**The Humane Society of Southern Arizona, Inc.**

**Job Description**

**Title:** Clinic Veterinarian

**Department:** Clinic

**Reports to:** Medical Director and Lead Spay/Neuter Veterinarian

**Salary Level:** 7 (exempt)

**Supervises:** Supervises Medical Care staff as designated by the Medical Director

**Function:**

The Clinic Veterinarian will be responsible, in liaison with the Medical Director and Lead Spay/Neuter Veterinarian, for spay/neuter of both shelter pets and owned pets, community vaccination and wellness clinics for owned pets, as well as special surgeries and dental services for shelter pets. The Veterinarian will assist the Medical Director in the Supervision of Clinic staff, relief coverage and Volunteers and will work closely with the entire clinic team to implement and adhere to best practices in a high volume spay/neuter clinic.

**Core Duties and responsibilities:**

* Perform spay/neuter and other surgical procedures as needed for both shelter animals and owned pets.
* Participate in weekly vaccination and expanded wellness clinics for the community
* Provide emergency medical care as needed to shelter pets, and transfer of animals to outside emergency clinics, if needed
* Perform dental care and surgery as needed for shelter animals
* Assist the Medical Director in the Supervision and training of Clinic Technicians,
* Promote a caring attitude toward all animals and to treat animals humanely and with compassion at all times, regardless of circumstances including those that are sick, injured, feral or aggressive
* Ensure accurate recordkeeping in the computerized medical records system
* Treat people (staff, volunteers, and the public) with respect and courtesy, foster a spirit of teamwork and perform duties in a manner that assists the HSSA in the achievement of our goals and encourages community support of our work
* Other duties as assigned
* What duties is this position exclusively responsible for?

**Other Duties and Responsibilities:**

1. May need to respond to emergencies arising from post-surgical complications
2. May need to cover shelter rounding on occasion
3. Responsible for maintaining professional and motivational environment for staff
4. Responsible for developing and maintaining excellent relations and communications between clinic and shelter staff
5. As needed, educate the public regarding humane issues and animal care
6. With Medical Director, ensure that proper and current protocols are followed
7. Review pet records for accuracy/completeness
8. Assist in the design and format of clinic paperwork and computer programs, as relevant
9. Attend meeting and conferences as required
10. Research issues and prepare memos and other documents as requested by the Medical Director and others
11. Maintain membership in AVMA, SAVMA and other relevant professional organizations.
12. Continue education regarding shelter medicine and related topics.
13. Perform customer service to the standards set forth in HSSA’s employee manual.

**Working Conditions:** Primary work is performed at HSSA campus.

The operations of a Clinic can be high stress and very busy at times. This position is scheduled for 5 days/week; however, the schedule can change and may sometimes require additional weekend or evening hours to complete the job. Can include working some overtime depending on HSSA needs. Candidate must be flexible with schedule changes and short notice overtime requests.

Potential exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects. Field conditions may be encountered. Occasional lifting up to 50 lb., potential for standing 8 or more hours a day, animal handling and restraint in a veterinary setting. Potential exposure of infectious diseases to owned animals. Able to handle all sizes and activity levels of animals.

**Leadership Responsibilities:** Provides direction to shelter and clinic staff directly responsible for daily animal care, carries out responsibilities in accordance with HSSA and shelter/clinic policies.

**Performance Factors and Necessary Skills:**

* **Communication and Contact:** The Veterinarian communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside of HSSA and has tact and above average communication and customer service skills.
* **Attendance and Dependability:** TheVeterinarian can be depended to report to work at the scheduled time, is seldom absent from work, and can be depended upon to stay until completing the daily responsibilities of the position.
* **Relationships with others:** The Veterinarian works effectively and relates well with others including superiors, colleagues, and individuals inside and outside of HSSA and exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

**Skills:**

* Must have strong veterinary medical skills and have the versatility and ability to adapt to new and different protocols and surgical procedures
* Must have strong leadership and team building skills
* Must be able to work independently with minimal supervision
* Must have good conflict resolution with clients and staff
* Must be able to multi-task
* Must be able to work with HSSA volunteers
* Must have attention to detail and good decision making skills
* Must have high level of organizational skills and good time management
* Is able to maintain accurate records, write legibly and speak effectively regarding the principles, purposes and objectives of the organization

**Qualifications/Educational Background:**

1. Valid Arizona veterinarian's license
2. Current D.E.A. Certificate
3. Valid Arizona driver’s license; driving record acceptable to HSSA insurance carrier

*This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns in departments.*

**Acknowledgement & Receipt**

I acknowledge that I have received, read and sought clarification of any questions I have about the content of this job description.

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*Employee Signature Date*

*11.2017/BSB/CJG*