



## **Job Description: Associate Veterinarian**

<b>Job Title:</b>	<b>Associate Veterinarian</b>
Department:	Veterinary Clinic
Classification:	Full-time, salaried, exempt, non-seasonal
Job Relationships:	Reports to the director of veterinary services. Works collaboratively with the chief clinic veterinarian and chief shelter veterinarian respective to their area of responsibility. Assists in the supervision of support personnel including the shelter medicine intern, veterinary students, patient services team, and client service team.
Position Summary:	The associate veterinarian is responsible for medical services provided to patients treated in our in busy, full-service veterinary clinic. The position primarily serves our publicly owned patients while providing ancillary support to the chief shelter veterinarian in the case management and treatment of shelter animals. The associate veterinarian educates clients, students, staff, and volunteers on proper animal care and disease control and promotes the services offered by the Humane Society of Boulder Valley (HSBV) and our veterinary clinic.
Veterinary Benefits:	Our veterinarians enjoy the following professional benefits: continuing education allowance; paid CE education days; paid dues/memberships including AVMA, CVMA, ASV, and VIN; state and DEA license renewal reimbursement; and professional liability insurance paid by HSBV. This position also provides benefits available to all full time employees including health insurance, dental & vision plan options, life and long term disability insurance, retirement plan, flexible spending accounts, public transportation benefits, and discounts on HSBV services.

### **Duties and Responsibilities:**

#### **Veterinary Medicine**

- Provides medical services for clients utilizing our veterinary clinic, including qualifying low-income clients, by offering a variety of medical options.
- Provides medical services to animals sheltered at the Humane Society of Boulder Valley.
- Conducts physical examinations, diagnostics, and treatment for owned animals. Keeps thorough and timely medical records.
- Handles animals consistent with HSBV philosophies designed to reduce fear, anxiety, and stress in the veterinary clinic environment.
- Performs sterilization surgeries, including prepubescent sterilization, and other surgical and dental procedures for both publicly owned and shelter animals.
- Participates or conducts medical rounds for hospitalized patients.
- Assists with the evaluation of medical and disease control protocols for the clinic and shelter.
- Performs or oversees euthanasia performed within the clinic.
- Provides emergency care to injured stray animals impounded at HSBV.
- Provides on-call services for shelter animal emergencies when scheduled and during clinic closures.
- Ensures excellent customer service and a positive experience for our clients.
- Provides professional credibility to HSBV's endeavor to help animals. Maintains appropriate licensing and completes

required continuing education courses. Adheres to state regulations and organizational protocol regarding animal care, treatment, advocacy and the mission of HSBV.

### **Clinic Operations and Leadership**

- Upholds and demonstrates HSBV's mission, vision and internal values. Brings ethical issues forward for discussion.
- Adheres to DEA requirements for controlled drugs. Practices responsible stewardship of drug and supply inventory.
- Properly utilizes and maintains all hospital equipment.
- Adheres to the annual budget and promotes cost savings within the department.
- Assists with providing day-to-day oversight of veterinary support staff to ensure compliance with HSBV safety and personnel practices and procedures. Informs director of personnel issues.
- Participates in the performance appraisal process and provides feedback as assigned.
- Actively integrates volunteers, ensures their safety compliance, and promotes their involvement within HSBV.
- Works cooperatively to orient, train, support and guide the shelter medicine intern and veterinary student externs.
- Actively supports departments, staff and volunteers and promotes the development of skills related to the advancement of our goals and mission.
- Collaborates with shelter and behavior department personnel to support the medical and pharmaceutical needs of animals enrolled in our behavior support programs. Supports the decisions made by the shelter leadership team related to the outcome and disposition of shelter animals.
- Participates in HSBV staff and volunteer trainings; develops and implements training for staff on disease control and animal care.

### **Client Service**

- Ensures quality service is provided to both people and animal clients by the staff of the veterinary clinic. Assists employees in situations requiring immediate problem solving. Promotes good public relations in accordance with HSBV practices; takes control of situations that could be potentially damaging to the professional image of HSBV.
- Ensures all client communications are documented in patient medical records. Obtains informed consent from clients for procedures. Creates, delivers, and discusses estimates for non-routine care.
- Uses creativity and ingenuity when working with clients of limited financial means, offering services in a non-judgmental and supportive manner.
- Informs the department director of developments that may affect HSBV or the department including departmental progress, client concerns, and personnel issues.
- Represents HSBV in a professional, respectful, and courteous manner at all times. Provides quality service to customers, volunteers, and staff recognizing their individual contribution to the success of our organization.
- Actively promotes HSBV's mission, services, programs and events. Informs clients and constituents of donation opportunities as appropriate, cultivating relationships with current and potential donors.

### **Safety**

- Promotes and 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, animal, or the organization at risk.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Qualifications:**

Must be currently licensed in the State of Colorado to practice veterinary medicine. Must hold or obtain a current DEA license and have a current veterinary malpractice insurance policy.

### **Knowledge and Skills:**

Able to work well under pressure. Possesses good surgical skills and enjoys a heavy surgical schedule. Organized and keeps

complete and accurate records. Has an interest in small animals and exotics. Willing to be available for on-call shifts. Knowledge of AVImark a plus. Fear Free certification a plus. Basic computer skills in a Windows environment required. Committed to the mission of the Humane Society of Boulder Valley and to the success of the veterinary clinic.

**Working Conditions:**

Work is performed in a clinic/shelter setting. Exposure to disinfectant solutions when in kennel areas. Subject to animal bites and scratches while handling animals of questionable temperament and under the effects of anesthesia. Ten- hour shifts spent standing, bending, squatting, kneeling, lifting, walking, and performing data entry. Occasional lifting of up to 50 pounds.

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