



## Veterinarian – Part Time

**Position Status:** Part-Time, Exempt  
**Reports to:** Senior Veterinarian  
**Date Revised:** May, 2022  
**Work Hours:** ~8 – 25 hours per week, varies with animal census and need  
**Salary:** \$55-\$60 per hour

### **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 PT 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. The PT Veterinarian reports to and is directly accountable to the Veterinary Medical Director.

Internally, the PT Veterinarian works in close coordination with Shelter and Clinic Veterinary Staff, Clinic Manager, Director of Operations, Executive Director, Client Services Manager, Director of Development, 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 PT Veterinarian must be a professional, self-motivated, positive, goal oriented, and organized individual with excellent interpersonal communication and problem-solving skills. The PT 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 surgeries, general surgeries 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.
- Work with the veterinary staff to provide medical and surgical care for shelter pets.
- 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 the 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.

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

