

**Greater Androscoggin Humane Society  
Lewiston, Maine**

**Shelter Veterinarian**

**Job Description**

Class: Exempt

Revised: December 4, 2018

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**Reports to:** Executive Director

**Supervises:** Veterinary Technician(s), Veterinary Assistant(s) and Veterinary Volunteers

**Pay Range:** DOE

**Department:** Veterinary Services

**Position Summary:**

The Shelter Veterinarian is responsible for performing the traditional duties of a veterinarian in a shelter setting which may include health assessments, testing, diagnosis, sterilization, and treatment (either medical or surgical intervention). This position provides medical and surgical care to shelter animals and owned pets through the organization's outreach programs, including, but not limited to, community cat management, pet wellness services, vaccination clinics and spay/neuter surgery and assistance to animal rescue groups. The Shelter Veterinarian is responsible for the development, recommendation and implementation of medical and surgical protocols, as well as policies and procedures for effective disease control, pain management, and treatment. This position also oversees the medical work of the veterinary technician(s) and assistant(s).

**Responsibilities Include:**

- Work collaboratively with shelter management to meet programmatic goals and fulfill GAHS' mission.
- Shelter Veterinarian provides leadership by example and works collaboratively with all staff as an integral team member.
- Practice veterinary medicine from a shelter-centric perspective in accordance with GAHS policies and within budgetary guidelines.
- Responsible for medical and surgical protocols and ensures GAHS' compliance with state and federal requirements.
- Responsible for daily rounds to assess the health of all shelter animals, and provide basic health exams, testing, diagnosis and treatment as necessary.
- Responsible for developing and overseeing implementation of disease management and prevention protocols in conjunction with management team.
- Provide emergency and non-emergency medical treatment of shelter animals, foster animals, and owned animals through GAHS' Outreach Programs.
- Ability to perform up to 25 surgeries in a normal workday, be familiar with current spay neuter techniques and have experience performing sterilization surgeries on juveniles, cryptorchidism and pregnant animals.
- Perform vaccination and microchip clinics and education through GAHS' community outreach program.
- Counsel adopters, foster homes or potential adopters with regards to medical care/needs of shelter animals.

- Oversee the scheduling of outside veterinary resources for procedures not available at GAHS.
- Provide health certificates for any animals crossing state lines.
- Observe all safety rules and regulations for self and others.
- Perform humane euthanasia as required and certify qualified staff members.
- Work collaboratively with local veterinary practices to ensure consistent high quality care for all animals.
- Responsible for the direct supervision, evaluation and performance of clinic staff
- Maintain all medical records and utilize shelter animal management software
- Responsible for meeting DEA requirements and maintaining current licensure.
- Perform other various duties as assigned by Executive Director.

#### **Specific Job Skills:**

- Graduate of an accredited school of veterinary medicine.
- Licensed to practice veterinary medicine in the state of Maine or ability to get said license and must complete all professional requirements to maintain their license.
- Enthusiasm for and experiences in shelter medicine strongly desired.
- Acquire and possess a thorough understanding of animal welfare in Maine.
- Ability to conduct high quality, high volume surgical sterilizations in a fast paced environment.
- Possess or have the ability to obtain a DEA license.
- Basic computer literacy is required.
- Minimum of two years working in a veterinary clinic, animal shelter, or high-volume spay/neuter clinic preferred.
- Proven organizational skills and effective communication.

#### **Physical Requirements:**

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Ability to lift and carry 50lbs for 100 feet.
- Ability to humanely restrain and work with animals of unknown dispositions and those who may exhibit medical or other problems, as well as aggressive animals.
- Vaccinated against Rabies.

**Working Requirements:** Possible exposure to infectious organisms, animal waste, allergens, chemical materials requiring OSHA Material Safety Data sheets and potential hostile persons and/or aggressive animals.

#### **Schedule Summary:**

Minimum of 40 hours per week. Daily hours and days of the week may vary according to the needs of the shelter. Includes weekends, night and holiday work.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are expected to act in the best interest of GAHS, even if doing so required actions or responsibilities not specifically listed in the job description. The job description is subject to addition, subtraction or revision by the Executive Director. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.