Veterinarian – Part Time

Position Status: Part-Time, Exempt
Reports to: Director of Operations
Date Revised: January, 2020
Work Hours: ~20 – 25 hours per week, varies with animal census and need

PURPOSE OF THE POSITION

The Part-Time Veterinarian is a New York State licensed professional employee of the Animal Protective Foundation responsible for working with the staff to provide medical care for shelter pets as well as publicly-owned pets utilizing APF's low-cost veterinary services (spay/neuter and basic wellness care). The veterinarian will represent the APF with professionalism in all interactions with staff, government agencies, the Board of Directors and the general public. The PT Veterinarian will support the growth of APF's public low-cost veterinary care, including high-volume spay/neuter and public wellness clinics. Additionally, the successful candidate will assist in the expansion of our targeted TNvR efforts in coordination with our community cat partners. Part-Time Veterinarian reports to and is directly accountable to the Director of Operations.

Internally, the Veterinarian works in close coordination with Shelter and Clinic Veterinary Staff, Clinic Manager, Director of Operations, Client Services Coordinator, Dog Program Coordinator, Cat Program Coordinator, Community Engagement Coordinator, Volunteers and other APF personnel. Externally, the PT Veterinarian may have interactions with APF clients, representatives of the community, rescue organizations, other veterinary professionals, vendors and county health department representatives.

The Veterinarian must be a professional, self-motivated, positive, goal oriented, and organized individual with excellent interpersonal communication and problem-solving skills. The Veterinarian must communicate in a way that demonstrates and promotes collaboration, cooperation, problem solving and interpersonal skills to foster a positive work environment, team work and productivity. All employees are expected to exemplify, mentor, and reinforce the APF Mission, Vision and Values and all organizational policies.

DUTIES AND RESPONSIBILITIES

General Duties: 75%

- Provide examination, vaccination and treatment as necessary for sheltered animals and provide and maintain timely and accurate records on the shelter's animal database.
- Perform surgery (spay & neuter, dental extractions, cleaning and others as determined by DVM and Director of Operations) for APF and publicly owned pets in concert with APF programs and policies.

- Work with the veterinary staff to see that treatment plans are followed and effective.
- Communicate as needed with internal and external veterinarians to request diagnostics or treatments outside the capacity and daily operational scope of APF.
- Support the APF Development Department through providing information, expertise, and updates on pets whom receive treatment as a result of fundraising efforts.
- On occasion, prepare specimens for rabies lab testing in accordance with NYS Department of Health (DoH) guidelines.

Leadership: 10%

- Responsible for promoting and role modeling a positive and professional work environment. Provides coaching and effective training to keep staff at a level necessary to achieve APF's mission, goals and highest quality of animal and client care.
- Provide training and information to APF staff as needed to ensure an outstanding standard of care is maintained.
- Participate in staff meetings as needed; providing clear and relevant information to team members.
- Serve as a mentor to veterinary staff to increase individual skills and knowledge.
- Coach staff to resolve complex or difficult situations and suggest alternatives to promote and assure high quality animal care and work environment.
- Promote a safe workplace through maintaining work rules and safety training programs which comply with standards set by the APF and other regulatory agencies such as OSHA.
- Assist in creating and maintaining training materials including manuals, forms, protocols, and procedures for pet care related tasks in coordination with veterinary staff and APF leadership.

Record Keeping: 10%

- Assist Director of Operations and veterinary staff with designing and implementing standard operating procedures related to disease control and general animal husbandry
- Ensure records of all controlled drug use are current and compliant with state and federal laws and regulations.
- Ensure animal database and related veterinary records are accurate and up-to-date.

Fiscal Management: 5%

- Contribute to the annual budget process by making recommendations to improve care while also maintaining or improving revenue generation and operating within the approved expense budget.
- Use technology to enhance and improve the efficiency of shelter operations.

May be assigned to work in other departments temporarily, permanently or for cross training.

Perform other duties as assigned by the Director of Operations or Executive Director.

Physical Demands & Working Conditions

Ability to stay standing or active during entire shift. Must be able to lift a minimum of 50 lbs. Work performed both in and out of facility requires lifting, bending, stooping, pushing and other strenuous activities.

Requires flexibility and high energy. Must be comfortable handling companion animals such as cats, dogs and small animals (rabbits, guinea pigs, hamsters, etc) of varying sizes, temperaments, ages and backgrounds. May have contact with animal waste, kennel cleaners and disinfectants, soiled kennels, animal bedding and dishes. May be exposed to loud noises or exposed to zoonotic diseases. Will work continuously with other staff, volunteers and members of the public. Will have access to protective equipment such as gloves, protective eye and ear wear, etc.

Requirements

- Education and Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. Two years of experience working in an animal shelter environment is highly desirable but not required. Two years of experience with high volume spay/neuter surgical setting is highly desirable. Fear Free Certified preferred.
- Licenses: Possession and maintenance of a license to practice as a Veterinarian issued by the State of New York Education Department, Office of Professions. Must possess and maintain a valid Drug Enforcement Administration (DEA) certificate/license. Must have a valid New York State driver's license.
  Knowledge: Current principles, practices, techniques and policies of veterinary medicine, including disease identification, prevention, control and eradication. Utilization and effects of medications for animals. Safety policies, procedures and practices as they relate to veterinary medicine and shelter environments including zoonotic diseases. Local, State and Federal animal health laws and regulations. Understanding of herd health and/or shelter medicine concepts. Preoperative, surgical and postoperative procedures involved in performing spay and neuter surgeries.
- Vaccinations: Must be vaccinated against rabies, with proof of current titer test results.
- Additional requirements: Must be available by phone to support vet or shelter team as needed, primarily for emergencies.

NOTE:

The Animal Protective Foundation is an Equal Opportunity Employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, veteran status, familial status, genetic information, citizenship, domestic violence victim status, prior arrest record, or prior criminal conviction.

The Animal Protective Foundation is an At-Will employer. This is not a contract for employment. The Animal Protective Foundation reserves the right to change job descriptions and job schedules at any time without employee consent to meet changing needs of the organization.

By signing below you are asserting that you are physically able to perform these duties with or without accommodations.

Printed Name _____

Signature _____ Date _____

List any accommodations needed to assist you in successfully completing these duties._____
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