



<b>Job Title:</b>	<b>Staff Veterinarian</b>
<b>Department:</b>	<b>Shelter Operations- Clinic</b>
<b>Job Classification:</b>	<b>Full-Time, Exempt, 40 hours per week</b>
<b>Job Relationships:</b>	<b>Reports to the Director of Operations. Works daily with the Surgical Technician Team, Veterinarians, Volunteers, Animal Care and Guest Services Teams.</b>
<b>General Purpose:</b>	<b>To provide medical care and support for the ARLGP's pets, including spay/neuter surgeries, medical examinations, diagnostics and treatments. 50% surgery, 50% medical management</b>

**Summary of Duties and Responsibilities:**

The Staff Veterinarian:

- Examines animals, evaluates animals' health and performs veterinary medical and surgical procedures including vaccinations, prescribing and administering of medications, anti-parasite treatments, tests and lab work. Performs surgical sterilization of dogs, cats and rabbits including pediatric and high volume spay/neuter for the public
- Participates in disease prevention and management
- Reviews, edits and creates treatment plans and medical S.O.P.s, as needed. Provides guidance, research and medical knowledge to all applicable S.O.P.s
- Ensures that all state and federal laws, state regulations, accepted standards, and ARLGP policies and procedures regarding clinic operations, the practice of veterinary medicine, drug control, and animal care and handling are adhered to while guiding the work of technicians and assistants
- Clearly and accurately communicates medical terminology and concepts to staff and public verbally and in writing
- Participates in team discussions of euthanasia decisions and performs euthanasia as needed
- Establishes and maintains medical records and drug use logs to standards of veterinary and sheltering practices; ensures that records are in order and complete
- Participates in educational events held for the community or volunteers/donors
- Establish successful liaisons with the area veterinary community, local shelters, and the MVMA

- Communicates with local veterinarians and adopters concerning ARLGP patients or recently adopted animals regarding questions, further medical information, or ongoing treatment
- Some administrative work required
- Promotes a strong and positive team environment both within the organization and with other collaborating facilities
- Ability to supervise, delegate, train, and evaluate staff in department
- Assists in the development and implementation of clinic goals, policies, and procedures for the ARLGP; recommends changes in procedures as needed

### **Minimum Requirements**

- Current, valid Maine State veterinary license required
- At least 2 years of experience as a veterinarian, preferably at least 1 year in a high-volume spay/neuter clinic setting
- Knowledge of and ability to do high volume spay/neuter surgeries
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures. Ability to be flexible, detail oriented and able to prioritize.

### **Working Conditions**

- Duties of the job are performed in an animal shelter/animal clinic setting
- The employee is frequently exposed to odors or airborne particles including animal fur, disinfecting chemicals which can be toxic, anesthesia drugs and zoonotic diseases
- Consistently exposed to animals and animal allergens under conditions without alterations available
- Due to the nature of shelter work, the employee may be exposed to fractious animals, deceased animals or animals in poor physical or mental health
- The noise level in the work environment can be very loud
- Must be able to lift at least 50 lbs. with reasonable accommodations
- Must have no limitations to prevent handling, working with, or providing medical care and procedures to animals
- Able to climb stairs unassisted
- Able to scoop, bend, twist, lift, squat, kneel, grip and reach
- Able to stand for several hours up to an 8-hour shift
- Able to sit at a computer workstation and type and use a mouse for 30-40 minutes at a time as part of normal job functions
- Move about the building and campus consistently

The employee determines own work sequence within the limits of established policy, practices and procedures. The employee determines own work methods and solves problems utilizing technical/specialized knowledge and/or experience resulting in minimal supervision while work is in progress. The supervisor only intercedes and provides direction for new or unusual problems which involve deviations from normal policies, procedures and work methods.

The employee operates under broad administrative direction and is given responsibility for independently planning, designing and carrying out programs, projects and studies in accordance with ARLGP policies, protocols and standards. The employee keeps the supervisor apprised of progress.