



## Humane Society of Weld County Job Description

Job Title: Shelter Veterinarian  
Reports To: VP of Operations  
FLSA Status: Full-time (Salary, Exempt)  
Effective Date: June 2021

### **POSITION SUMMARY:**

The Shelter Veterinarian provides high-quality medical care to shelter animals, including spay/neuter, treatment of various medical conditions, and herd health maintenance. (S)he assists in developing, advancing, and implementing shelter medicine protocols and delivers and ensures humane medical treatment of all animals seen in the shelter.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- With internal veterinarian colleagues, leads the evaluation and establishment of shelter medical protocols.
- Continually improves the medical management program and ensures high-quality medical care and services for shelter guests including those temporarily in foster care, focusing on identification, treatment and prevention of health problems thereby increasing adoptions and decreasing adoption returns.
- Provides timely medical care to all shelter animals pursuant to policy and PACFA regulations.
- Makes recommendations and collaborates with the Executive Director, Director of Operations and veterinarian colleagues in the formulation of shelter medical objectives, practices, plans and decisions that influence operations to ensure optimal health of sheltered animals.
- Oversees the maintenance of shelter drug and supply inventory while meeting and maintaining DEA requirements.
- Actively participates as a member of the management team; attends applicable meetings.
- Fulfills commitments to sponsors and donors, as needed, in a manner that will support HSWC needs; supports events, fundraising, and media spots as needed.
- Performs duties in a manner which encourages attainment of goals, contributions, and business for HSWC and its programs.
- Provides guidance to staff for situations requiring immediate medical problem solving.
- Participates in interviewing and hiring decisions for shelter veterinary staff.
- Oversees that appropriate shelter medical personnel are certified in euthanasia.
- Communicates directly with the medical and shelter management team with regard to care of all shelter animals.
- Identifies and helps to resolve ethics issues.
- Treats people and animals with respect; contributes to effective teamwork; promotes intra- and inter-departmental cooperation; and fosters public relations beneficial to HSWC.
- Evaluates and determines the disposition of incoming animals.
- Provides medical services to all shelter and wellness clinic animals, including physical examinations, diagnostics, medical rounds, and treatments.
- Performs sterilization surgeries and other surgical procedures for shelter and wellness clinic animals.
- Ensures appropriate medication is administered by shelter veterinary staff as directed.



- Advises, performs or oversees euthanasia performed within the shelter.
- Maintains appropriate licensing and completes required continuing education courses. Adheres to state regulations and organizational protocol regarding animal care, treatment, advocacy, and the mission of HSWC.
- Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk.

#### **QUALIFICATIONS:**

- Current license in the State of Colorado to practice veterinary medicine.
- Current DEA license.
- Maintenance of malpractice insurance.
- Minimum of two years' experience in shelter medicine with high volume spay neuter experience.
- Ability to work well within frenetic nature of shelter environment.
- Effective written and verbal communication skills.
- Proven organizational, time management, and planning skills required.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers, and community in a professional, pleasant, and respectful manner at all times.
- Maturity with ability to use good judgment and display a professional manner.
- Good analytical skills and ability to identify and access department issues/opportunities; enjoys problem solving within existing resources; does not rely on additional dollars to resolve problems.
- Track record of fostering a positive work environment. Be viewed as a motivator and leader.
- Experience in molding and developing staff into a cohesive team while holding individuals and work units accountable for their results.

#### **MENTAL/PHYSICAL DEMANDS:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. An employee must frequently lift and/or move up to 50 pounds without assistance. An employee must handle dogs, cats, small mammals and birds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.