



CANINE ACTION PROJECT

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MEDICAL MANAGER JOB DESCRIPTION

Canine Action Project's mission is to improve the health and wellbeing of people and their dogs in First Nations communities throughout Saskatchewan. Canine Action Project (CAP) is a Canadian registered charity that is 100% volunteer operated. Our volunteers work closely with the communities to improve the health of the canine populations, which in turn improves the health of the community. Our project consists of using a multi-phase approach to dog management practices including onsite spay & neuter clinics, dog demographics, cost-sharing initiatives, Elder's teas and culturally sensitive humane education programs.

Position Title: Medical Manager (Registered Veterinary Technologist or Doctor of Veterinary Medicine)

Position Description: The Medical Manager is a volunteer position and is responsible for the recruitment, scheduling and supervision of all medical volunteers for onsite spay/neuter clinics in First Nations communities in SK. Medical volunteers include but are not limited to: Licensed DVMs, Registered Veterinary Technologists, veterinary medicine students, veterinary technologist students, registered nurses and general lay people assisting in medical-related roles.

Working from home, this volunteer position requires a time commitment of approximately 10 hours per week, with hours increasing during clinic season (April through October). The Medical Manager must be present for all 3 days at the onsite spay/neuter clinics (7:30am to 8pm Friday & Saturday and 7:30am to approximately 6pm Sunday).

The Medical Manager position requires a team player who is friendly, outgoing, creative, self-motivated, extremely organized, detail-oriented and a strong leader. The successful candidate will believe in CAP's mission and will be a positive ambassador for the organization.

Reports To: CAP Board & the Responsible Veterinarian (Dr. Sarah Bater, DVM)

Responsibilities:

- Manage Canine Action Project's medical volunteer email account. Regularly check and respond to email inquiries. Communicate with medical volunteers during clinic season, answering inquiries, providing detailed information about the spay/neuter clinic, directions, hotel assignments and clinic schedules
- Update and maintain email contact list for medical volunteers
- Post on CAP's Volunteer Facebook page and send emails using the distribution list for upcoming spay/neuter clinics
- Recruit RVTs, DVMs and veterinary students to join our team for spay/neuter clinics
- Liaise with the Saskatchewan Veterinary Medical Association to ensure all practices and standards are being followed for a Temporary Veterinary Facility
- Submit appropriate applications and post-clinic forms and documents to the SVMA

- Keep track of and order medical inventory supplies for spay/neuter clinics from WDDC
- Collaborate with the Volunteer Coordinators during clinic season to ensure adequate scheduling of medical and lay volunteers
- Scheduling hotel rooms assignments for medical volunteers for spay/neuter clinics
- Manage and oversee medical volunteer check in, review job descriptions, orientate medical volunteers, review schedules, ensure waivers are signed, etc during clinics
- Ensure that Medical Volunteer Scheduling forms, Waivers and Orientations are updated as required
- Troubleshoot problems or issues if they arise during spay/neuter clinics
- Communicate regularly with the CAP Board members to provide updates, share ideas for streamlining and improving processes, etc

Qualifications:

- Hold current license with the Saskatchewan Veterinary Medical Association and be in good standing
- Genuine concern for the health and wellbeing of people and animals in First Nations communities in Saskatchewan
- Own a computer with internet connection and Microsoft Office programs
- Excellent communication skills – written & verbal
- Friendly and approachable with strong leadership skills
- Excellent organizational and problem-solving skills
- Must be able to work well in a fast paced environment and under pressure
- Knowledge of Microsoft Office programs (Word, Excel, Publisher)
- Knowledge of Google components (Gmail, Drive, Docs, Sheets)
- Strong team player, strong organizational skills and attention to detail
- Motivated self-starter with the ability to stay on task
- Valid driver's license and reliable vehicle
- Willing to travel to various First Nations communities in Saskatchewan (charitable tax receipt will be provided for mileage at the end of the calendar year)

Training/Support:

- Training & support will be provided by CAP Board Members, the Responsible Veterinarian and the SVMA

Benefits:

- Breakfast & Lunch are provided each day of the clinic (supper may also be provided if the community is particularly remote)
- Hotels/accommodations provided for spay/neuter clinics
- Charitable tax receipt provided for mileage when travelling to spay/neuter clinics
- You will be part of a wonderful organization that has and will continue to make a huge impact on canine and human wellness in First Nations communities 😊