

JOB DESCRIPTION

Job Title: Part-time Veterinarian
Department: Clinic
Reports To: Chief Veterinarian
FLSA Status: Part Time – Exempt

Summary:

Provides medical care and surgery services for both shelter animals and community pets, enters patient information into computer system, assists in tracking inventory and grant information

Essential Duties and Responsibilities:

- ❖ Provides medical and surgical care for shelter animals;
- ❖ Performs high volume spay/neuters on shelter animals and public animals; examines all incoming animals within 48 hours and establishes treatment for shelter animals needing medical care; provides follow-up on all medical and surgical conditions/complications;
- ❖ Provides timely medical care to all shelter animals pursuant to policy and PACFA regulations;
- ❖ Communicates special problems, needs and condition to the Chief Shelter Veterinarian, Director of Operations and/or Executive Director;
- ❖ Ensures that all medical logs and controlled substances are properly accounted for and documented according to policy;
- ❖ Ensures that clinic team works cohesively and communicates amongst each other;
- ❖ Writes reports as necessary and documents all patient activity in PetPoint and Cornerstone;
- ❖ Establishes successful liaisons with local shelters, area veterinary community, CSU and CVMA;
- ❖ Provides guidance/counsel on special events involving shelter or public animals;
- ❖ Participates in and coordinates the regularly scheduled vaccination clinics as required;
- ❖ General veterinary practice and minor surgical procedures for public-owned animals through the wellness clinic;
- ❖ Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Doctorate of Veterinary Medicine (DVM) from an accredited college or university, 2-5 years experience in the field, ability to perform high volume spays/neuters.

Language Skills:

- ❖ Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

- ❖ Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- ❖ Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

Mathematical Skills:

- ❖ Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- ❖ Ability to apply concepts of basic algebra and geometry.

Computer Skills:

- ❖ Microsoft Word and Excel or similar software required.
- ❖ Database Management software expertise preferred

Certificates, Licenses, Registrations;

Current State of Colorado Veterinarian License; and DEA License

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles.
- ❖ The noise level in the work environment is usually loud.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position. Other duties as assigned may be required.