

Job Title: HQHV & Wellness Veterinarian



Reports To: Spay/Neuter Vet Medical Director

Schedule: Variable

FLSA Status: Exempt

Type: Full Time OR Part Time Available

Summary:

Responsible for the daily care of all surgical patients, ensuring all clinic staff members are adhering to proper pre-, peri- and post-operative care of patients. Works closely with the Spay/Neuter Veterinary Medical Director and VP of Clinic Services.

Essential Duties and Responsibilities Include:

- Working knowledge and adherence to Association of Shelter Veterinarians' Veterinary Medical Care Guidelines of Spay-Neuter Programs.
- Examine all paperwork and animals pre-op to determine their ability to withstand surgery, need for testing, changes in protocol, etc.
- Perform surgical sterilizations and other HSC surgeries as requested on a daily basis.
- Examine all animals post-op to ensure appropriate recovery and healing.
- Provide excellent customer service to all visitors and clients
- Consult with the patient's owners for items of concern or out of the ordinary.
- Examine and inoculate animals and provide recommendations for follow up care.
- Help assure the use of controlled drugs is being logged and monitored accurately.
- Provide post-operative rechecks and order of medical treatments as necessary to ensure complete surgical recovery.
- Ensure all clinic staff members are adhering to proper pre-, peri and post-operative care of patients as outlined by the Spay/Neuter Veterinary Medical Director.
- Communicate any issues or concerns with the Spay/Neuter Veterinary Medical Director and/or VP of Clinic Services.
- Attends continuing education seminars annually to maintain up to date medical care, ideas and licensure.
- Other duties as required
- Performs special assignments and other duties as assigned when necessary

Volunteers

- Proactively utilize and engage volunteers as team members
- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.

- Coach volunteers by providing regular, ongoing feedback and training.
- Promote integration and utilization of volunteers; train volunteers to assist department.

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- Doctorate in Veterinary Medicine; DVM or VDM
- Preferred: three to five years of experience and/or training in high volume spay/neuter surgeries
- Working knowledge of MS Office, database management software, web and social media savvy and design software preferred
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- Strong interpersonal communication skills required, as well as a high level skill in written and verbal communication
- Must have a great sense of humor and enjoy working in a relaxed office environment
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable interacting with dogs and cats
- Must have a valid driver’s license, reliable mode of transportation and good driving record
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

Physical Demands:

- Must be able to lift & move up to 25 lbs

 I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____