

In lieu of providing a cover letter, we ask that you answer these two questions when submitting a resume:

1. What interests you about working at Feral Cat Spay/Neuter Project?

2. How would you describe your ideal working environment?

### Feral Cat Spay/Neuter Project

**Position title:** Part-Time Medical Director  
**Reports to:** Executive Director  
**Starting Salary:** \$58,000-\$70,000/year  
**Position:** Part-time, approximately 9 days a month  
**Last Revision:** October 2023  
**Work Location:** Feral Cat Spay/Neuter Project Clinic in Lynnwood, 2 days per week and Satellite clinic in Renton, WA one day a month

**Do you want a position that values work/life balance while making a difference in the community? An average day is 6-7 hours, and no weekends are required. Candidates who may not meet the spay/neuter surgical criteria but have HQHV experience are welcome to apply as training resources may be available.**

#### **Benefits and Perks:**

##### *Time Off*

Paid Holidays and Paid Time Off (PTO): Two weeks off annually at the end of the year, four fixed holidays per year (Memorial Day, Fourth of July, Labor Day, and Thanksgiving), two floating holidays, and one week to PTO to start

Bereavement leave for pets and family members

##### *Additional Perks*

Annual continuing education allowance

Annual scrub allowance

Reimbursement for licensing and membership fees related to the position

**Summary:** The Medical Director (MD) for Feral Cat Spay/Neuter Project is responsible for overseeing the overall care and high-quality sterilization of clinic patients. In addition, the MD oversees medical operations including DVM staff, contract & volunteer veterinarians, medical policies, and varied outreach to ensure that the Feral Cat Spay/Neuter Project is functioning efficiently and with strong community support. The MD collaborates with the Executive Director, Lead Veterinarian, and Clinic Manager on contingency planning, veterinary community relationships, and additional community outreach projects.

A typical work week includes two days per week at FCSNP Lynnwood location. In addition to the Lynnwood location days, travel to the satellite location in Renton once a month to oversee veterinary staff and medical operations is part of the MD position. The FCSNP Lynnwood location is open Monday-Thursday and the Renton satellite location operates typically on Fridays with an occasional Saturday. Both locations are closed for major holidays and two weeks at the end of the calendar year.

## Primary Duties - Feral Cat Spay/Neuter Project

### Medical Policy Oversight and Administration: 30%

- Assure clinic compliance with all federal, state, and local laws and regulations, including the DEA.
- Monitor changes within the humane community and in veterinary medicine to maintain current safe and efficacious protocols, procedures, and equipment.
- Review current medical policies, practices, and methods and revise as necessary to reduce costs, encourage growth, and improve efficiency.
- Work with the Executive Director and Clinic Manager to implement goals attached to our five-year strategic plan.

### Personnel: 30%

- Oversee DVM staff including the Lead Veterinarian and relief veterinarians
- Recruit and hire DVM staff in conjunction with the Executive Director
- Work with DVMs on the development of annual goals, provide ongoing feedback, and conduct annual reviews for direct reports.
- Oversee and maintain relief veterinarian scheduling.
- Maintain and facilitate FCSNP Volunteer Veterinarian program, including recruiting, scheduling, training, and overseeing volunteer veterinarians.

### Community Relations/Mentoring: 20%

- Oversee and maintain FCSNP's mentorship program, including responding to inquiries for information on our clinic model.
- Initiate and foster good working relationships with the local and state veterinary medical associations and other organizations that are partners or clients, and governmental agencies.
- Maintain awareness of the practices of similar organizations and bring in new ideas to our group.
- Maintain a working knowledge of significant developments and trends in the field and pass those developments along to others in the field as part of FCSNP's ongoing mentoring program. Provide tours to interested individuals and groups at the clinic so that our model can be observed and learned.

### Surgical and Program: 20%

- Examine patients pre-op to determine their ability to withstand surgery.
- Perform approximately 10-15 feline spay/neuter surgeries per day (this is done in addition to up to 35 surgeries performed by the Lead Veterinarian) on special clinic days (approximately 1-2 times a month).
- Examine patients post-op as necessary to ensure appropriate recovery.
- Perform procedures on free-roaming patients who are in need. Procedures include but are not limited to hernia repair, enucleation, pyometra, toe or tail amputations, and cryptorchids.
- Fill in occasionally for the Lead Veterinarian.

**Required Knowledge and Abilities:**

- Ability to perform or to be trained up to perform up to 35 high-quality spays and neuters.
- Ability to observe, assess, and respond to patient symptoms, reactions and recovery progress.
- Ability to anticipate and identify problems and needs and solve them and/or communicate them appropriately.
- Ability to react calmly and effectively in emergency situations.
- Ability to communicate complex processes/concepts to a wide variety of people, both in written and verbal form.
- Establish and maintain cooperative and effective working relationships with others.

**Education and Experience:**

- Valid Washington Veterinary license.
- Valid DEA license or willingness to get one.
- One+ year experience in high quality/high volume spay/neuter environment, including pediatric, cryptorchid, pyometra, and third-trimester pregnancies.

**Physical Abilities:**

- Standing for extended periods of time while performing complex surgical procedures.
- Must be able to lift up to 20 lbs
- Pass a criminal background check.

**COVID-19 Vaccination Policy:**

All employees, including relief staff, are required to be fully vaccinated for COVID-19 by May 5th, 2022 unless they have been granted an accommodation for a medical or religious reason (see below). Fully vaccinated at FCSNP includes your initial vaccination(s) and also the appropriate booster.