



JOB ANNOUNCEMENT

ANIMAL HEALTH MANAGER

The Animal Health Manager position at the Rockingham Harrisonburg SPCA works closely and collaboratively with the veterinarian in charge (VIC), shelter operations managers and their team of five staff to meet the medical needs of the animals in our care.

The Rockingham Harrisonburg SPCA is seeking to fill the position for Animal Health Manager. This person will be responsible for overseeing the daily medical needs of the animals in our care. It's a critical role within the organization and we're seeking someone with initiative and aptitude to join our team and help support our mission.

About the RHSPCA: Located in Harrisonburg, Virginia the RHSPCA is a private non-profit animal welfare organization with impoundment contracts for the City of Harrisonburg and Rockingham County. We receive on average 3,000 animals a year and strive to create positive outcomes for the animals that come into our care.

You can submit resume and cover letter in the following ways:

In Person:

2170 Old Furnace Rd. Harrisonburg, VA 22802

Via Email:

Subject: Animal Health Manager

To: HNawaz@rhspca.org

JOB DESCRIPTION

JOB TITLE: Animal Health Manager

DEPARTMENT: Shelter Operations

ACCOUNTABILITY: Executive Director

FUNCTION: The Animal Health Manager's primary responsibility is to protect, maintain and improve the health of the animals in the care of the Rockingham Harrisonburg SPCA. They will fulfill this responsibility by working closely with the veterinarians to develop protocols and provide care for special medical cases; oversee a staff of five (5) to ensure timely performance of intake exams, health checks and daily care for sick animals; ensuring animal records are up to date and working collaboratively with other shelter operations managers.

SALARY: \$47,500 - \$55,000

DUTIES AND RESPONSIBILITIES

General:

- Perform duties in a manner which promotes a positive culture and encourages attainment of RHSPCA goals.
- Ensure quality care and humane treatment for the animals in the care of the RHSPCA.
- Works courteously and cooperatively with the staff, volunteers, fosters, adopters, partners, and donors to ensure that all RHSPCA policies and procedures are followed, and new ones implemented successfully.
- Ability to multitask, take and follow directions, adapt, and accommodate changing demands and make appropriate prioritization decisions.
- Assist in implementing operation compliance with current federal, state, county and local laws, regulations and guidelines that affect operations.
- Serve as primary contact for operations staff and veterinarians for the medical health of the animals.

Primary Responsibilities and Duties

- Oversees a staff of five team members assigned to the Animal Health Team and is responsible for:
 - Creating schedules, approving timecards and PTO.
 - Updating job descriptions, participating in hiring and performance reviews.
 - Directing performance through regular meetings, goal setting, appraisal, and accountability.

- Oversees performance of Animal Health Team staff and volunteers. Primary functions for these positions include:
 - Performing intake exams and health checks
 - Administration of vaccines and medications
 - Monitoring animal health
 - Updating and accurately maintaining animal records
 - Cleaning and sanitation of the exam room and intake areas.

- Works closely with the Shelter Veterinarian in Charge and Executive Director to:
 - Maintain and update medical protocols
 - Identify the needs and ensure treatment for special medical cases
 - Train and develop Animal Health Team members
 - Assess department spending
 - Best utilize ShelterLuv (shelter software) for optimal record keeping\

- Works collaboratively with shelter operations managers to:
 - Optimize the flow of animals to reduce length of stay for the animals
 - Ensure the Five Freedoms of animal welfare for each animal in our care

Other Responsibilities

- Schedule offsite vet visits, ensure updates to animal records and the treatment plan is followed.
- Assist in developing training related to animal health and disease management.
- Perform inventory and oversee supply ordering.
- Maintain the schedule for veterinarians and participate in vet exams.
- Coordinate off site appointments including those for spay - neuter surgery and transport of animals for these appointments.
- Assist with euthanasia decisions and become certified to perform euthanasia.

Communication:

- Communicate with and work closely with RHSPCA shelter staff regarding people service (including customers, volunteers, fosters, veterinarians) and animal care.
- Communicate well in person, via email and telephone with individuals within the organization and outside to ensure success of the programs.

Perform related work as required. Job responsibilities and opportunities may change as organizational needs change and grow.

QUALIFICATIONS:

The Animal Health Manager needs to be able to perform the essential duties satisfactorily. The qualifications listed below are representative of the knowledge, skill and ability required:

- Current Vet Technician License in Virginia strongly preferred.
- Minimum of two years of working hands on with animals in a veterinary setting is required.

- Minimum of three years management experience is required.
- An existing Fear Free Shelters certification or ability to attain within 90 days of employment.
- Licensed to perform humane euthanasia in the state of Virginia or ability to attain within 1 year of employment.
- Proficiency in Google suite platforms, docs and sheets.
- Ability to work independently without close supervision.
- Ability to work collaboratively with a positive and upbeat attitude.
- Knowledge of dog and cat behavior and safe handling practices is required.
- Must be available to work alternating weekends and be responsive to emails and phone calls relating to animal emergencies.
- Ability to use sound judgment in all decision making while working independently in a fast-paced environment.
- Hold a valid driver's license and reliable transportation.

PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals.

COMPENSATION

This is a salaried (exempt) position offering a competitive rate based on experience with a salary range of \$47,500 - \$55,000. After a period of employment, the Animal Health Manager is eligible for medical insurance and PTO.

NATURE OF EMPLOYMENT

The Animal Health Manager is an exempt position, which generally requires a minimum of 40 hours per week and may weekend and evening work as well as overnight on-call on a rotating basis.

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the RHSPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.