

# lead veterinarian

**date posted:**  
07/2022

**position:**

Lead Veterinarian

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**reports to:**

Executive Director

**supports:**

Clinic staff | Shelter staff

**Primary Job Purpose:**

- Spokane Humane Society is an animal welfare non-profit agency whose mission is supported 100% by donations from the community. The Lead Veterinarian is responsible for implementing and maintaining veterinary disease control protocols for medical and surgical treatment of animals housed at the Spokane Humane Society. Manages, administers, and coordinates the operation and growth of the Spokane Humane Society Beulah Morgan Spay and Neuter Clinic. Helps to maximize animal placement and minimize euthanasia of adoptable animals. Provides medical expertise support to shelter management for policy and decision making. The Lead Veterinarian will align with our three core values which are:
- Show compassion and empathy
- Be eager, willing and capable to go above and beyond
- Committed to being dependable and dedicated

**Essential Duties:**

- Conducts medical rounds, performs medical examinations of shelter animals. Prescribes, performs, and oversees medical treatments for ill/injured animals housed at the shelter and those in foster care. Coordinates with shelter manager and animal care workers-in-charge to ensure that vet checks are scheduled and conducted.
- Surgery shall be performed in a manner compatible with current veterinary practice regarding anesthesia, asepsis or antisepsis, life support and monitoring procedures, and recovery care. High-quality, high-volume spay-neuter techniques for surgery will be performed according to the ASPCA Spay-Neuter Alliance Protocols for the public clinic and shelter animals. Performs spay/neuter procedures and other surgery as required on shelter animals. Research treatment options for injured/ill shelter animals and makes treatment or euthanasia recommendations.
- Provides direct supervision to Veterinarian(s), Licensed Veterinary Technician(s), Veterinary Assistant(s), and Clinical Receptionist(s) to ensure compliance with medical protocol and treatments, disease control standards, society safety and personnel policies and procedures. Keeps Shelter Manager/leadership team informed of personnel issues.

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- Monitors the purchase, possession, and administration of legend drugs. Ensure that all controlled substances shall be stored, maintained, administered, dispensed, and prescribed in compliance with federal and Washington state laws. All controlled substances shall be maintained in a locked cabinet or other suitable secure container in accordance with federal and Washington state laws. Controlled substance records shall be readily retrievable in accordance with federal and Washington state laws.
- Ensures compliance of animal care standards according to the State of Washington Veterinary Board of Governors and general requirements for all veterinary medical facilities in accordance with WAC 246-933-320
- Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animals, or the organization at risk.
- Pursues continuing education opportunities for self, staff, and maintenance of veterinary licensure; actively supports associate staff and volunteers and promotes the development of skills related to the advancement of our goals, mission, and animal welfare.
- Provides emergency medical treatment for animals with unexpected, serious occurrence or situation which urgently requires prompt action to prevent an animal's death or permanent injury.
- Will hold a role on the leadership team and attend weekly scheduled meeting. Will conduct departmental weekly meetings with staff.
- Facilitate with other staff, veterinarians, training of personnel in performance of job tasks. Assign job duties and monitor task completion. Recommend personnel actions, i.e., promotions, transfers, hires, fires, etc. Resolve work-related problems for subordinates. Coordinate clinic activities with other departments.

## Marginal Duties:

- Works with the shelter manager and kennel staff to prevent and control disease in the shelter animal population. Supports shelter manager in determining cleaning, feeding and health care protocols. Serves as a resource to assist the shelter manager, exam staff and kennel workers with the identification/treatment of animal health-related issues.
- Provides auxiliary support to exam technicians performing examinations on shelter intakes, microchipping, vaccinations, and euthanasia.
- Serve on leadership team to assist in decisions on shelter protocols, policies, and procedures. Assist in the development of the annual budget process and monitor the income and expenditures of the clinic. Monitor progress towards program and performance goals.
- Communicates effectively with the public, community partner animal welfare organizations, and co-workers. Provides professional credibility to SHS's endeavor to help animals. Always represents Spokane Humane Society in a professional and courteous manner.
- Provides quality service to our customers, and staff recognizing their individual contributions to the success of our organization.
- Maintain a sanitary environment to avoid sources and transmission of infection. This includes the proper sterilization or sanitation of all equipment used in diagnosis or treatment and the proper routine disposal of waste materials.
- Conducts an annual inventory of equipment to inform the Executive Director what pieces of equipment will need to be replaced or updated in the years to come. Reviews clinic contracts annually to ensure the companies we are working with are providing the best quality with reasonable rates.
- Reviews "herd health" animal care protocols with fellow staff veterinarians annually to ensure they are up to date. Updates shelter manager and animal care leads accordingly.

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## Qualifications and Position Requirements:

- Graduation from a college or university accredited by the American Veterinary Medical Association with a Doctor of Veterinary Medicine or Veterinary Medical Doctor Degree plus three (3) years' experience as a veterinarian; must be currently licensed in the State of Washington to practice veterinary medicine. Carries professional liability insurance. Requires one (1) year of managerial and/or supervisory experience.
- Possesses effective diagnostic skills and interest in pursuing treatment options with limited funding. Strong customer service and communication skills and interest in networking with other professionals.
- Willing to be available for telephone consultation/recall in the event of an emergency.
- Committed to the mission of the Spokane Humane Society and the success of our shelter/clinic medical programs
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities.
- While performing medical procedures, the incumbent is working with needles and other sharp instruments. The incumbent is subject to the threat of exposure to zoonotic diseases (e.g., toxoplasmosis, giardia, internal parasites, rabies and other, viruses), and to toxic substances such as disinfectants, pesticides, and corrosive cleaners.
- The incumbent is frequently around animals that are agitated or injured that may attempt to bite or scratch. The need to lift and carry animals weighing more than fifty pounds also is required.

This job description is not a contract-management reserves the right to change its contents at any time. This organization is an "at-will" employer and is an equal opportunity employer. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate because of race, color, religion, national origin, age, disability, sex, or sexual preference.

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