



**Job Title:** Wellness Clinic  
**Department:** Medical Services  
**Reports To:** Director of Medical Services  
**FLSA Status:** Exempt, salaried

## **SUMMARY**

The Wellness Clinic is responsible for the daily operations of the wellness clinic. The Wellness clinic veterinarian will work in the fast-paced affordable clinic and follow the current vaccination 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:

The Wellness Clinic Veterinarian is responsible for the medical care, examinations, and vaccinations in the wellness clinic while dealing with public domestic animals. This also includes our medical & surgical care cases of those recently adopted through our program.

- Check daily health status of shelter animals in the treatment rooms, by coordinating daily rounds with other shelter veterinarians, veterinary technicians, kennel staff and shelter manager.
- Provides direction to staff responsible for following recommended vaccinations, appropriate tests and maintaining treatment records for animals brought to the wellness clinic. This ensures that the highest level of service and care are provided.
- 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 preventative medicine protocols.
- Establishes and maintains medical records and drug use logs to standards of veterinary and sheltering practices; ensures that records are in order and complete.

## Department Management

- Works with third-year and fourth-year university extern students as directed by the Director of Medical Services.
- Performs other duties as assigned by Director of Medical 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.
- Provides 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 wellness clinic 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 \_\_\_\_\_