



Job Title: Director of Veterinary Services
Department: Veterinary Services
FSLA Status: Exempt
Benefit Status: Full-Time
Supervisor: CEO
Effective Date: 04/01//2022

VISION:

The Woods Humane Society (WHS) staff thrives on providing all patrons with exemplary customer service; all animals with the best possible care our resources permit; to perform daily in an effective and efficient manner and to provide a pleasurable work environment rich in practical learning and team work.

PURPOSE OF POSITION:

The Director of Veterinary Services oversees all public, partner, and in-house veterinary services provided at all WHS facilities, ensuring consistent, high-quality care for animals in the adoption program, high-quality, high volume spay/neuter surgeries, excellence in overall department management, and careful adherence to all applicable laws. Works closely with the CEO and Senior Management Team to develop and implement strategies to achieve short and long-term goals as the organization continues to grow as resource to our community.

QUALIFICATIONS:

- Doctor of Veterinary Medicine (DVM/VMD) from an accredited veterinary college.
- Currently licensed in the State of California to practice veterinary medicine or the ability to obtain license upon hire.
- Qualified and eligible to obtain DEA license.
- A minimum of 5 years clinical veterinary experience with small animal medicine including high volume surgical sterilization procedures and other minor surgeries.
- Specialized experience/training in shelter medicine, herd health, and epidemiology focusing on management of infectious disease outbreaks and preventative veterinary medicine.
- An understanding and appreciation for the purpose of shelter medicine.

ESSENTIAL KNOWLEDGE/SKILLS:

- Knowledge of county, state, city, and federal animal health laws and regulations.
- Experience in the management and supervision of veterinary staff, including the ability to direct the work of others, train/develop staff, and evaluate employee performance.
- Strong interpersonal, organizational and motivational skills and ability to work well in a fast-paced environment, handle multiple tasks and under stressful conditions.
- Strong verbal and written communication skills and desire to communicate with staff, volunteers, adopters, and other members of the public in a consistently professional and educational manner.
- Ability to utilize a variety of advisory data and information such as regulations, animal medical certificates, treatment/medical records, lab results, veterinary medicine manuals and textbooks, and general operating manuals.

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- Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
- Effective decision-making and diagnostic skills and interest in pursuing treatment options with limited funding.
- Computer knowledge and skills for medical records and data management.
- Ability to handle animals safely with patience and gentleness and a personal commitment to animal welfare.

PHYSICAL REQUIREMENTS:

- Ability to lift and carry 25 pounds for 50 feet
- Must be able to stand, walk, sit, talk, hear and see, stoop, bend, squat, kneel, grasp, put fingers together firmly and reach above and below shoulder level and lift; push, lift or pull 50 pounds for situation of restraining or moving animals and lifting supplies, material and equipment;
- Repetitively use hands to move animals around and operate computers
- Flex the neck upward and downward; twist the neck and the waist.
- Appropriately and humanely restrain cats and dogs; control dogs on a leash; work with a variety of animals in multiple settings both in and out of the clinic/shelter.
- Be able to tolerate extended periods of 4 to 6 hours of performing moderately strenuous activities, standing, lifting, stretching and bending.
- Work in an environment with daily changes in climate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Provide a premiere level of animal and people care services in accordance with Woods mission, goals, and management philosophies.
- Demonstrate the mission and vision of the organization on and off the job.
- Adhere to the highest ethical standards and provision of veterinary care in a safe, competent, professional, and humane manner.
- Establish medical protocols and guidelines for care/feeding/welfare of animals and work with staff to minimize animal stress and length of stay in the adoption program.
- Examine animals, evaluate animals' health and perform veterinary medical procedures including vaccinations, prescribing and administering medications, anti-parasite treatments, tests, and other diagnostics.
- Complete wellness and surgical procedures in a competent, safe and efficient manner.
- Recommend and perform euthanasia as necessary according to established protocol.
- Maintain complete surgical, complication, mortality, and controlled drug logs and individual patient medical records.

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- Maintain up-to-date knowledge of shelter animal health protocols, surgical procedures and companion animal health issues.
- Available by phone after hours for post-surgical complications and/ or emergencies.
- Determine staff requirements, obtain candidates, conduct interviews, process new employees; handle employee disputes and performance issues.
- Supervise clinic medical staff, direct and indirect reports, on day-to-day basis; handle scheduling, staff performance issues; staff needs and requirements.
- Determine need/roles/responsibilities of volunteers in department and oversee their activities.
- Oversee the ordering, delivery and usage of veterinary supplies, medical supplies and equipment, ensuring cost effective measures are in place and routinely reviewed.
- Oversee maintenance of proper supply inventory, storage, handling and documentation of all substances, supplies, and proper functioning of all medically related equipment within the department.
- Development, maintenance, & compliance of all clinic medical procedures, protocols & standing orders.
- Adherence to all applicable state and federal laws governing the practice of veterinary medicine.
- Treat all Woods staff, volunteers, vendors, and members of the public in a professional, respectful manner at all times, fostering an environment of teamwork and respect throughout your department.
- Attend training and other meetings as requested including quarterly all-staff meetings.
- Adhere to OSHA compliance policies & procedures.
- Maintain strict confidentiality on client, patient and donor information.
- Schedule, coordinate and oversee any off-site clinic operations.
- Participate in special events, off-site clinics and perform other duties as requested.
- Participate as an active, voting member of Woods Disposition Committee.
- Educate and engage the local veterinary community in the work of Woods Humane Society, promoting positive and productive relationships.
- Work with Executive Director and Director of Marketing and Community Programs on marketing for spay/neuter services and any other clinic services available to the public.
- Provide input on annual department budget, monitoring on an on-going basis and adjust spending as needed.
- Maintain and provide proof of a current license to practice veterinary medicine in California.
- Participate in, and provide proof of continuing education requirements.
- Hold premise permits for all facilities, maintaining veterinary premise according to code.

WORKING ENVIRONMENT

Work is performed in an animal shelter. Fast paced work environment with potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic

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diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

DIRECT REPORTS:

Staff Veterinarians, Contract Veterinarians, Volunteer Veterinarians, Veterinary Services Managers

This job description explains and outlines qualifications and requirements specific to this position. The job description may evolve over time including additions, deletions or further revisions as necessary. Your employment as a **Director of Veterinary Services** or in any other position at Woods Humane Society is at-will and is for no set term; either you or Woods Humane Society may terminate the employment relationship at any time. By signing below, you indicate that you have a clear understanding of what is required, that you possess the necessary skills, certification(s), license(s) and /or /permit(s), that you have a commitment to follow through with the duties as outlined and that you are willing to accept changes to the job description as it evolves.

Employee Name:

Employee Signature:

Date:
