

SANTA BARBARA HUMANE SOCIETY JOB DESCRIPTION

POSITION TITLE: Relief Veterinarian
DEPARTMENT: Clinic
REPORTS TO: Director of Veterinary Services
STATUS: Part-Time as needed
EFFECTIVE DATE: February 1, 2019

SUMMARY: The Relief Veterinarian is responsible for providing quality healthcare to the animals at the Santa Barbara Humane Society public clinic and shelter medicine including diagnosis and treatment of animals throughout the shelter and public wellness clinic, caring for sick and injured animals, surgically sterilizing adoptable animals and animals owned by the public, performing emergency surgical procedures as required. The Relief Veterinarian is required to support and advocate for the philosophy, programs, and policies of Santa Barbara Humane Society.

DUTIES AND RESPONSIBILITIES:

- Follow all protocols and procedures set by the Director of Veterinary Services
- Ensure appropriate vaccination recommendations are being made, in accordance with standards set by the American Animal Hospital Association (AAHA) and American Association of Feline Practitioners (AAFP).
- Educate technicians to screen for signs of disease and/or illness in animals visiting the vaccination clinic and provide appropriate recommendations.
- Provide information for the public on basic care, socialization and spay/neuter recommendations.
- Diagnose and monitor the conditions of animals in the shelter and address any conditions which would warrant care, perform daily rounds in the shelter and clinic.
- Perform high volume spay/neuter surgeries and additional surgery as necessary on shelter animals. Additional surgeries include but are not limited to dentistry, enucleations, exploratory laparotomies, tumor removal, amputations, etc.
- Maintain comprehensive computerized medical records on PetPoint for medical management and surveillance of illness within the shelter.
- Adhere to a comprehensive health care program with the following components: environmental sanitation, record-keeping, disease surveillance, physical examinations, vaccination, parasite control, disease testing, disease treatment, surgery, nutrition, outbreak response, and environmental enrichment for animals in the shelter and in foster homes.
- Always promote a caring attitude toward all animals and treat them humanely and compassionately, regardless of circumstances, including those that are sick, injured, feral or aggressive.

- In cooperation with all departments, ensure compliance with government agencies including OSHA, Santa Barbara Department of Animal Control, the California Department of Agriculture, and the California Veterinary Medical Board (CVMB).
- Follow operations in compliance with standards set by the Association of Shelter Veterinarians 2016 Medical Care Guidelines for Spay/Neuter Programs.
- Maintain appropriate surgical and anesthesia records in compliance with the CVMB.
- Order and maintain appropriate records of all controlled substances, in compliance with the CVMB and Drug Enforcement Administrations (DEA).
- Ensure appropriate vaccination recommendations are being made, in accordance with standards set by the American Animal Hospital Association (AAHA) and American Associate of Feline Practitioners (AAFP).
- Performs other related duties as assigned by the Director of Veterinary Services

QUALIFICATIONS:

- DVM degree from an accredited university with a California veterinary license
- Experience with high volume spay/neuter clinic and dentistry desired
- Experience working in an animal shelter, high volume spay/neuter clinic or TNR program desired
- Experience with high volume wellness services, vaccination clinic program, and herd health

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules people and their tasks; Develops realistic action plans.

- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Possession of a valid California driver's license and driving record acceptable to Santa Barbara Humane Society's insurance carrier. May drive company vehicle in performance of company business.
- Must be able to lift/carry 40 lbs. or more.
- Work is completed in an office within an animal shelter.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.