



Title: Medical Technician –Shelter Medical Lead

Position Summary: The Medical Lead, under the direction of the Medical Manager, is an entry-level managerial position who assists in the provision of medical care of animals in the shelter and foster. Administers medications, triage incoming animals, performs basic laboratory tests, and performs euthanasia. Works well independently and under pressure but as part of a team to ensure timely, quality medical care for all animals in the shelter. S/he creates and maintains a positive and supportive environment for the public and staff in a way that reflects the values and mission of the Animal Rescue League of Berks County (ARL). S/he ensures compliance with organizational policies and procedures specifically with regard to animal care, treatment, and housing and is responsible for ensuring daily behavior and enrichment plans are implemented and completed. The position of Medical Lead includes administrative, supervisory and personnel-related duties.

Supervisor: Medical Manager

ARL Culture:

Working at the ARL requires a positive attitude and high emotional intelligence. We have an inclusive, mission-driven, people-first culture of compassion in adherence with our organizational values (www.berksarl.org/values) and the animal-sheltering industry's human-animal support services model (www.humananimalsupportservices.org). Advocacy of the ARL and animal welfare as it relates to animal sheltering is central to organizational goals and community/stakeholder conversations.

Staff members at all levels are expected to be ARL mission ambassadors. This person will be devoted to assisting the organization accomplish the necessary philanthropic duties that will assist in raising funds and spreading positive awareness of the organization to the community. These duties include, but are not limited to:

- Providing needed information for stories and promotions.
- Ensuring the needs of the animals and public are met whenever possible.
- Assisting with events or fundraising as needed.

Examples of Duties and Responsibilities:

- Assist the Medical Manager in the development, implementation and maintenance of operational and organizational policies, animal database system and other related software

- Evaluate medical related services and recommend improvements to enhance and promote adoption and public support of ARL
- Helps with the management of the animal population including the movement of animals through the building
- Assists with inventory and relays ordering needs to Medical Director to ensure that the staff has the adequate supplies required to provide appropriate medical care.
- Trains, supervises and supports medical staff, volunteers, and interns in daily operations, and ensures customer service is exceptional at all times
- Models professionalism and exceptional customer service while actively promoting ARL's mission, services, programs and events, adhering to ARL's policies and guidelines, and provides a non-judgmental, positive atmosphere/experience for visitors, callers, online communications, staff and volunteers.
- Oversees the accurate and thorough completion of database entries, animal and person records, and other related forms
- Maintains, updates and implements medical standard operating procedures
- Follows established protocols to clean, disinfect and maintain all animal areas within the medical department
- Works cooperatively with the other department leads and senior staff on effective daily operation of the shelter
- Schedules and leads regular check-in meetings with shelter technicians and properly documents and relays information from those meetings to Medical Manager.
- In absence of the Medical Manager, assume all operational responsibilities in managing the medical department under the guidance of the Medical Director
- Provides Low stress handling, restraint and triage of all animals entering the shelter
- Oversees the general medical procedures for sheltered animals according to established protocols
- Assigns medications, as stated in our protocols, and follows up with treatment logs daily
- Maintains a high level of communication with the Medical Manager and Chief Medical Officer to keep them abreast of the conditions of all sheltered animals
- Reviews animal records on a daily basis to ensure that all medical or treatment records are up to date and accurate
- Schedules vet visits for our surgery center
- Assists with adoptions when medical information is needed
- Assists with the medical care of animals in our foster program
- Medicates orally, SQ and IM as directed by the Veterinarian
- Collects appropriate samples and perform basic laboratory tests, including decapitation for rabies testing
- Implantation of microchips
- Participate in daily rounds
- Works with the Animal Care Supervisor to ensure staff is aware of all medical conditions that need to be monitored
- Performs Euthanasia

- Properly records all drug activity, DEA logs, and statistics, as required by law and ARL's policy
- Maintains accurate and complete medical records, including computer data entry
- Cleaning of medical areas, equipment, kennels and cages as needed
- Maintains medical and laboratory equipment
- Able to perform aging, sexing, and accurate breed identification
- Other job duties as assigned

Skills and Requirements:

- Seasoned supervisory experience with a demonstrated ability to direct, lead, delegate, problem solve and offer support
- Must be 21 years of age or older
- Minimum of 3 years of experience working in veterinary medicine
- Previous experience working in shelters preferred but not required
- Good written and oral communication skills
- Ability to positively interact with colleagues, coworkers, and community members from widely varied backgrounds with integrity and honesty throughout all facets of the position, maintaining confidentiality at all times
- Critical thinking and problem-solving skills, able to multi-task and prioritize
- Dependable, reliable, and efficient
- Must have a valid PA driver's license
- Must be able to lift at least 50 pounds and stand for prolonged periods of time
- Must have a passion for the mission of Animal Rescue League of Berks County

Work Environment:

- The employee will regularly be exposed to the following: potentially zoonotic diseases (including rabies), large animals, wildlife, loud noises (e.g. barking dogs), and odors
- Examination, restraint, and treatment of a high volume of animals is physically and emotionally demanding
- Euthanasia is performed in the facility and assisting with best practice euthanasia is a specific job task for this position
- Exposure to odors and airborne particles including animal fur and toxic chemicals
- High levels of noise
- Can be fast-paced and stressful, working with emotional clients
- Department Hours of operation between 8am and 9pm seven days a week, flexible work hours will be required (including holidays, weekends, and overtime)
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Overtime: This position is eligible for overtime.



Full-time, non-exempt, competitive salary, education opportunities, plus benefits, including medical, prescription, vision and dental insurance, sick leave, annual leave, and IRA plan. Will require nighttime, weekend and holiday work.

Note: This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the on-going needs of the organization.

Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Director of Human Resources Signature

Date

