

JOB/POSITION TITLE: **Staff Veterinarian**

STATUS: Exempt

PRIMARY PURPOSE: Supervises and performs healthcare according to Society procedures to ensure sheltered animals are receiving safe, competent and humane care and are provided with quality health care and surgical procedures at all times.

Reports To: Chief Veterinarian

Supervises: Volunteers

ESSENTIAL DUTIES/FUNCTIONS:

- **Oversight of Medical Procedures, Treatment and Drugs.** Perform sterilization surgery and veterinary healthcare services of all shelter animals according to Society procedure. Select and perform euthanasia of admitted animals according to Society procedures. Maintain the use, control, and recording of drugs and supplies used in department according to federal and Society procedure.
- **Professional Medical Opinion.** Provides professional advice and opinions regarding the development and implementation of educational and enforcement programs.
- **Medical Forensics for Cruelty Investigations.** Assist with the physical examination/necropsies, treatment protocol, testimony, and documentation of animal(s)'s condition that are involved in a cruelty investigation for field services department.
- **Professional Development and Organizational Improvement.** Continue to educate oneself concerning veterinary medicine, animal welfare, and staff supervision; and improve or update current procedures as needed according to Society policy.
- **Customer and Animal Care.** Inform the public concerning questions of healthcare, welfare and condition of animals at the Society. Conducts oneself in a pleasant, courteous, and professional manner. Treat all animals humanely, properly, and with compassion according to Society procedure.

OTHER DUTIES/FUNCTIONS:

- **Other Duties as Assigned.** Ensure a positive public image and to enhance the operation of the organization and improve the quality of life for animals. May include organization-wide support as needed such as but not limited to participation in events, serving as spokesperson, fundraising, covering other operational departments, and Society's role as a first responder to disasters.

JOB CONDITIONS:

- Equipment Use: Veterinary medical and surgical equipment, computer, telephone system.
- Other Materials: Commercial disinfectant, gas anesthetic, euthanasia solution.
- Hours: Based on operational requirements. Must be available full-time and available to work over 40 hours, as needed, any 7 days of the week, weekends and holidays. On call for emergencies seven days/week.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Must have passion and concern for both animals and people.
- Must agree with and be committed to Society goals, objectives, and programs.
- Requires working with minimal supervision. Must be self-motivated.
- Requires alertness and attention to detail in handling and procedures with animals.
- Requires standing and performing surgery for periods up to four hours without a break.
- Requires patience and tact when working with difficult, emotional, or angry people.
- Requires handling people and animals in a pleasant, courteous, and professional manner.
- Must be able to lift/carry up to 50 of weight, struggling or limp. Must have no limitations to prevent handling or working with animals.
- Requires detailed and correct written work with respect to reports on animal examinations, court testimony, and department records and reports.
- Requires ability to supervise, delegate, train, and evaluate staff in department.
- Requires speaking and writing effectively and clearly in a professional manner both individually and to groups.
- Requires interpreting and integrating written materials from other staff and department reports, veterinary and animal welfare periodicals, and other regulatory agencies, and developing, recommending, and implementing changes into Society procedures.

QUALIFICATION REQUIREMENTS:

- Skills/Knowledge: Ability to speak clearly in front of audience. Ability to write clearly. Ability to plan, organize, train, and supervise staff and volunteers.
- Education/Training: DVM and current Hawaii veterinary license.
- Experience: Prefer two years clinical practice experience post-graduation.

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
President/CEO

(Revised May 2015)