



Job Description: Shelter Veterinarian

Job Title:	Shelter Veterinarian
Department:	Animal Shelter
Classification:	Full-time, salaried, exempt, non-seasonal
Job Relationships:	Supervised by the Executive Director. Provides oversight supervision of Veterinary Technicians, Assistants, and assigned volunteers.
Position Summary:	Responsible for the medical health and well being of sheltered animals, including but not limited to sterilization, managing herd health and quarantine issues, and ethics of the shelter medical practice. Directs all veterinary medical care related to shelter animals, implementing practices and protocols related to shelter medicine.

Duties and Responsibilities:

1. Coordinates and directs the medical operations of the Lawrence Humane Society and ensures sound veterinary medical practices, which are in accordance with the Kansas Veterinary Practice Act and Kansas Pet Animal Act.
 - Makes recommendations and assists Executive Director, Director of Animal Care and/or Director of Operations in the formulation of shelter medical objectives, practices, plans and decisions that influence operations to ensure optimal health of sheltered and recently adopted animals.
 - Supervises the investigation and timely response to medical concerns and complaints from clients' private veterinarians related to adopted animals. Assists in responding to adoption surveys with medical related concerns.
 - Leads the evaluation and establishment of disease control and medical euthanasia protocols for the shelter.
 - Actively participates as a member of management for the Society by attending strategic planning meetings, staff meetings, and board meetings as directed.
 - Serves as liaison with the local/regional veterinary community, establishes and maintains positive relationships with other veterinary professionals.
 - Works collaboratively with the Director of Animal Care to ensure proper communication, establish standardized processes and consistency.
2. Performs the duties of a Staff Veterinarian – including but not limited to:
 - Provides medical services to animals at the Lawrence Humane Society.
 - Conducts physical examinations, diagnostics, and treatment of owned animals when necessary.
 - Performs sterilization surgeries and other surgical procedures for shelter animals and owned animals.
 - Conducts medical rounds, performs medical examinations and oversees treatments.
 - Advises, performs or oversees euthanasia performed within the animal shelter.
 - Provides emergency care to injured stray animals impounded at the Humane Society.
 - Provides examination, documentation, and expert testimony in cases of animal abuse or neglect.

- Provides on-call services for shelter animal emergencies when scheduled and during clinic closures.
 - Promotes sterilization of owned animals in an effort to reduce pet-overpopulation.
 - Provides professional credibility to the Society's endeavor to help animals. Maintains appropriate licensing and completes required continuing education courses. Adheres to state regulations and organizational protocol regarding animal care, treatment, advocacy and the mission of the Society.
3. Provide leadership to LHS personnel
 - Maintains effective communication with staff through daily contact, in scheduled meetings, informally or in writing, as needed to coordinate and direct medical functions of the shelter and when necessary, the clinic.
 - Supervises Veterinary Students, ensuring proper training of veterinary students and performs timely review of students.
 - Participates in the interviewing and hiring decisions for relief veterinarians.
 - Performs euthanasia training and certification of shelter personnel.
 - Communicates directly with Director of Animal Care and Director of Operations with regard to husbandry, quarantine, and care of shelter animals.
 - Provides oversight supervision of veterinary technicians, veterinary assistants, and volunteers assigned to the shelter.
 - Identifies and helps to resolve practice ethics issues.
 4. Provides Client Service
 - Ensures excellent customer service and a positive experience for our clients. Assists staff in situations requiring immediate problem solving. Promotes good public relations in accordance with LHS practices; takes control of situations that could be potentially damaging to the professional image of the Society.
 - Informs the Executive Director of developments that may affect LHS or the department including departmental progress, client concerns, and personnel issues.
 - Informs clients and constituents of donation opportunities. Cultivates relationships with current and potential donors. Actively promotes the Society's mission, services, programs and events.
 - Actively supports staff and volunteers and promotes the development of skills related to the advancement of our goals and mission. Represents the Society in a professional and courteous manner at all times. Provides quality service to clients, volunteers, and employees recognizing their individual contributions to the success of our organization.
 5. Provides professional credibility to the Society's endeavor to help animals.
 - Maintains appropriate licensing and completes required continuing education courses.
 - Oversees the maintenance of drug and supply inventory while meeting and maintaining DEA requirements.
 - Adheres to state and federal regulations as well as organizational protocol regarding animal care, treatment, advocacy and the mission of the Society.
 6. Follows all safety guidelines to ensure a safe work environment.
 - Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk.
 7. Performs other duties as assigned by Executive Director.

Qualifications:

Must be currently licensed in the State of Kansas to practice veterinary medicine. Must hold a current DEA license. Provides own policy for malpractice insurance.

Knowledge and Skills:

Possesses good surgical skills: enjoys a heavy surgical schedule. Preferred experience in Shelter Medicine (2-4 years). Experience in basic staff management and the appropriate methods and means of dealing with human behavior situations in a variety of business circumstances. Able to work well under pressure. Organized and keeps complete and accurate records. Has an interest in small animals and exotics. Willing to be available for 24-hour on-call shifts. Committed to the

mission of the Lawrence Humane Society.

Working Conditions:

Work is performed in a clinic/shelter setting. Exposure to disinfectant solutions when in kennel areas. Exposure to high noise levels when in kennel area. Subject to animal bites and scratches while handling animals of questionable temperament and under the effects of anesthesia. Occasional lifting of up to 50 pounds with reasonable accommodations. Standing on feet for 8–10 hours per day with walking.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Updated 10/18/2011