



# Pawsitive Match Rescue Foundation

## INTAKE MEDICAL COORDINATOR

### The Role

<b>Location</b>	Remote	<b>Reports To</b>	Medical Director
<b>Weekly Time Commitment</b>	3-5 hrs, variable	<b>Direct Report(s)</b>	N/A

The Intake Medical Coordinator ensures that every animal in the care of Pawsitive Match Rescue Foundation receives the appropriate deworming treatment and initial medical assessments. This role requires someone with the availability to dispense or administer dewormer to animals in foster care or at the shelter in collaboration with the medical and shelter teams. The Intake Medical Coordinator is a key resource for tracking and maintaining deworming schedules and serves as the first medical point of contact for many rescued animals.

### The Responsibilities

- Check and respond to emails and team WhatsApp chats in a timely and professional manner.
- Input deworming treatments previously received and noted in medical records into the Animal Shelter Manager (ASM) system accurately and promptly.
- Notify the applicable Medical Coordinator if any medical issues are noted, as this role often provides the first medical assessment before an initial vet visit.
- Assess each animal's medical needs based on previous medical history, shelter or foster concerns, and rescue requirements (e.g., secondary deworming doses).
- Request support from the Medical Director when treatments or procedures exceed one's knowledge or expertise.
- Communicate professionally and informatively with foster families via



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email to ensure deworming instructions are provided and follow up to confirm completion.

- Work collaboratively with Shelter, Transport, Foster, and Medical Teams while reporting to the Medical Director.
- Assist with additional shelter tasks as required, such as nail trims or basic medical checks.

### The Person

- A community member in good standing.
- Excellent written communication, record-keeping, and organizational skills.
- Able to work independently while collaborating effectively with other teams, including medical coordinators, shelter volunteers, and foster teams.

### Experience & Qualifications

- Animal medical experience (e.g., RVT, Veterinary Technician, Veterinary Assistant) is considered an asset.
- Animal Related Skills - Dog/Cat Behavioural Assessment and Training is an asset.
- Animal Related Skills - Experienced Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.