



## THE WILDCAT SANCTUARY



**Role:** CVT Hospital Manager **Reports to:** Operations Director

**Exempt status:** Salaried Exempt

The goal of the CVT Hospital Manager is to ensure the health and wellbeing of The Wildcat Sanctuary cats through the coordination of medical treatments and health checks. This person will hold primary responsibility for the workings of the hospital and the veterinary department and compliance with TWS standards and protocol.

Under the general direction of the Operations Director and working closely with TWS' veterinarians, the primary role of the CVT Hospital Manager is to ensure effective hospital operations and record keeping; ensure medical treatments run smoothly; coordinate communication with the vet team; and provide personalized care for critical or new residents. Must have or acquire working knowledge of all hospital equipment and provide training to Caretakers, Interns, and new Hospital Team volunteers.

The CVT Hospital Manager will work with the Clinic Coordinator to ensure that all TWS policies are being followed when working with residents of the sanctuary to ensure the safety of both humans and animals. This person will need to be able to lead from a medical standpoint while taking direction regarding the safety of exotic cat species.

The right person for the position will:

- Ensure that all TWS, USDA and GFAS protocols and safety procedures are followed in the hospital by vets, vet technicians and staff when providing medical treatments or care.
- Successfully train and manage veterinarians and vet staff to ensure meeting the TWS standards and policies/procedures including veterinarian review if needed.
- Ensure that all veterinary medical records and observations are being properly documented and maintained in vet software and any hard copy files. Ensure follow through on all cases, pending lab results and appointments.
- Manage communication between Vet Team and Clinic Coordinator or Zone Lead regarding animal conditions, treatment plans, and follow ups. Ensure that Caretaker are executing medical directions appropriately or provide training/back up when necessary.
- Communicate animal lists for weekly vet days with Vet, Vet Tech, Clinic Coordinator and ED via email at minimum 1 days prior to vet day.
- Schedule wellness exams and other routine medical appointments (such as nail trims) per TWS standards and protocols.
- Work with Operations Director and Animal Care Manager to schedule caretakers for the Vet Assistant role and ensure that they are trained appropriately beforehand on all hospital equipment and procedures.
- Coordinate shipping of biological samples that are sent to outside reference lab
- Work with Operations Director, Veterinarians and Donor Services Coordinator to ensure volunteers are on-boarded and trained per TWS standards, mentored appropriately, and receive a positive experience.
- Ensure hospital is clean, organized and maintained always and compliant and that vet team is



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properly trained.

- Order all necessary medications, equipment and necessary supplies directed by vets and according to budget.
- Coordinate and maintains inventory of all clinic supplies, pharmaceuticals, vaccines, laboratory and sterilization equipment. Rotate stock, check expirations dates.
- Be responsible for the upkeep, maintenance and recertification of hospital equipment in tandem with vet of record.
- Maintain USDA binder and all veterinary required documentation, acquisition/disposition spreadsheet, staff bios, etc.
- Manage monthly DEA drug inventory and reporting as well as insuring drug logs are accurate.
- Assists in surgeries including setting up, running anesthesia, scrubbing in as needed, and monitoring patients.
- Maintain inventory of medications and checks for low stock or expired products.
- Assist with monitoring of residents' well being through walk throughs and consultations with Animal Care Manager, Clinic Coordinator, and Caretakers.
- Consult with Operations Director in the recruitment of new staff and volunteers to support the growth of the veterinary department.
- Willing to be trained and proficient in chemical immobilization within the first 60 days of employment.

### Basic Qualifications:

- Certified Veterinary Technician in the state of Minnesota.
- At least two years serving in a leadership or coordination position in a clinic setting.
- Proficient in hospital equipment including x-rays, ultrasound machines, anesthesia, etc.
- Understanding of zoonotic diseases and medications.

### Preferred Qualifications:

- Previous experience working with large carnivores in a zoo or sanctuary setting.
- Detail oriented and experienced in office administration.

### Additional Expectations and Culture Fit

- Adhere to Sanctuary policies, procedures, and protocols.
- Foster an open and inclusive work environment by modeling TWS behaviors and values, consistent with the vision, mission and strategic anchors of the organization.
- Professional respect, empathy and kindness toward coworkers, managers, and subordinates, as well as donors and volunteers.
- Friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.
- Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule and commitment.



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- Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.
- Must be able to handle the physical and emotional aspect of work in a sanctuary and have high level of resiliency.
- Critical thinker who can offer recommendations and creative solutions.
- Willingness to do what is needed in the moment to benefit the animals and organization. (Regardless if this falls under job description)
- Must be results-oriented, self-reflective and take responsibility for actions.
- Attention to detail as it pertains to animal wellness and safety. Always going above and beyond for the animals.
- Valid driver's license and reliable transportation to our rural location in all four seasons is required.
- Willingness to accommodate TWS dogs and domestic cats in the work place.

### Compensation and Benefits:

- Compensation: \$48,000 per year.
- 401(k)
- Health Insurance
- Vacation/Sick Time

### How to apply:

Email résumé and cover letter to [kellym@wildcatsanctuary.org](mailto:kellym@wildcatsanctuary.org)