



## **ARLGP ASSOCIATE VETERINARIAN // JOB OVERVIEW**

The Animal Refuge League of Greater Portland (ARLGP) is seeking a dynamic, compassionate, and collaborative Associate Veterinarian to play an instrumental role in our life-saving organization.

As the state's largest animal welfare organization, the ARLGP serves nearly 5,000 shelter and community-owned pets annually. With a mission based on compassion and kindness, our team works tirelessly to end pet homelessness, serve as a safety net to animals near and far, and provide the highest level of medical care to every animal that enters our doors.

The Associate Veterinarian has both clinical and administrative responsibilities, setting a workplace environment that is supportive and collaborative. Clinical duties include performing high-quality/high-volume spay/neuter procedures as well as specialty surgeries as needed. Case management of shelter pets, from intake to adoption, includes examining, diagnosing, and creating treatment plans for dogs, cats, and small animals.

This is an exciting position within a progressive and growth-oriented animal welfare organization.

**Where is the ARLGP?** Situated in Greater Portland, Maine, the ARLGP is surrounded by a vibrant city and suburban landscape. Enjoy all four seasons in southern Maine with our pristine coastline, beautiful lakes, and evergreen lined mountains. A national culinary and brewery destination, our backyard is a playground for all ages. Maine's New England charm and neighborly spirit is founded on our strong sense of community and culture.

### **Benefits of ARLGP employment:**

- Health and dental insurance, plus access to additional voluntary benefits (vision, disability, life, and accident insurance).
- A competitive salary and generous PTO package.
- Six months of private housing provided on the ARLGP campus.
- Yearly CE allowance and time-off allowance.
- Professional and DEA license renewal fees.



## **ARLGP ASSOCIATE VETERINARIAN // JOB DESCRIPTION**

<b>Job Title:</b>	Associate Veterinarian
<b>Department:</b>	Shelter Operations, Clinic
<b>Job Classification:</b>	Full-Time, Exempt, 40-hours/week
<b>Job Relationships:</b>	Reports to the Executive Director. Supervises the surgical technician team, relief veterinarians and volunteers in the clinic. Works closely with the animal care, guest services and foster care teams.
<b>General Purpose:</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)

### **Summary of Duties and Responsibilities**

#### **Job Skills Required:**

- A self-starter who is well organized, innovative, flexible, and passionate about ARLGP's goals and objectives.
- Excellent interpersonal, verbal, and written communication skills with a strong attention to detail.
- Ability to work well within frenetic nature of an animal shelter environment. The ideal candidate is personable, outgoing, patient, professional, empathetic, mature, and able to get along well with a culturally diverse community.
- Strong sense of initiative and ability to problem-solve, identifying tasks that need to be accomplished and prioritizing appropriately, and working independently with minimal supervision and direction.
- Comfort and experience with Google and Microsoft applications strongly preferred. ARLGP uses a variety of web-based software that veterinarians must be comfortable learning to use daily for managing client care.
- Proven ability to effectively work with a team, ability to work equally well with paid staff members, clients, and volunteers. Ability to relate well to persons with varied backgrounds and beliefs.
- Has a positive attitude; is open to innovative ideas.

**Performs the duties of an associate veterinarian, including but not limited to:**

- Evaluates and determines the disposition of incoming animals.
- Provides medical services to all shelter animals, including physical examination, diagnostics, medical rounds, and treatments.
- Performs spay/neuter surgeries and other surgical procedures for shelter animals along with our community spay/neuter program clients.
- In partnership with the leadership team, ensures appropriate medication, animal care, handling, and sanitation is administered by shelter staff.
- Ensures department staff maintain accurate and updated records in appropriate medical records software.
- Advises and performs euthanasia performed within the shelter.
- Provides on-call services for shelter animal emergencies.
- Proactively/urgently takes action to address any safety concerns or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk.

**Demonstrated Competencies:**

- Ability to provide excellent service and care for internal and external customers and animals.
  - Ability to create an environment that promotes excellent customer service at all levels and by all positions.
  - Ability to function in a busy environment.
  - Ability to be flexible and work within a rapidly changing environment.
  - Possess a genuine concern for animals and their welfare.
  - Ability to work collaboratively and effectively with other employees, board members, community members and volunteers.
  - Strong analytical and financial skills, including problem solving and critical thinking.
  - Integrity and ability to build trust relationships and to communicate in an open and transparent manner.
  - Ability to handle sensitive and confidential information with discretion.
  - Demonstrated oral, written and spokesperson presentation skills.
  - Strong leadership and management skills including ability to achieve results through others.
1. Working knowledge of Microsoft Office and other shelter software.
    - Ability to operate computer, printer, copier, telephone, fax machine, and smartphone.

**To Apply:**

Please send cover letter and resume/CV to [jobs@arlgp.org](mailto:jobs@arlgp.org).