



2370 West 200 North, Logan, UT 84321 435.792.3920

Job Title: Community Clinic Manager
Area: Clinic
Reports to: Executive Director
Salary: \$15/hour+ DOE

General Summary: Cache Humane Society operates a no-kill animal shelter and affordable spay/neuter clinic in Logan, Utah. We are centrally located in a welcoming community with fantastic outdoor access, a renowned public university, and affordable living.

Our non-profit facility places over 1,500 adopted pets and sterilizes over 2,000 animals every year. We believe all companion animals deserve to be treated with dignity and compassion and we strive to provide a welcoming, safe, and humane experience for animals in our care.

The Community Clinic Manager oversees, trains, and supports a team of technicians in both our shelter and clinic. They also work closely with our shelter veterinarian to research and implement protocol in accordance with shelter best practice and to manage purchasing and inventory in an accelerated clinical environment.

Essential Job Functions:

- Oversee shelter animal health, including treatment of common conditions as directed by the shelter veterinarian.
- Assist with patient preparation, monitoring, and recovery in a high-volume, fast-paced surgical environment.
- Help build, train, and support a team of clinic technicians.
- Maintain a running inventory of equipment and supplies for the department, oversee purchasing and vendor contracts within an approved budget.
- Perform accurate recording and control of pharmaceuticals, including comprehensive logs of controlled substances.
- Ensure all procedures and protocols are up-to-date and maintained in a Clinic Manual.
- Ensure the clinic is clean, neat and uncluttered and that all equipment is in good repair.

Additional Duties and Responsibilities:

- Treat all animals humanely, with compassion and concern, both on and off the job.

- Provide accurate information and friendly professional service to the public and co-workers in a responsive, positive, courteous, truthful and tactful manner.
- Collaborate with the other managers regarding clinic and shelter operations.
- Assist in tours, lectures, public education programs, special events and fundraising activities as needed.

Knowledge, Skills, and Abilities

- Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.
- Technical experience including delivery of IM and IV medication, catheterization, and intubation.
- Experience maintaining a sanitary surgical environment.
- Must be organized and comfortable managing groups of people.
- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.
- Ability to plan and implement projects with little supervision and able to work independently.
- Intermediate level computer skills using various standard office programs such as Word and Excel or other similar type programs.
- Creativity and flexibility in stressful situations; ability to direct flow in positive ways.

Physical Requirements:

- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, may be disqualifying.
- Must stand, sit, walk, bend and stoop frequently to perform duties. Must have the ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing up to 50 pounds alone or up to 100 pounds with the help of fellow employees for short distances.

Schedule: Flexible, self-directed schedule up to 40 hours per week, with situational overtime. On-call for urgent cases. Some weekends and special events required.

Benefits: Qualified Small Employers Health Reimbursement Arrangement available for full time employees after 90 days. Half off shelter and clinic services and fees.

To Apply: Email cover letter and resume to Megan at clinic@cachehumane.org

Interviews begin September 15, 2021. Position open until filled.