



## Veterinarian *Job Description*

**Job Classification:** Exempt, Full-time

**Work Schedule:** Open

**Reporting Relationship:** Executive Director

### **Primary Accountability:**

The Veterinarian is responsible for all medical decisions for animals in the shelter; to include, but not limited to, performing surgeries, veterinary health checks, health certificates, euthanasia and comprehensive health care for all the animals that are under the care of or are property of Helping Hands Humane Society (HHHS).

### **Major Duties:**

- Leads the daily operations of the HHHS Medical Center.
- Provides and oversees medical care for all animals under the care of HHHS including foster animals.
- Ensures all animals receive appropriate and timely medical care which includes scheduling animals for various medical procedures and treatments; works closely with other departments to ensure all animal medical needs are met; prescribes medications as needed for all shelter animals.
- Performs spay/neuters and other surgeries and dentals; supervises the preparation of animals for surgical procedures and treatments; evaluates and manages all emergency medical cases at HHHS.
- Determines animal's medical status regarding euthanasia; performs euthanasia as deemed appropriate; assists with euthanasia training and certification.
- Collects body tissue, feces, blood, urine or other body fluids for examination and analysis.
- Operates diagnostic equipment such as CBC, chemistry, radiographic equipment; interprets all chemical and imaging results.
- Establishes and conducts quarantine and testing procedures to prevent the spread of diseases to other animals or to humans, and to maintain compliance with applicable government regulations.
- Conducts postmortem studies and analyses to determine the causes of animal deaths.
- Coordinates with area veterinarians to provide additional services to HHHS including overnight/weekend and emergency case support.
- Maintains accurate records regarding treatments, surgical procedures and medications; records all medical procedures completed and medications given in animals' records in shelter database; maintains accurate and appropriate control drug log books.
- Writes, develops, and implements all Standard Operating Procedures for the medical department.
- Participates in local, state and national associations such as Kansas Veterinary Medical Association and Association of Shelter Veterinarians.
- Provides internal training to all HHHS employees regarding animal care, treatment, or medical procedures.
- Supervises medical staff as well as veterinary students during mentorships, externships,



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and veterinary school rotations; provides feedback and evaluation.

- Maintains a humane and caring attitude at all times towards animals in-care of HHHS.
- Performs additional duties as assigned.

### **Qualifications:**

Currently licensed in state of Kansas to practice veterinary medicine. A Doctor of Veterinary Medicine (D.V.M. or V.M.D.) degree from an accredited college of veterinary medicine. Must be qualified and eligible to obtain DEA license. Experience in shelter medicine with high volume sterilization preferred. Must possess a valid Driver's License.

### **Skills and Abilities:**

- Ability to work individually and in a team environment.
- Ability to safely handle animals declared vicious, on bite quarantines or stray.
- Ability to handle and deal with animals that have been abused, neglected or treated cruelly.
- Ability to communicate effectively, both orally and in writing.
- Ability to work efficiently with attention to detail.
- Ability to exercise good judgment, set priorities and organize work load.
- Willingness to lead and offer direction.

### **Physical Demands:**

- Ability to frequently stand, walk, sit, talk, hear, stoop, bend, squat or kneel.
- Ability to safely push, pull, and lift up to 50 pounds.
- Ability to physically handle and restrain domestic animals.
- Ability to read computer screens, mail, and talk on phone.

### **Work Environment:**

- Interaction with staff and customers.
- Potential exposure to parasites and infectious diseases that may be carried and transmitted by animals.

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature	Date	Supervisor Signature	Date
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