



**Job Opening: Clinic Manager**

**Salary Range:** \$32,000 to \$35,000 annually, based on experience

**Type:** Full-Time, exempt, reports to Executive Director

**Location:** Memphis, TN

**Employer:** Spay Memphis

**Preferred Education:** 4 Year Degree or equivalent experience. High School Diploma or GED required.

**To Apply:** Please email cover letter and resume to [applicants@spaymemphis.org](mailto:applicants@spaymemphis.org).

**About Spay Memphis**

Spay Memphis is a 501(c)3 non-profit clinic dedicated to reducing pet overpopulation and high euthanasia rates by offering high-quality, affordable spay and neuter surgeries to the public. The clinic has operated since 2005 and has performed over 42,000 spay and neuter procedures, potentially reducing the number of offspring produced by each unaltered animal and succeeding generations of litters by the hundreds of thousands. In addition, the clinic offers age-appropriate pet vaccinations and micro-chipping, which are done at time of surgery only. The clinic operates Tuesday through Friday and is located at 3787 Summer Avenue.

**The Clinic Manager at Spay Memphis is responsible for the management of clinic operations, its staff and volunteers, as well as all supplies and equipment used in the clinic. Additionally, the Clinic Manager is expected to perform as a veterinary assistant alongside his or her team, as needed.**

**Management responsibilities:**

- Manages daily clinic operations, including opening/closing, customer relations, management of staff and volunteers, ensuring compliance with labor laws, ensuring compliance with veterinary practice regulations and managing safety of animals, staff, and volunteers.
- Maintains a positive and cooperative attitude as well as drives initiatives for quality improvement.
- Achieves surgery goals through proactive management of the daily clinic workflow, and innovates processes to improve clinic efficiency.
- Motivates and manages a professional staff. Hires, retains, provides appropriate training for and supervise vet assistants and clinic volunteers. Ensure employment practices and policies meet legal standards.
- Works with Executive Director to develop and utilize volunteers effectively.
- Helps Executive Director review payroll and keep accurate employee records. Supports needs of Veterinarian(s) and maintains ongoing and open communications.
- Manages staff scheduling to ensure adequate coverage in the clinic.
- Orders clinic supplies, maintains accurate inventory counts and controlled drug logs, and ensures budget compliance for supplies.
- Ensures clinic is clean and prepared for surgery. Maintains supply of surgery instruments and maintenance of equipment. Makes sure cages and laundry are properly cleaned.
- Ensures compliance with the Standard Operating Policies and Procedures Manual and Employee Handbook and makes recommendations for policy improvement as needed.



- Stays current on local laws and ordinances and ensures customers and staff are in compliance with regulations while on clinic property.
- Stays informed of current spay/neuter trends and accepted practices.
- Coordinates fundraising activities and efforts with Executive Director as needed.

#### **Veterinary Assistant Role, as needed:**

- Monitors animals with an emphasis on the health, safety and comfort of each animal having surgery.
- Supervises the daily care for surgical patients, including assisting veterinarians and other vet assistants with surgical and anesthetic procedures, as well as general housekeeping.
- Helps veterinary staff prepare patients for surgery, observing all clinic procedures to enforce sterility and safety of patients.
- Assists in the operating room during surgery with movement of patients, recovery of patients, and general clinic flow.
- Records accurate information about the animal, answers questions from pet owners, takes vitals and temperatures, administers vaccinations, draws blood and performs fecal examinations as requested.
- Performs patient intake and releases patients, including delivering post-operative instructions in a competent and friendly manner.
- Restrains and handles animals using techniques designed to ensure safety for the staff, volunteers and the pet while providing pre-operative and post-operative care.
- Ability to train new employees for the veterinary assistant position.

#### **Qualifications**

- Experience in a shelter or veterinary practice environment required.
- Experience with staff management preferred.
- Exceptional communications skills; friendly.
- Detail-oriented, highly organized.
- Proactive and passionate about spay and neuter; excited about growth and innovation.
- Enjoys working as part of a team in a high-energy, fast-paced environment.
- Proficient with MS Word/Excel/Email. Experience with Clinic HQ software a plus.
- Ability to work early morning (7:00am) and late afternoon hours (5:30pm), Tuesday - Friday. Some days may be 11 hours. Occasional weekend and evening events, as needed.

#### **EDUCATIONAL AND PHYSICAL REQUIREMENTS**

- High School Diploma or GED required. Four year degree preferred but equivalent experience will be considered. Veterinary Technician Certification desirable.
- Physical requirements: This position involves bending, standing, lifting up to 50 lbs, manual dexterity of fingers, legs, back or other joints.