



Lucky Dog Animal Rescue

Program Manager for Veterinary Care/ Vet Tech

Lucky Dog Animal Rescue (LDAR) seeks a Program Manager for Veterinary Care to oversee and coordinate veterinary care for Lucky Dog's animals. Founded in 2009, LDAR is a volunteer-powered 501(c)(3) that has saved more than 34,500 homeless and abandoned animals since its founding, and the Program Manager for Veterinary Care will assist the organization in furthering its mission and saving even more animals in years to come.

Position Overview

Reporting to the CEO, the Program Manager (PM) will support Lucky Dog animals by managing medical cases and care. The PM will be responsible for making veterinary appointments, managing medical care, ensuring proper medications are dispensed, maintaining medical records for all animals and consistently following up with fosters on daily medical and behavioral needs.

The ideal candidate for this job is resourceful, detail oriented, organized and has a veterinary technician background. The Lucky Dog organization is powered by the volunteers, requiring high levels of customer focus, engaging communication and responsiveness to both the volunteers, fosters, the Lucky Dog Staff and potential and past adopters.

This position requires a flexible, non-regular work week with the flexibility to work weekends. The days off are Tuesday & Wednesday.

This position balances working from home and at the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Vetting & Medical Record Review

- Animals in Foster Care
 - Schedule & Track veterinary appointments for all foster animals through LDAR approved vetting partners, including managing spay/neuter and heartworm appointments
 - Administer vaccinations to dogs and cats as needed
 - Maintain accurate records and tracking systems of all medications and appointments for animals currently in foster care
 - Review records for all animals prior to entering LDAR's care (before intake and when being returned after adoption)
 - Review invoices each month from veterinary partners for accuracy
 - Help provide medical care when needed (including fecal exam, heartworm tests, etc.)
 - Ensure fosters receive correct medications
 - Communicate with fosters and adopters regarding animal veterinary care and future needs, including upcoming spays, heartworm treatments, and other procedures/injuries

- Respond to foster and AC questions about veterinary needs/concerns
- Transports from Shelter Partners
 - Ensure Lucky Dog receives all medical records from outside shelters 48 hours prior to transport
 - Review for accuracy and report all discrepancies to staff and adoption coordinators of those animals
 - Pre-intake animals into Shelter Luv when needed
- Returns
 - Ensure any animals being returned have complete medical records and are up to date on vaccines and preventatives

Veterinary Education for LDAR team

- Working with the staff to support AC's and foster's through continued education and awareness training through PAC's and with monthly presentations
- Speak to adopters about existing medical issues with animals being considered for adoption

Database & Administrative

- Oversee the volunteers assisting with medical data entry to ensure all records and vaccination / procedure dates are inputted and tracked correctly
- Understand and comprehend LDAR's Standard Operating Procedures (SOPs)
- Work with Spay/Neuter Follow Up team when legal action is necessary
- Report medical inventory and report necessary product orders

Key Experience

LDAR is looking to hire a Program Manager for Veterinary Care who has the following experience and skills, at a minimum:

- Veterinary technician experience
- An ability to learn database systems to track vaccinations, records, and medications.
- Proficiency with Microsoft Office Suite and G Suite, including Gmail, google team drives, google sheets and documents.
- Strong attention to detail and follow-through.
- Self-starter with little need for close supervision; ability to work in an unstructured work environment.
- Ability to work effectively on a small team and across functional organizational lines.
- Ability to work flexible hours, including evenings and weekends.
- Ability to work in cohesion with a primarily volunteer-powered organization.

Responsibilities may be added or changed as the organization continues to grow. Must be able to drive to and attend transport arrivals and adoption events throughout the DC Metro Area.

Email Mirah@luckydoganimalrescue.org for more information