



humane society
of Southern Wisconsin

JOB DESCRIPTION

Job Title: Veterinarian

Revised: 5/17/2021

Reports to: Operations Director/CVT

Approval Date: 5/17/2021

Purpose: The Veterinarian serves as the Veterinarian for all animals housed at the Humane Society of Southern Wisconsin (HSSW). They are responsible to oversee and perform all veterinary services for shelter animals. Maximize the use of clinic resources to ensure animal resident health at a minimum cost. To provide medical care as well as humane care and treatment to all animals in accordance with the policies and procedures established by the HSSW and the State laws of Wisconsin. This is a full or part time position.

Essential Duties and Responsibilities

- Work collaboratively with Directors, Supervisors, and Staff.
- Diagnose and treat medical conditions in all HSSW animals. Follow progress of all patients placed on treatment, keeping records of all treatments and final outcomes in coordination with Directors, Supervisors, and Staff.
- Direct, conduct and evaluate treatment plans, disease control measures, and hands-on medical treatment and progress of animals housed at the shelter including but not limited to:
 - a. vaccination protocols
 - b. nutrition and feeding protocols
 - c. parasite control measures
 - d. housing and sanitation
 - e. treatment protocols for routine infectious diseases
 - f. preventative medicine procedures
 - g. emergency evaluation, treatment and procedures
 - h. pre-adoption exams in accordance with regulations
- Create, implement and measure compliance with procedures and protocols to ensure continued health.
- Develop, conduct and monitor medical program protocols and procedures.
- Direct and conduct a cost contained sterilization program, including performance of ovariohysterectomies and castrations on cats and dogs. Supervise all aspects of the procedures including anesthesia and post-operative care of the patient.
- Perform non-sterilization surgical procedures when deemed appropriate for the adoptability of a HSSW pet.
- Oversee the scheduling of outside veterinary resources for procedures not available at HSSW. This responsibility is limited to scheduled hours as HSSW does not conduct after-hours emergency treatment at this time. The Veterinarian will decide what treatments or procedures are needed in coordination with

Directors, Supervisors, and Staff as appropriate.

- Assist with internal and public relations consultation and education services as they pertain to veterinary medical issues.
- Provide telephone consultation with staff as needed during normal business hours.
- Assist in development of public programming for
 - i. Spay and neuter
 - j. Vaccinations (low income clientele)
 - k. Trap, neuter, return (TNR)
 - l. Microchip Clinic Program

Personnel

- Review, interpret and evaluate HSSW policies and procedures
- Oversee coordination of volunteer needs and concerns with Volunteer & Foster Coordinator
- Establish guidelines and a system for maintaining organized and efficient work structure and climate in your department in coordination with the Operations Director.
- Guide and support staff in continuing education and professional development

Administrative

- Prepare and measure goals for programs; demonstrate their impact
- Prepare and maintain an operating budget for your department looking at past, present and future statistics. Input information into a profit and loss tool to better evaluate HSSW's trends.
- Exhibit the values and philosophy of the Humane Society of Southern Wisconsin
- Communicate concerns/changes with Operations Director and/or Executive Director as needed
- Remain current on animal-related issues including behavior and training
- Ensure thorough and accurate animal records.
- Assume additional responsibilities as assigned by the Operations Director.

General Duties

- Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Maintain inside and outside of building in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner.
- Responsible to assist with laundry, dishes, carrier cleaning.
- Restock all work areas.
- Handle animals in a safe and humane manner.

Internal Communications

- Advise appropriate shelter staff about animal medical or behavioral concerns.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Enter all information into the computer as necessary. Keep all paperwork and addendums updated and accurate including treatment records.
- Answer questions from other staff and volunteers in a calm and courteous manner.
- Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.
- Other duties as assigned by your supervisor.

Qualifications

- Enthusiasm for Shelter Veterinary Medicine is strongly desired.
- Ability to conduct high quality surgical sterilizations in a fast paced environment.

- Must have a valid driver's license.
- Must possess or have the ability to obtain DEA license
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare.

Minimum Required Education and Experience

- Graduate of an accredited school of veterinary medicine or equivalent.
- Licensed to practice veterinary medicine in the state of Wisconsin.
- Federal Accreditation Required.

Computer Skills

To perform this job successfully, an individual must have experience in the use of Office tools (Word, Excel & Outlook) and possess the ability to learn new software applicable to shelter management as warranted.

Work Environment

Must be able to work in an environment where animals are consistently present. Must be willing to work irregular hours, weekends and holidays as needed. Ability to attend evening meetings and after-hours events as necessary. Able to deal with public hostility that at times can be stressful. Must be able to tolerate loud working conditions.

Disclaimer

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by management as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as, and do not create, employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date