

Job Description
Medical Director - SAFE Care Spay/Neuter Clinic

- Job Relationships:** Reports to Executive Director, provides supervision for spay/neuter clinic veterinary technicians, office manager/scheduler, surgical assistants, and volunteers
- Job Summary:** Transformative opportunity for an experienced small-animal veterinarian to make a difference in Eastern North Carolina. Ownership of a high-volume, high-quality spay/neuter clinic with an established team, new facilities, and fully equipped to alter and treat 7,500 cats and dogs annually. Responsible for daily care and sterilization of all surgical patients. Supervise medical care of all animals. Establish medical protocols to ensure safe and appropriate care of animals. Counsel owners with medical questions as needed. Train clinic employees in appropriate medical care and techniques.
- About SAFE Care:** Established in 2001, SAFE Care Spay/Neuter Clinic has sterilized over 34,000 cats and dogs in its history, serving 26 counties in North Carolina. The clinic shares its operational and support staff with SAFE Haven for Cats, a 501(c)(3) rescue and adoption center located in Raleigh.

Responsibilities:

1. Examine animals pre-op to determine their appropriateness for surgery.
2. Perform surgical sterilizations.
3. Examine animals post-op as necessary to ensure appropriate healing.
4. Inoculate animals and provide recommendations for follow-up care.
5. Supervise veterinary technicians, surgical assistants, and volunteers.
6. Supervise cleaning protocols for prevention of infectious/zoonotic diseases.
7. Remain current on safe and efficacious medical protocol regarding anesthesia and surgery through continuing education.
8. Supervise handling and recording of controlled substances by veterinary technicians.
9. Supervise post-op rechecks and order of medical treatments as necessary to ensure complete surgical recovery.
10. Supervise and recommend necessary steps for the physical and mental health of the cats cared for in the SAFE Haven shelter.
11. Actively promote spay and neuter and educate clients on responsible animal ownership.
12. Actively support volunteers and promote the development of skills related to the advancement of the clinic goals and mission.

13. Represent SAFE Care Spay Neuter clinic in a professional and courteous manner at all times.
14. Provide quality service to clients, volunteers, and staff recognizing their individual contributions to the success of the clinic.
15. Meet all standards to maintain N.C. Veterinary license through continuing education and licensing requirements.
16. Maintain DEA license requirements.
17. Meet all standards to maintain the annual clinic license as approved by the N.C. Veterinary Medical Board.
18. Supervise hiring of support staff as needed.
19. Provide material for the veterinary medical column of the shelter newsletter every other month.
20. Participate in regular staff meetings.
21. Participate on committees and special projects as assigned.
22. Other duties as assigned.