



The Advocate for Animals
SINCE 1867

JOB DESCRIPTION

Shelter Hospital Supervisor

FLSA Status: Non-Exempt

Hours are 4 (10) hour shifts 2 pm-12midnight

SUMMARY: The PM Nurse Supervisor is responsible for assisting in the daily operations along with and in the absence of the Nursing Manager and Shelter Hospital Veterinarians. They will be assisting with all Shelter Hospital duties, including but not limited to: supporting and training staff in all aspects of shelter hospital, flow of daily activities and responsibility, delegating tasks so that all is completed, maintaining the shift flow so that all employees leave their shift on time, creating a positive work environment, and ensuing accurate record keeping for all animals in shelter hospital. These responsibilities will vary with the current needs of the clinic and shelter staff, the season of the year, the facility location, and the individual abilities demonstrated by the employee.

PRINCIPAL DUTIES

- Communicate exam findings and provide direct support to the veterinarian with client and shelter animals.
- Complete thorough medical examinations working with veterinarians and nursing assistants.
- Read and interpret medical records to determine vaccination status and medication needs.
- Performing and assisting with vaccinations of non-fractious and fractious or fearful animals upon intake
- Examination and care of sick shelter animals including cage cleaning, exercising, feeding, observing animals for illness, following disease prevention protocols, knowledge of common diseases, their symptoms and means of transmission, laundry and bathing.
- Performing and working cooperatively with other staff members to accomplish the general cleaning of all areas to maintain a clean odor free clinic and shelter; maintain clinic equipment such as microscopes; assist in maintaining healthy, safe, sanitary, pleasant and clean facilities for the animals under the care of the Pennsylvania SPCA at all times.
- Performing and assisting with euthanasia.
- Perform, read and interpret laboratory tests, complete forms for out-of-house laboratory, filing and scanning of laboratory tests, cleaning up of laboratory areas, data entry
- Admit and release animals in a responsive, courteous and tactful manner and through managed recordkeeping, inform volunteers, staff, and the public of any pertinent medical information on the animal's care; assist staff and volunteers whenever necessary to assure smooth, courteous handling of the public and their pets.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the Pennsylvania SPCA are followed; follow established procedures governing safe work practices including, but not limited to, wearing protective clothing and/or equipment when necessary; perform duties in a manner which encourages attainment of goals, contributions and business for the Pennsylvania SPCA and its programs.
- Treat people and animals with respect; contribute to effective teamwork; and foster public relations beneficial to the Pennsylvania SPCA and its programs; promote a humane and caring attitude toward all animals and treat all animals humanely, properly and with compassion at all times, regardless of circumstances including those that are sick, injured, feral or aggressive.
- Assist when needed in the shelter, public clinic, surgery, critical care unit or other department or location.

- Perform all duties of veterinary nursing assistant as required.
- The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.
- Performing all Nursing duties as indicated by the Shelter Hospital Veterinary Nurse job description.
- Direct the day to day flow of daily activities to ensure that all necessary tasks are accomplished.
- Ensure that staff are taking necessary breaks and arriving/leaving on time.
- Delegating tasks so that vaccines are updated, pending medical is updated, lab work is entered, and accurate medical treatment notes are entered.
- Working side by side with new employees to train in all aspects of shelter hospital.
- Communicate with staff about updated protocols and announcements.
- Write specific protocols delegated by the Nursing Supervisor or Shelter Hospital Veterinarians.
- Ensure proper intake of animals admitted by HLE.
- The lead is the responsible for the care and treatment of the most critically ill in shelter hospital, or can delegate to technicians who are capable of intensive care.

EDUCATIONAL REQUIREMENTS

- Minimum High School diploma or GED required; some college, trade, vocational school, college or further education preferred.
- Must be proficient using computer. Knowledge of Internet, Microsoft Word and Excel required, knowledge of Pet Point Animal Management System, Cornerstone software and web based software a plus.
- CVT or minimum of three years experience in the veterinary field working as a veterinary assistant or technician preferred.

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED

- Strong written and verbal skills
- Strong interpersonal skills with the ability to handle conflict and communicate with staff, volunteers, and the community in a tactful manner.
- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place;
- Strong problem solving skills – focusing on finding solutions to problems and challenges;
- Strong organizational and computer skills;
- The ability to remain pleasant and calm even in stressful situations;
- Flexibility, ability to manage multiple tasks;
- Ability and initiative, work with minimal supervision and direction;
- Knowledge of animal behavior and strong knowledge of medical conditions
- Ability to accommodate varied work assignments and schedules with the ability to change schedule to meet the changing needs of the shelter hospital. Ability to change schedule and be flexible to meet the changing needs of the shelter hospital
- Maturity, good judgment and professional personal appearance;
- Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary;

IMMEDIATE SUPERVISOR Shelter Hospital Nursing Manager

HOURS FLSA STATUS: NON-EXEMPT POSITION Full-time position requires eight (10) hours per day, forty (40) hours per week. Part-time position hours are dictated by the needs of the organization. Daily hours and days of the week (for both full and part-time positions) may vary according to the needs of the department schedule. Includes weekends, night, and holiday work.

INTRODUCTORY ASSESSMENT PERIOD The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Pennsylvania SPCA, this introductory

assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Pennsylvania SPCA may end the employment relationship without notice or prejudice.

EMPLOYMENT There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.