



Pawsitive Match Rescue Foundation

MEDICAL DIRECTOR

The Role

Location	Remote/On-Site	Reports To	Board of Directors Medical Coordinators Intake Med Coordinator
Weekly Time Commitment	15-30 hrs, variable	Direct Report(s)	Intakes/Imports Team Behaviour Coordinators Transport Coordinators

The Medical Director oversees and leads the medical care of animals at Pawsitive Match Rescue Foundation. This leadership role ensures the smooth coordination of medical treatments, fosters collaboration between teams, and serves as a key decision-maker for health-related policies and protocols. The Medical Director is vital in ensuring the health and well-being of animals in our care while upholding the highest standards of veterinary care.

The Responsibilities

- Oversee medical care and procedures for all animals under Pawsitive Match, including those in the shelter, foster care, and potentially newly adopted animals.
- Participate in intake decisions, considering the rescue's medical and behavioural capacity.
- Build, mentor, and support a team of Medical Coordinators responsible for record-keeping, appointment scheduling, and foster communication.
- Conduct regular audits to track pending medical procedures and ensure cost-effective, timely care.
- Review data entered in the Animal Shelter Manager (ASM) system for accuracy and completion before granting medical clearance.



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- Respond to medical emergency calls from fosters and volunteers, delegating the emergency phone when unavailable.
- Check and respond to WhatsApp team chats and emails in a timely and professional manner.
- Order or approve medical supplies for foster and shelter use as necessary.
- Attend emergency situations when other volunteers are unavailable or when it is inappropriate or unsafe to send general volunteers.
- Establish and maintain relationships with partner veterinary clinics, including negotiating costs and ensuring accurate record-keeping.
- Communicate with foster homes to address and manage medical concerns for their foster animals.
- Work collaboratively with internal teams, including Intakes, Imports, Behaviour, Transport, and Foster.
- Act in good faith with all actions and decisions, prioritizing the best interests of the rescue.
- Attend all scheduled board meetings and take on board-specific tasks as needed.
- Step in to handle medical tasks when Coordinators are unavailable or when cases exceed their level of expertise.

The Person

- A community member in good standing.
- Compassionate and professional communicator, given the sensitive nature of the role.
- Strong judgment and decision-making skills with ethical consideration for competing demands.
- Effective delegator, empowering volunteers to take ownership of key responsibilities.
- Goal-oriented, using metrics to monitor and assess progress.
- Strong interpersonal and communication skills to build relationships



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with board members, coordinators, volunteers, and community partners.

- Open to learning and accepting constructive feedback.

Experience & Qualifications

- Experience in human, dog, and/or cat medical care (e.g., RN, HCA, RVT, Veterinary Assistant, or Receptionist) is required.
- Familiarity with rescue work is an asset.
- Experience with Pawsitive Match, along with leadership experience outside of the organization (volunteer or professional), is an asset.
- Ability to work collaboratively with Medical Coordinators, Foster Teams, Partner Vets, and foster families.
- Non-profit governance experience is an asset.
- Animal Related Skills - Dog/Cat Behavioural Assessment and Training is an asset.
- Animal Related Skills – Intermediate to experienced Animal Handling is required.
- Animal Related Skills - Comfortable Interacting with Dogs and Cats.
- Administrative Skills - Computer Skills (Intermediate+).
- Administrative Skills - Google Workspace is an asset.
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Training & Mentorship Experience is an asset.