Job Description
Nine Lives Foundation

Title: Shelter Medicine Director

Reports To: Executive Director

Location: NINE LIVES FOUNDATION with facilities at 3137 Jefferson Avenue, Redwood City CA 94062, and 3106 Rolison Road, Redwood City CA 94063

Classification: Salaried, exempt

POSITION SUMMARY

Nine Lives is committed to providing spay/neuter and adoption for felines in our community (San Mateo County) and beyond our county borders, through robust partnerships and community outreach.

We are a no-kill 501c3 organization playing a critical role in saving lives by providing low-cost spay/neuter services for trappers, rescue groups, other 501c3’s as well as private clients who need low cost options. We also manage adoptions in our Rolison Rd. location and provide important resources to our adopter community.

Nine Lives embraces best practices in Shelter Medicine and has undergone significant organizational change to position ourselves as an impactful organization. We are looking for a Veterinary professional to lead our medical team of part-time vets, s/n surgeons, RVTs and vet assistants in providing care for shelter animals and high-volume s/n for ferals and rescue groups. In addition, the role involves partnering with the ED to lead our change management and community-leadership efforts through collaboration, staff leadership, data, science, and a sense of urgency to increase our lifesaving capacity.

We aren't satisfied with achieving and maintaining a “no kill” status just for Nine Lives; we want to see all of California achieve this designation and we actively partner with other shelters to alleviate unnecessary euthanasia and feline suffering.

September 1, 2022
The Shelter Medicine Director is responsible for overseeing medical and surgical care for cats treated at the Nine Lives Spay & Neuter Clinic and Low-Cost Vaccination Clinic, as well as cats in the care of Nine Lives Foundation (i.e. Foster Care and Available for Adoption).

To provide the highest standard of shelter management practices with high levels of accountability for results, this position will be hands-on and have a mix of clinical/surgery, training and development of veterinary and technician staff, and about 10% administrative/leadership functions to include intake/rescue capacity management and partner shelter interface, budget management, strategic planning, departmental collaboration, SOP creation, and partnering with other leaders.

The Director oversees the coordination of all controlled substance processes including ensuring compliance with medical staff activity related to ethical and legal compliance, rules and regulations, and all external regulatory agencies including but not limited to CVMB, DEA, DHHS, as well as federal and state mandates. This role will be a key leadership team role as well as an active participant on our board (non-voting member).

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Medical Services**

- Provide medical care for Nine Lives shelter cats, including those in the two Nine Lives facilities (Clinic and Adoption Center), in temporary foster care as well as FeLV+ and special needs cats in long-term foster homes; providing direction to veterinary staff on the care needed.
- Define criteria for which cats Nine Lives will intake; oversee and/or perform intake exams and provide any necessary treatment during intake.
- Define/update and implement standard medical, surgical and drug protocols and ensure all veterinary and technician staff are trained on the correct protocols.
- Perform high volume spay and neuter services.
- Perform other surgeries as needed, including dental cleanings/surgeries, enucleations, amputations, exploratory surgeries, etc.
- Ensure that we are maintaining our adoption goals, shortening the length of stay for our cat population and providing informative disclaimers to our prospective adopters.
- Ensure the maintenance of accurate and complete medical records (including treatments, examinations, test results, surgeries and outcomes) and other records required by local and state laws.
- Oversee the weekly low-cost vaccination clinic.
- Ensure staff maintain electronic/paper medical records in ShelterLuv and other designated systems to ensure operational excellence.
- Ensure to conduct medical reviews when necessary to forensically analyze areas of improvement as well as providing objective feedback to our medical staff.

September 1, 2022
Leadership and Staff Development

- Lead the medical staff including regular professional staff, contractor Vets, Registered Veterinary Technicians and Veterinary Assistants as well as relief staff, to include recruiting and hiring the team and optimizing their work schedules for organizational efficiency.
- Build a culture of collaboration with other shelters and internal staff, ensuring a respectful and professional work environment.
- Provide guidance on procedures/protocols to be followed by kennel care assistants, volunteers and cleaners to ensure the welfare of cats in our facilities.
- Work closely with the team of veterinarians, veterinary technicians, board members and operations staff to deliver on the Nine Lives Foundation mission and provide the best outcomes for cats.
- Make recommendations to the Board of Directors on opportunities to improve Nine Lives operations; work with the Nine Lives team to enhance processes and operations and attend monthly board meetings as a non-voting member. Collaborate with the ED and other Board Members in discussions and decisions on key governance and operational topics including vision and mission, staffing decisions, and operational decisions.
- The ability to work closely with the Executive Director to oversee maintaining surgery volume and adoptions that will enable Nine Lives to continue its operations and staffing.
- Lead change and skillfully delegate and hold staff accountable for deliverables. Exhibits managerial courage, leadership and strong communications skills.

ABOUT YOU

*Are you an experienced veterinarian who is passionate about cats and shelter medicine, and who wants to work in a rewarding environment with autonomy to make medical decisions with control over your schedule?*

- Doctor of Veterinary Medicine (DVM, VMD) or equivalent required.
- California State veterinary license and DEA license required.
- 3+ years of experience in and passion for shelter medicine.
- Experience in feline medical care and high-quality, high-volume spay/neuter surgeries preferred.
- Strong interpersonal skills to handle sensitive and confidential situations. The ideal person for this job would be a team player, personable, professional, upbeat, and energetic, takes initiative, uses tact and diplomacy.
- Valid California driver’s license.
- Advanced computer skills including Microsoft Office; knowledge of ShelterLuv a plus.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT
● Ability to stand for long periods of time while performing work requiring concentration and manual dexterity.
● Physical requirements include frequent lifting and carrying up to 35 pounds. Subject to climbing, kneeling, lifting, sitting, standing, stooping, bending, and walking to perform the essential functions.
● While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal waste; possible exposure to contagious diseases.

Why Nine Lives?

● Flexible schedule; an environment where a big impact can be made quickly.
● Retirement plan, medical and dental benefits, vacation and sick program.
● No weekend hours.
● Ability to utilize the Public Student Loan Forgiveness Program (PSLF).
● Continuing Education Funds and paid CE time.
● This job description reflects the essential functions of the role and that other duties may be assigned and that opportunities may exist for a visionary individual who wants to make an impact on animal well-being.