, restrain and triage all animals entering the shelter. Workup exam to include blood test for heartworm or Parvo for canines and FEL/FIV for felines.
- Daily rounds of the animals; participate in morning cleaning.
- Make and keep appointments for vet checks & exams.
- Intake paperwork entered in computer & hard copies filed
- Medicate orally, SQ, and IM as directed;
- Prepare animals for surgery, and after inspect and clean all incisions;
- Efficiently prepare animals for adoption regarding health exams, inoculations and baths;
- Properly record all activity in Shelter Buddy;
- Keep the clinic area properly organized and cleaned, and all drug, vaccines and syringes locked and accounted for on a daily basis;
- Supervise Animal Care Staff & volunteers in absence of Director of Animal Care/Operations;
- Cleans kennels, cages and shelter as part of daily animal care.
- Maintain medical supply inventory;
- Orders and maintains current inventory of all medical supplies (including microchips), chemical cleaning/disinfectant products; negotiating for the best price for the highest quality.

- Responsible for handling the Helping Paws Good Samaritan vouchers and keeping track of the current funds available for the program.
- Liaison to Animal Care Committee
- Contracts for services with participating Veterinary Hospitals for reduced cost of services; consults with contracted Veterinarians regarding complex or special care & provides authorization of such care.
- Authorizes emergency medical care after normal business hours at the Emergency Animal Clinic per GHHS protocol.
- Maintains awareness of industry standards and innovations through publications, attendance of seminars, contact with persons of equivalent positions in similar organizations and other educational opportunities;
- Performs such other duties as assigned.

Qualifications: Licensed Veterinary Technician preferred or Associates Degree in Animal Science. Three years experience in a veterinary clinic, animal shelter or related field, handling, medicating, restraining and caring for animals; computer skills; organization skills.