



Alley Cat Advocates Community Cat Complex Job Description

Position Title: Veterinary Medical Director, DVM

Reports to: Executive Director

Location: 3524 Newburg Road, 40218

Position Available: May 1, 2025

Salary: Commensurate with experience

Position Summary

Alley Cat Advocates is a non-profit 501(c)3 organization whose mission is to provide Trap-Neuter-Return (TNR) services to our community and surrounding area in the most efficient and effective way possible. We also provide high quality veterinary care for any sick or injured community cats who come to us for those TNR services.

The Veterinary Medical Director supports the work done in the Spay/Neuter Clinic, the Further Care Needed (hospital) wing, and the Color Me Special Suite (hospice/special needs) by directing and managing medical cases in conjunction with the Clinic Director, Spay/Neuter Veterinarian, and Executive Director. This position assists in developing, advancing, and implementing veterinary medicine protocols to deliver and ensure best practice medical treatment of all cats in our facility, whose number ranges from 15 to 40 at any one time. Occasionally, the person in this position will be called upon to perform surgical procedures that fall outside the scope of our Spay/Neuter Veterinarian.

Working Relationships

Works closely with veterinarians, both in house and in private clinic settings, as well as in house clinic staff.

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.



Primary Duties and Responsibilities

Supervision and Leadership:

- Oversee, enforce, and draft where needed, policies, procedures, protocols and training for clinic staff and volunteers as it pertains to the practice of veterinary medicine in a setting such as ours
- Provide guidance and direction to clinic team members, ensuring adherence to SOPs and maintaining high standards of care for hospitalized and long term resident cats

Medical Practice:

- Perform thorough medical examinations and routine medical procedures for hospitalized and long term resident cats
- Perform non-spay/neuter surgeries as needed such as amputations, enucleations, and wound closures for hospitalized and long term resident cats
- Develop medically appropriate diagnostic and treatment plans for each individual patient to diagnose and treat medical conditions
- Manage chronic illnesses within the facility, as well as respond to and treat more urgent, acute illnesses
- Stay current on best medical practices and implement these within our facility

Training and Coordination:

- Ensure Clinic Director's proper training and coordination of clinic vet assistant staff
- Ensure Clinic Director's maintenance and updating of training manuals to reflect changes in protocols and best practices

OSHA Compliance:

- Along with the Clinic Director, ensure ongoing compliance with OSHA regulations within the clinic, implementing and overseeing safety protocols to promote a safe and compliant working environment
- Ensure compliance with the requirements of the Kentucky Board of Veterinary Examiners in order to maintain proper standards and licensing

**Communication:**

- Support Clinic Director's communications with clinic staff on policies, procedures and directives related to animal care
- Communicate with Clinic Director regarding diagnostic and treatment plans to diagnose and treat medical conditions
- Collaborate and communicate with Clinic Director to maintain cleanliness standards and ensure the well-being of the shelter population

Medical and DEA Records:

- Oversee the thorough documentation and maintenance of appropriate medical records in the facility's ClinicHQ management system
- Ensure all controlled substances are recorded and used in accordance with DEA regulations

Required Knowledge, Skills, and Qualifications

- Must hold a valid Kentucky DVM license to practice veterinary medicine
- Current DEA license required
- Ability to work in a professional manner with high attention to detail in a variety of situations
- Excellent interpersonal and communications skills,
- Must be adept in critical thinking and priority management when work volume is high
- Must be able to handle the physical and emotional aspect of veterinary medicine, including making euthanasia decisions in coordination with Clinic Director and Executive Director
- Must have a high level of emotional and mental resiliency
- Passion for cats and expertise in cat care
- Ability to work both independently and as part of a team
- Proficiency in the practice of proper veterinary documentation

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Preferred

- Emergency veterinary medicine and/or shelter veterinary medicine experience highly preferred
- Extensive experience with feline-specific medicine, including behavior, and nutrition preferred
- Experience in feline dentistry, including radiograph experience, preferred
- Experience in Google Drive platform

Additional Information

Will be Vet of Record for premise license and vendor accounts

Work Week: Approximately 5-10 hours per week

Benefits

DEA license fee paid for by Alley Cat Advocates

Continuing Education allowance of \$1000/yr

To Apply

Send resume and the names and e-mail addresses of three references to hr@alleycatadvocates.org for confidential consideration. Resumes will be received until the position is filled with a preference for resumes received by May 1.

We desire a candidate who demonstrates a love of cats, outstanding veterinary skills, and 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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