



**Job Title:** Veterinary Center Services Veterinarian  
**Department:** Wellness Clinic  
**Reports To:** Associate Director of Veterinary Center Services  
**FLSA Status:** Exempt, salaried

## **SUMMARY**

The Veterinary Center Services Veterinarian is responsible for the daily medical operations of the Veterinary Center, including but not limited to seeing patients for vaccines, treatments, and post-adoption and post-surgical follow up care. The Veterinary Center Services Veterinarian will work in the fast-paced, affordable clinic and follow the current vaccination and treatment protocols. Secondary duties may include assisting other shelter medicine veterinarians for the shelter animals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but other duties may be assigned:

### Medical Care and Operational Support

- Check daily health status of shelter animals in the treatment rooms, by coordinating daily rounds with other shelter veterinarians, veterinary technicians, and animal care staff.
- Provides direction to staff responsible for following recommended vaccinations, appropriate tests and maintaining treatment records for animals brought to the Veterinary Center.
- Examines animals, evaluates animals' health and performs veterinary medical procedures including vaccinations, prescribing and administering medications, anti-parasite treatments, tests and diagnostics as warranted.
- Most possess strong people skills and be comfortable interacting with the public.
- Must have the ability to keep up with a fast-paced vaccination clinic (Exam, Vaccinate, Diagnose, Treat and Prescribe medications as needed while following the current shelter protocols).
- May be asked to perform necessary euthanasia according to the established protocol.
- Follows and manages preventive medicine protocols.
- Establishes and maintains medical records and drug use logs to standards of veterinary and sheltering practices; ensures records are in order and complete.

### Staff and Volunteer Support

- Contribute to a workplace conducive to high employee morale and output, ensuring positive working relationships between clients, doctors, staff and volunteers.
- Contribute to a culture of embracing volunteerism, emphasizing the importance of volunteers in all aspects of the Veterinary Center.

### Client Support

- Provide accurate, concise medical information to all Veterinary Center clients.
- Ensure client experience is exemplary when interacting with the Veterinary Center.

### Department Management

- Works with third-year and fourth-year university extern students as directed by the Director of Shelter Medical Services.
- Performs other duties as assigned by Associate Director of Veterinary Center Services.
- Follows all safety guidelines to ensure a safe work environment.
- Participates in local, regional and national associations such as Florida Veterinary Medical Association and the Association of Shelter Veterinarians.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supports the Animal Rescue League's mission, policies, and practices.
- Possesses a thorough understanding of and dedication to the philosophies of animal welfare.
- Certified and Licensed by the Department of Professional Regulations to practice Veterinary Medicine and Surgery.
- Knowledge and experience with face paced wellness clinics and shelter medicine preferred but new graduates or private practitioners will be considered.
- Ability to communicate orally and in writing with pet owners, staff, volunteers, and the public.
- Must be able to pay attention to detail, as well as work in a fast-paced environment that requires multitasking and multiple demands on time.
- Must be able to work professionally with and handle all cats and dogs, including those with health concerns/conditions as well as behavioral issues.

## **EDUCATION AND EXPERIENCE**

- Must have Doctor of Veterinary Medicine degree.
- Must have current Florida State License.
- USDA accredited Veterinarian.
- Provide proof of Professional Liability Insurance.

## **COMPUTER SKILLS**

- Chameleon, Cornerstone, Avimark.
- Proficient in Microsoft applications.
- Working knowledge of personal computers including, but not limited to, access databases, checking company email, etc.
- Must have strong computer and data entry skills.

## **KNOWLEDGE AND SKILLS**

Supervisory experience, knowledge of shelter medicine and epidemiology helpful. Knowledge of disease recognition in shelter setting required.

- Effective decision making and diagnostic skills and interest in pursuing treatment options.
- Knowledge of the principles and practices of veterinary medicine.
- Must have strong computer and data entry skills. Ability to remain composed under stress.
- Ability to discipline and provide constructive feedback to subordinate staff when required with tact, fairness and diplomacy.
- Ability to relay pertinent information to provide recommendations accordingly to Director of Medical Services.
- Strong customer service, oral/written communication skills and interest in networking with other professionals. Desire to implement efficiencies on an ongoing basis.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- Able to work well under pressure and handle multiple tasks at one time.
- Available for telephone consultation on emergency cases.
- Builds effective relationships through positive interaction and communication with the community, volunteers and staff.
- Able to direct work of others, train/develop employees and evaluate employee performance.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is performed in the Veterinary Center with shared office space.
- Potential for exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects.
- Occasional lifting of up to 50 pounds, potential for standing on feet for 8 hours a day, animal handling and restraint in a veterinary setting.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_