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

**Job Description**

**Title:** Animal Services Veterinarian (Full-time)

**Department:** Shelter and Clinic

**Reports to:** CEO

**Salary Level:** 7 (exempt)

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

**Function:**

The Veterinarian will be responsible for implementing best practices to ensure the health and well-being of the HSSA shelter pets, including daily shelter medicine duties, treating animals in foster care, review of newly arrived pets and daily rounds of pets currently in our care in conjunction with HSSA’s dedicated Clinic Veterinarians.

The Veterinarian will also be responsible, in liaison with the Clinic Lead Spay/Neuter Surgeon, for spay/neuter of both shelter pets and owned pets, as well as dentals for shelter pets, and community vaccination and wellness clinics for owned pets.

**Core Duties and responsibilities:**

* Plan and implement a comprehensive health care program with the following components: environmental sanitation, record-keeping, disease surveillance, physical examinations, vaccination, parasite control, disease testing, disease treatment, nutrition, outbreak response, and environmental enrichment for animals in the shelter and in foster homes
* Educate staff and volunteers regarding animal disease spread and control
* Assist in setting protocols for the admissions process, ensuring that each animal receives a physical examination upon intake and that sick and injured animals are diagnosed and treatment is prescribed in a timely manner
* Provide emergency medical care as needed, including but not limited to IV catheter placement, emergency surgery assistance with clinic surgeons, and transfer of animals to outside emergency clinics, if needed
* Oversee the care of critical in house patients, work with staff to ensure daily follow up and excellent communication
* Monitor the health of animals in the shelter, through daily rounds (in collaboration with the Shelter shelter staff) and provide appropriate treatment when necessary
* Provide leadership, direction, guidance and training for medical technicians and other shelter staff
* Provide humane euthanasia training for shelter staff. Assist in HSSA pet euthanasia when needed
* In coordination with the CPO, determine humane euthanasia decisions for shelter pets with medical issues, referring to HSSA’s adoptability and treatment guidelines
* Assist Medical Director, Animal Care Supervisor and CPO with developing and updating written protocols for the shelter
* Perform spay/neuter and other surgical procedures as needed for both shelter animals and owned pets.
* Perform dental care and surgery as needed for shelter animals
* Participate in weekly vaccination and wellness clinics for the community
* 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 for medical management and surveillance of disease within the shelter
* Prepare and perform periodic presentations for staff on shelter related topics
* 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

**Other Duties and Responsibilities:**

1. May need to respond to emergencies arising from post-surgical complications
2. Coordinate with Animal Care Supervisor, Clinic Management and surgeons scheduling of “special surgeries” (enucleations, mass removals, etc.) for shelter animals
3. Provide emergency and non-emergency medical treatment of shelter animals and foster animals; assist in identifying animals in need of medical intervention
4. Responsible for maintaining professional and effective environment for staff
5. Responsible for developing and maintaining excellent relations and communications between clinic and shelter staff
6. As needed, educate the public regarding humane issues and animal care
7. With Chief Programs Officer and Medical Director, ensures that proper and current protocols are followed
8. Review pet records for accuracy/completeness
9. Assist in the design and format of shelter and clinic paperwork and computer programs, as relevant
10. Attend meetings as required
11. Maintain relationship/communication with other practicing veterinarians in Southern Arizona
12. Research issues and prepare memos and other documents as requested by the Chief Programs Officer, Medical Director and others
13. Maintain membership in AVMA, SAVMA and other professional organizations.
14. Continue education regarding shelter medicine and related topics.
15. Perform customer service to the standards set forth in HSSA’s employee manual.
16. May train and supervise volunteers for the Shelter Department.

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

The offices and operations of a shelter can be high stress and very busy at times. This position is scheduled for 5 days/week, Sunday through Thursday; however, the schedule can change and may sometimes require additional weekend or evening hours to complete the job. Can include working some holidays or 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*

*08/02/2021LBG*