

DAKIN HUMANE SOCIETY POSITION DESCRIPTION



TITLE: **VETERINARIAN**
HOURS: Full-time, On-Call, Exempt, salaried position.
REPORTS TO: Veterinary & Animal Care Manager

FUNCTION: The veterinarian is responsible for delivering high quality, effective medical care to adoption center and community animals of all species, including diagnosis, treatment, surgery, and follow-up.

DAKIN'S GUIDING PRINCIPLES

Our Mission: Dakin Humane Society delivers effective, innovative services that improve the lives of animals in need and the people who care about them.

Our Foundational Belief: We believe people are good and will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

Our Core Values: Integrity, Compassion, Optimism, Innovation, Effectiveness

RESPONSIBILITIES:

Veterinary Care:

- Examines, diagnoses, and performs routine and emergency medical treatment on all adoption center animals.
- Examines, diagnoses, and provides treatment for animals of clients of Dakin's Accessible Veterinary Care Program. When established
- Performs surgical sterilizations.
- Vaccinates animals against diseases common to species of animal commonly found in shelters.
- Works collaboratively with management to determine treat plans and protocols that are aligned with Dakin's guiding principles.
- Provides patient care for public animals at vaccine clinics or other programs.
- Performs surgeries, including dentals, on all species.
- Regularly reviews medical conditions of animals in the adoption centers; provides follow-up treatment to injured or sick animals as necessary.
- Prescribes treatment for sick and injured animals in the adoption center.
- Works alongside animal care team in maintaining herd health.
- Works alongside animal care team to prevent and control disease in the shelter animal population.

- May make a euthanasia decision based upon an animal's physical or behavioral condition.
- Performs humane euthanasia.
- Oversees controlled substances in accordance with regulation.
- Is on-call through telephone or email for urgent medical situations.

Standards of Animal Care:

- Serves as a resource to leadership in drafting protocols and guidelines for the animal health program for the adoption centers and community medicine program; helps develop protocols for handling ill and injured animals in the adoption centers and community medicine program.
- Receives continuing education and keeps up to date with trends in shelter medicine.

Customer Care:

- Serves as the main veterinary representative of Dakin to our customers in person, on the phone, through email, and at events. Uses a compassionate, non-judgmental approach to assess customer needs and help find solutions.
- Resolves customer concerns related to veterinary services in accordance with Dakin's Guiding Principles.
- Reviews animal bite and exposure reports concerned with rabies and other diseases; contacts citizens and employees involved and directs follow-up procedures.

Record-keeping:

- Accurately maintains records and daily paperwork, including computer records and other routine documents.

Personnel:

- Trains, assigns, and directs the daily work of staff performing or assisting with veterinary duties or procedures.
- Provides professional and technical guidance to all staff.
- Provides ongoing training for staff throughout the organization to rapidly identify animals requiring isolation or veterinary care.
- Supervises the visual monitoring on a daily basis of sheltered animals, including those that may be isolated or quarantined for signs of illness or unusual behavior; assures that problems are promptly reported; determines and directs appropriate action as required.
- Maintains effective relationships with community veterinarians.
- Travels between sites as needed.

Volunteers and Interns:

- Helps volunteers and interns uphold Dakin's Guiding Principles.
- Provides daily supervision to volunteers and interns in the performance of their respective job responsibilities.
- Trains volunteers and interns and provides ongoing feedback and guidance.
- Supports volunteers and interns and promotes the development of skills related to the advancement of Dakin's mission.

Other Responsibilities:

- When designated, acts as a media spokesperson for Dakin on topics relevant to veterinary medicine and animal care.
- In all functions and tasks follows protocols, procedures, policies, and best practices, ensuring the safety and wellbeing of animals, staff, volunteers, and visitors.
- Follows safety guidelines to ensure a safe work environment for staff, volunteers, visitors and animals.
- Monitors and tracks usage of department supplies following Dakin purchasing guidelines.
- Attends Dakin events, as required, including staff meetings.
- Networks with and assists other animal welfare agencies.
- Complies with the Dakin Employee Handbook.
- Works with leadership to recommend and implement policy/procedural changes for the adoption centers and community medicine programs.
- Serves on committees, task forces, or networks to share ideas and suggestions designed to improve Dakin's ability to deliver on our mission.
- Performs other duties as assigned.

Position Requirements:

Education:

Graduation from a university or college accredited by the American Veterinary Medical Association with a Doctor of Veterinary Medicine or Veterinary Medical Doctor degree.

Licenses and Certification:

- Licensed to practice veterinary medicine in the Commonwealth of Massachusetts.
- DEA license for controlled substances.

Experience:

- Proficiency in Microsoft Word and Excel, as well as relational databases and common email platforms.
- Previous shelter medicine experience preferred.

Expected Knowledge:

- Surgical procedures for spaying and neutering canines, felines, and ideally other common shelter animals such as rabbits, guinea pigs, etc.
- Surgical procedures for spaying and neutering pediatric felines and canines.
- Surgical procedures for surgeries including but not limited to amputation, enucleation, and mass removal.
- Shelter medicine and best practices.
- Standard guidelines of the veterinary professional that are used in the Commonwealth of Massachusetts
- Knowledge of modern techniques for treating various animals for common diseases and injuries.
- Laws, codes, regulations, and policies affecting the department's operations and programs.
- Quality assurance procedures and techniques.

Skills and Traits:

- Must agree with and be committed to upholding Dakin's Guiding Principles.
- Must have strong analytical ability to make sound decisions.
- Must be curious, innovative, and attentive to details, possessing excellent communication skills and a high degree of accuracy in all communications.
- Must be effective, team-oriented, and flexible in a constantly changing environment.
- Must understand and respect confidentiality, be assertive, prioritize, focus, and be enthusiastic and creative about helping people.
- Must be optimistic and able to handle difficult and sensitive situations with compassion, discretion, and an open mind.
- Must demonstrate a high degree of integrity in all aspects of performance and interactions with media, community members, constituents, and colleagues, handling difficult and confidential situations without compromise.
- Must understand and respect confidentiality, be assertive, prioritize, focus, and be enthusiastic about helping people.
- Must be able to see the adoption centers and community medicine program in their relationship to the agency as a whole and the community at large.

Mental, Physical, and Communication Demands:

- Must be available to work when and where needed by Dakin. Must be willing to work irregular hours, weekends, and holidays and to be on call for emergencies.
- Requires working alone or with minimal supervision. Must be self-motivated.
- Requires working under pressure with a public audience.
- Requires patience, tact, and demonstrable compassion when working with people expressing a wide range of strong emotions, including anger, grief, frustration, and joy.
- Must be able to instruct both large and small groups diverse in age, culture, ability level and socioeconomic status in a variety of settings.
- Must be flexible regarding the work environment and program goals. Provides audiences with appropriate information and presentations occasionally under difficult or unexpected circumstances.
- Requires the ability to think strategically and creatively.
- Requires the ability to assess needs of constituencies and assign and supervise people to meet those needs.
- Requires ability to work safely around unruly, vicious, sick, injured or dangerous animals.
- While performing this job the employee will regularly be required to use hands and arms to reach, grasp, and hold animals, supplies and other tools; to talk and speak clearly to clients and co-workers; and to hear questions and animals.
- This job requires a great deal of standing, walking, sitting, kneeling, crouching and general mobility. It may include lifting, carrying, and pushing of supplies or animals weighing up to 50 pounds.
- This job requires the ability to safely react to being pulled by heavy, active dogs.
- This job requires working around and with chemical compounds (i.e., bleach, detergents, and disinfectants).
- Requires sitting for periods of up to two hours without break when working on written materials or meetings.

- Requires the ability to work in an environment with generally moderate, but occasionally loud, noise levels.
- While working with sheltered animals there is a risk of exposure to parasites and infectious diseases.
- Allergic conditions, which would be aggravated when handling or working with or near animals or cleaning supplies, may be a disqualification.