



## Shelter Veterinary Services Coordinator – Animal Welfare League of Arlington in Arlington, VA

### Your day to day

The Shelter Veterinary Service Coordinator is responsible for the operation of the League's Veterinary services including surgery for AWLA shelter animals, caretaker community cats, and contracted surgery for other shelter or rescue clients. The Shelter Veterinary Service Coordinator works under the leadership of the team manager and Veterinary Director and within the policies and guidelines of the Animal Welfare League of Arlington. This position is based in Arlington, Virginia.

### Who we are

The Animal Welfare League of Arlington (AWLA) provides animal adoption and community programs to Northern Virginia and D.C. Metropolitan areas, as well as animal rescue, control, and wildlife services within Arlington County. For more than 75 years, AWLA has remained committed to its mission to improve the lives of animals and the people who love them by providing resources, care, and protection. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare League of Arlington is dedicated to creating a humane community in which animals and people live together harmoniously. For more information, please visit [www.awla.org](http://www.awla.org)

### Reporting relationships

This position reports to the team manager and works within a small cohesive team of three staff members. This position will also work closely with all League staff, volunteers, and the public.

### Responsibilities for this dynamic position:

- Assist in surgery including but not limited to: bringing animals to and from surgical suite the morning of and after surgery, recovering animals from anesthesia following surgical procedures, restraining animals for pre-medication and catheter placement/intubation.
- Monitor anesthesia of animals during surgical procedures in the absence of the LVT
- Perform daily pre/post-surgery preparation in the absence of the LVT
- Knowledgeable to common shelter medical terminology and diagnoses.
- Scheduling/dispensing medications as recommended by the Veterinary Director and/or per medical protocols
- Scheduling procedures for AWLA animals at external Hospitals (SEAVS, CVCA, ect), ensuring transportation is coordinated to and from appointments.
- Assist Veterinary Team with medical examinations and other duties as needed.
- Maintain inventory of all shelter /medical supplies and medications, ordering if necessary
- Data entry of all surgical reports into PetPoint (Software Database)
- Maintain and enhance the AWLA visiting veterinarian program and maintain relationships with veterinarians available for surgery coverage when needed

- Promote a strong commitment to teamwork, customer service, consistent standards, and continuous improvement within the veterinary department
- Additional duties as considered necessary and assigned

**Your qualifications:**

- Experience in the field of veterinary medicine
- Bachelor's degree (BS or BA) or equivalent experience in a similar role
- Ability to properly restrain animals for pre-medicating and catheter placement
- Knowledge of companion animal care/behavior
- Ability to write clearly and maintain detailed records
- Ability to work occasional evenings, weekends, and holidays
- Experience with computer databases, Google Docs, and Microsoft office platform

**Bonus points if you have:**

- LVT or similar level of experience preferred
- Experience in animal welfare highly desirable
- Experience with "hands on" nonprofits
- Experience working with PetPoint

**You are:**

- Dedicated to the mission of the Animal Welfare League of Arlington (read it again just to make sure)
- Committed deeply to the goals of the organization
- Highly organized and a detailed self-starter
- Able to think analytically and problem solve
- Willing to work collaboratively and ask questions
- Able to communicate well with the public, volunteers and co-workers regarding sensitive and emotional situations
- Energetic, hard-working, and just want to bring your talents to AWLA
- Able to maintain composed in stressful, sensitive or emergency situations
- Positive, enthusiastic, and professional
- Able to be discreet with confidential information

**Travel Requirements**

This position may require occasional travel in order to attend meetings and other community events.

**Typical Physical & Mental Demands**

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed animals, and could be subject to bites and scratches. May be required to lift heavy items (possibly up to 50 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals, reptiles and all wildlife.

Will be required to receive rabies prophylaxis vaccine, hepatitis-B, and tetanus vaccinations.

Must have the ability to pass and become certified to perform euthanasia according to Virginia law

**Generous compensation**

This is a full time, 40 hour per week, nonexempt position. Amazing benefits include: medical, dental, and vision coverage, annual paid holidays, floating holidays, 7% employer retirement contribution after 2 years of employment and much more. This position qualifies for the Public Service Loan Forgiveness Program. The compensation for the position starts at \$41,600.00 (annually). For applicants with LVT certification (Virginia), compensation is \$46,000.00 (annually). The League also pays a **salary bonus** for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese.

**Apply today:** Submit your application materials to Claudia West and apply directly through our website:

<https://www.awla.org/about/careers/>

If you are not able to access our website, please submit application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with **Shelter Veterinary Services Coordinator** in the subject line.

- A cover letter describing your interest in the position
- Current up to date resume

AWLA welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. AWLA maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis. Position will remain posted until filled. **No phone inquiries, please.**