



Alley Cat Advocates Community Cat Complex Job Description

Position Title: Clinic Director
Reports to: Executive Director
Location: 3524 Newburg Road, 40218
Position Available: Immediately
Salary: Competitive, commensurate with experience

Position Summary

The Clinic Director is in charge of the day-to-day operations for the entire clinic, including the care of short and long term stay cats, and supports the Executive Director in ensuring the financial and emotional health of the organization, including the meeting of its goals and mission. The Clinic Director delegates duties as necessary and oversees clinic staff and volunteers to ensure individual duties are completed but ultimately is expected to step in and work alongside staff and volunteers as needed to meet goals. This position is a supervisory position and the successful candidate will be expected to provide leadership, direction, and redirection when necessary.

This position is perfect for a candidate who is a self-starter, is a natural leader with excellent verbal and written communications skills, is able to make sound decisions and produce visible results. The ability to multi-task and shift priorities as needed is critical while encouraging the team to be their very best as they work to change the world for the better for community cats in our region.

Working Relationships

Works closely with veterinarians, clinic support staff, caretakers, outside vendors and partners.

Essential Duties

ALLEY CAT ADVOCATES, INC. 3524 Newburg Rd., Louisville, KY 40218 | (502) 634-8777 | contactus@alleycatadvocates.org

Find more information about caring for your community cat at alleycatadvocates.org

Alley Cat Advocates is a nonprofit, 501(c)(3) organization. EIN: 61-1343210. Donations are tax deductible to the extent provided by law.



1. Manages aspects of human resources of the clinic, including but not limited to:
 - a. Assisting in recruitment and hiring of clinic staff
 - b. Mediating staff and volunteer concerns
 - c. Scheduling of veterinarians and clinic support staff
 - d. Tracking of employee time off (requested and approved)
 - e. Overseeing of employee time clock
 - f. Providing regular performance reviews of clinic staff

2. Ensures proper training of staff and volunteers including but not limited to:
 - a. Responsible for managing the day-to-day operations of the clinic
 - b. Ensure policies in staff and volunteer manuals are followed and updated as needed
 - c. Ensure proper procedures are in place for animal handling, disease control, and patient care
 - d. Ensure staff are properly trained and using their time efficiently and effectively
 - e. Ensure the clinic has proper working equipment and supplies and that the clinic is in compliance with all regulations and codes and are following national best practices. This includes managing inventory and communicating with outside vendors and regulatory agencies
 - f. Actively support staff and volunteers and promotes the development of skills related to the advancement of our goals and mission
 - g. Conduct and participate in meetings with staff to review procedures, discuss workplace issues and share ideas.
 - h. Effectively team lead, displaying a positive attitude and acting as a motivator for all staff members

3. Fill in for positions in the clinic where needed, including assuming the role of veterinary assistant
 - a. Share responsibility for prepping patients for surgery, observing all clinic procedures, enforcing sterility and safety of patients
 - b. Support operating room staff, including veterinarians, during surgery, assisting with movement of patients, recovery of patients, and general patient flow
 - c. Monitor sedated cats, with a clear understanding of abnormal conditions



- d. Clean and sanitize animal facility areas including exam rooms, kennels, cages, work areas and public areas
 - e. Respond appropriately during an emergency, including taking directions from a veterinarian. Care may include intubating and implementing emergency care protocols.
 - f. Share responsibility for cleaning, preparing, and sterilizing instruments and medical supplies.
 - g. Share responsibility for data entry of patients' medical data
 - h. Share responsibility for maintaining and restocking of all areas of the clinic
 - i. Provide general care, including feed, clean, and medically treating (following veterinarian treatment plan) both short term and long term stay cats in our care
4. Other duties as assigned.

Education, Experience, Knowledge, Skills, Abilities

1. Bachelor's degree
2. 3-5 years managing people
3. Working knowledge of Microsoft Word and Excel as well as Google Drive and ability to learn other applications relevant to the position
4. Customer service experience
5. Strong veterinary assistant skills

Preferred

3-4 years of experience in a leadership role in a veterinary hospital setting or high volume spay/neuter clinic

Certified Veterinary Practice Manager (CVPM)

Additional Information

Work Week: Typically Monday to Friday, 8am-5pm; some very limited weekend work occasionally required.

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Benefits

Leave: 10 days paid vacation, 6 days paid holiday, and 12 days paid sick leave per year
Medical, dental, and vision insurance
Retirement (anticipated by mid-2021)

To Apply

Send resume and the names and e-mail addresses of three references to contactus@alleycatadvocates.org for confidential consideration. Resumes will be received until the position is filled with a preference for resumes received by November 20.

We desire a candidate who demonstrates a love of cats, outstanding veterinary skills, the ability to lead and motivate the work of others in a team environment with a high degree of integrity and accountability. The selected candidate will be a member of a highly motivated team determined to make life-saving changes for community cats throughout the country.

Alley Cat Advocates is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status domestic partner status, or medical condition.

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