



Reproduction Coordinator

About Wilson Veterinary Hospital:

Wilson Veterinary Hospital is a privately owned, two times AAHA accredited small animal hospital. We provide general practice services, ER/ Urgent Care services, critical care/ hospitalization, soft tissue, orthopedic, arthroscopic and laparoscopic surgeries, Vimago CT scanner, ultrasonography, endoscopy and small rigid scoping abilities, certified rehab technicians with underwater treadmill. We also have chiropractic care, acupuncture and radioactive medicine (Synovetin OA). Once a month a boarded cardiologist visits. The original owner (Dr. John Wilson, DVM, DACVP) believed in affordable, complete veterinary care for everyone. We have strived to continue this service. The current owners are moving the practice in a positive direction by continuing the long-standing tradition of quality care at affordable prices, while promoting a positive work environment that is dedicated to our employees' work-life balance.

Reports to: Clinical Reproduction Supervisor

Hours: Full Time or Part Time

Position Summary:

The Reproduction Coordinator is responsible for providing day to day leadership and direction to support the reproductions team's ability to best serve the patients and WVH's mission to provide quality patient care in the community that we serve. The Reproduction Coordinator will serve as the coordinator and as a member of the staff reproduction team.

Essential Functions:

- Record progesterone results and DVM recommendations. Report recommendations to clients
- Schedule reproductive appointments
- Address urgent repro-related customer concerns fielded by CSRs
- Educate clients about responsible breeding practice (phone, email, and in-person) on the following topics:
 - Pre-breeding health screening and care
 - Ovulation Timing
 - Breeding Process
 - Pregnancy Timeline
 - C-section Timing
 - Litter Care
 - Semen Freezing



- Schedule Reproduction call backs, progesterone calls, updating the repro team & Patient Care Coordinator
- Routine Semen freezing 1-4 per week
- Process semen shipment requests
 - Chilled
 - Gather shipping and payment information. Prepare shipping labels
 - Assist with sample preparation and packaging as needed
 - Frozen
 - Gather shipping and payment information. Prepare shipping labels and tank
 - Verify and transfer frozen semen
 - Charge tanks
 - Complete frozen semen documentation for our records & AKC
 - Ship tanks for other facilities in timely fashion
- Maintain and organize frozen semen records
- Monitor liquid nitrogen storage
- Coordinate client announcements regarding modifies services around holidays
- Assist repro team with additional tasks as needed
- Coordinate biannual Breeders Health Clinic Event & other events as need

Position Qualifications

- Attention to detail - Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks; is watchful over a period of time.
- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high - quality output - Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems or notifies others of quality issues as appropriate.

Interpersonal Relations:

Exhibits acceptable standards of professional conduct. Listens carefully. Develops and maintains positive working relationships with all team members.

- Diplomacy - Extends consideration to co-workers and clients at all levels.



- Maintains confidences - Handles confidential information without breaking trust or confidences. Is seen as a trusted and discrete team member.
- Respect and professionalism - Demonstrates clear, professional, and respectful communications in all interactions, consistent with an inclusive work environment. Treats others with dignity and respect.
- Conflict management - Resolves conflict effectively and respectfully.
- Time Management - Effectively manages one's time and resources to ensure that work is completed efficiently.
- Prioritizes - Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Makes preparations - Ensures that required equipment and/or materials are in appropriate locations so that own and others' work can be done effectively.
- Schedules - Effectively allocates own time to complete work
- Leverages resources - Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently.
- Stays focused - Uses time effectively

Skills & Abilities:

- Education & Experience: A Bachelor's degree in Animal Science or Valid Veterinary technician License through the State of Michigan, or willing to transfer and become licensed from another state. (Preferred.) Candidates who have extensive on the job training, with no license, will be considered if they show the competency appropriate to fulfil the job duties.
- Computer Skills: Impromed, Microsoft Office, and Microsoft Outlook.
- Ability to sit for long periods of time
- Ability to perform heavy lifting (up to 40 pounds) and repetitious physical activity.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.