



**JOB TITLE:** Staff Veterinarian  
**DEPARTMENT:** Medical  
**STATUS:** Part-time, regular, non-exempt  
**SUPERVISOR:** Director of Veterinary Services  
**EFFECTIVE DATE:** April 2022

### **POSITION SUMMARY**

This is a Non-exempt position with a salary range of \$65 to \$75 per hour.

The primary responsibility of the DVM holding this position is to provide surgical services for the patrons of our high-quality high-volume (HQHV) spay and neuter clinic. The DVM is responsible for ensuring the health, safety and appropriate medical and surgical treatment of patients in our clinic. Some support for the health management of our shelter population may also be required.

### **MINIMUM QUALIFICATIONS:**

- Licensed and able to practice in the state of California as a Doctor of Veterinary Medicine
- Demonstrated proficiency in HQHVS techniques or desire and ability to learn
- Strong interpersonal skills with the ability to work well with others, handle challenges with diplomacy, and integrate into a high-functioning team
- Clear oral and written communication skills and the ability to communicate positively, respectfully, and professionally with staff, volunteers, and members of the public
- Personal commitment to animal welfare and understanding of shelter medicine
- Proficiency with computers and ability to learn new electronic medical records with ease

### **DESIRED QUALIFICATIONS:**

- Previous experience in a HQHVS clinic or animal shelter
- Familiarity with Clinic HQ or Shelterbuddy software systems
- Demonstrable ability to utilize Fear-Free techniques when handling animals

### **PRIMARY RESPONSIBILITIES:**

- Proficiently perform high-quality/high-volume spay neuter surgeries and other surgeries/procedures as requested by the Director of Veterinary Services
- Address any post-operative complications or concerns
- Have deep understanding of anesthetic protocols, common side effects and potential complications
- Accurately evaluate animals' health and perform veterinary medical procedures as needed
- Perform dental surgery

- 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.
- Available by phone after hours for post-surgical complications and/ or emergencies
- Maintain complete surgical and health records
- Adhere to applicable state and federal laws governing the practice of veterinary medicine.
- Attend training and other meetings as requested including quarterly all-staff meetings.
- Participate in special events, off-site clinics and perform other duties as requested.
- Maintain strict confidentiality on client, patient and donor information
- Recommend and perform euthanasia as necessary according to established protocol
- Ensure patients are treated in a humane manner that minimizes stress, especially during transport and restraint
- Safely use equipment for fractious or feral patients
- Assist Clinic Manager with client questions/complaints and ensures clients are treated with respect and professionalism by all clinic staff
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all the employer's safety policies and rules (OSHA)
- Must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Keep current with applicable laws and regulations that affect clinic operations
- Accurately and neatly record all necessary and required information related to any veterinary procedures performed as per Woods policies
- Accurately maintain records in Shelter Buddy and Clinic HQ
- Carry out other duties as assigned by the Director of Veterinary Services
- Attend department and staff meetings

### **WORKING ENVIRONMENT**

Fast paced work environment with possible exposure to infectious organisms, animal waste, chemical materials requiring OSHA Safety Data sheets and potential hostile persons and/or vicious animals

### **PHYSICAL REQUIREMENTS**

Ability to lift and carry fifty pounds for 100 feet; withstand long periods on your feet; bend, reach, stoop, lift and other moderately strenuous activities; control dogs on a leash; appropriately and humanely restrain cats and dogs; work with a variety of animals and cleaning agents

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 the **Staff Veterinarian** 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:

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Employee Signature:

Date:

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