



Pawsitive Match Rescue Foundation

MEDICAL COORDINATOR

The Role

Location	Remote	Reports To	Medical Director
Weekly Time Commitment	10-20 hrs, variable	Direct Report(s)	N/A

The Medical Coordinator oversees and facilitates medical care for animals in the rescue. This role ensures the smooth scheduling of veterinary appointments, fosters collaboration with the Medical and Foster Teams, and plays a key role in coordinating medical treatments, vaccinations, and follow-ups. The Medical Coordinator is instrumental in ensuring that all rescued animals receive timely and appropriate medical care, improving their health and adoptability.

The Responsibilities

- Monitor and respond to emails and WhatsApp messages, some of which may be time-sensitive and require urgent attention.
- Input medical records from transferring organizations or partner veterinary clinics into the Animal Shelter Manager (ASM) system accurately and promptly.
- Assess each animal's medical requirements based on previous medical history, shelter or foster concerns, and rescue protocols.
- Request support from the Medical Director when treatments or procedures exceed personal expertise.
- Receive and address health concerns or behavioral issues reported by other teams, ensuring they are attended to promptly.
- Book medical appointments and arrange transportation, coordinating with applicable teams.
- Request fosters to schedule medical appointments when applicable and ensure timely completion of all necessary veterinary visits.



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- Follow up on medical cases as needed or escalate situations to the Medical Director when required.

The Person

- A community member in good standing.
- Able to work independently and take initiative.
- Strong ability to collaborate with other teams, including medical coordinators, foster teams, partner veterinarians, and foster families.
- Excellent written communication and organizational skills.

Experience & Qualifications

- Experience in human, dog, and/or cat medical care (e.g., RN, HCA, RVT, Veterinary Assistant, or Receptionist) is considered an asset.
- Animal Related Skills - Basic to Experienced Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Professional Writing Skills/Experience is an asset.