

Small Animal Surgery Service Coordinator - Foster
Hospital
Tufts University

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Posted Jun. 24, 2024, set to expire Dec. 31, 2024

Job Title	Small Animal Surgery Service Coordinator - Foster Hospital
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Surgery/Surgical Sciences Small/Lab Animal Medicine Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/20616?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Cummings School of Veterinary Medicine at Tufts University provides 24-hour care for pets 365 days of the year. We offer high quality medical care, consultation, referral, and emergency veterinary services for the care of dogs, cats and exotic pets. In addition, the hospital creates a positive learning experience for Tufts Cummings School of Veterinary Medicine at Tufts University students and student technicians.

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What You'll Do

Cummings School of Veterinary Medicine at Tufts University invites applications for a Small Animal Surgery Service Coordinator. This position will work within the Surgery Service clinical service and outpatient areas to provide high quality service to internal and external customers. The Surgery Service Coordinator will schedule surgical procedures and maintain the surgical procedure schedule. This role will require collaboration with individuals within the Surgery Service and across multiple other services within the Hospital. The Surgery Service Coordinator will have a unique role in the client experience including scheduling patient procedures and surgical appointments, coordination of services with multiple departments for mutual patients, providing patient updates, creating estimates, ensuring all necessary testing has been performed and patients are ready for surgery, and coordinating discharges. This position will not only focus on facilitation of services but also on treating the client with care and empathy and will act as the client's advocate throughout their pets hospital visit. In addition to helping coordinate day-to-day administrative functions, this person will be a centralized point of contact for clients coming in through the surgery service, as well as other services requiring surgical services for their patients. The ideal candidate will have a good understanding of common veterinary surgical conditions and have excellent communication and organizational skills. Specific allocation of responsibilities may change depending upon the needs of the hospital.

What We're Looking For

Basic Requirements:

- Associate or Bachelor's degree in relevant field of study.
- At least one year of experience in veterinary medicine in either client service or animal care.
- Knowledge of medical/veterinary terminology, veterinary pharmacology and common surgical procedures
- Exceptional communication skills (both in person and by telephone)
- Ability to accurately document client communications and medical information
- Ability to prioritize multiple responsibilities within a busy clinical setting.
- Ability to work effectively as a member of a diverse team of clinical and administrative professionals.
- Basic computer skills and the ability to learn electronic medical record systems.
- Ability to lift up to 40 lbs. with or without accommodation.

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Preferred Qualifications:

- Bachelor's Degree from an accredited institution in Veterinary Technology or other animal biology related field plus two years related work experience.
- Credentialed as a Certified Veterinary Technician Experience in a specialty veterinary hospital

Special Work Schedule Requirements:

- This full-time five day a week position.
- This position is considered essential and may be required to work as scheduled during emergency closings.

Pay Range

Minimum \$24.00, Midpoint \$28.55, Maximum \$33.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact