

**Humane Society of Washington County  
13011 Maugansville Road  
Hagerstown, MD 21740**

### **Job Description**

**Job Title: Shelter Veterinarian**  
**Department: Veterinary Center**  
**Job Code: Exempt**  
**Reports To: Veterinary Center**  
**Director Job Status: Full-Time**  
**Revision Date: May 16, 2016**

### Join our Energetic, Compassionate Team

The Humane Society of Washington County is the only animal protection agency serving Washington County residents and pets. Receiving an average of over 6,000 animals per year, over the past three years HSWC has transformed from an animal shelter to a nationally recognized humane organization. HSWC was most recently selected as a co-mentor for The Humane Society of the United States' Sister Shelter Project, assisting shelters in Puerto Rico. In addition, HSWC serves as a partner with the ASPCA Field Investigations and Response team assisting animals during disaster response.

HSWC offers many progressive programs: emergency housing for pet victims of domestic violence, a pet food pantry, low-cost spay and neuter vouchers, vaccine clinics, retail pet supplies, volunteer program, humane education for adults and children, alternatives to pet intake, lost and found pet services, humane law enforcement and, of course, high-quality pet care for displaced and homeless pets.

We are adding to our passionate and committed 43-person team seeking a Full-time Shelter Veterinarian. Our culture aligns with The Five Freedoms for Animals and focuses on creativity, collaboration, and results!

The Shelter Veterinarian will work closely with the Veterinary Center Director and shelter and medical teams to implement strategic initiatives, as set by the Board of Directors, which further the organization's mission to enrich the lives of animals and the people who love them.

Incumbent is a veterinary dynamo who emphasizes high-quality animal and people care.

### Position Overview

As part of the Humane Society of Washington County's commitment to raising the intrinsic value of animals in the region, the HSWC seeks a licensed veterinarian to help design and implement best practices in humane population management and to provide high-quality, high volume veterinary medical and surgical care for animals.

## Responsibilities

This position reports to the Veterinary Center Director and works collaboratively with HSWC management, staff, and volunteers. The position is in Hagerstown, MD. Occasional travel may be required.

### Veterinary Medical Care

- In collaboration with the Veterinary Center Director and Director of Operations, design and implement medical and general care protocols for the health and well-being of shelter and foster animals
- Consult and advise on health and related aspects of care for shelter animals at HSWC, including but not limited to, vaccinations, administration of medication, testing, medical evaluations, humane health care, euthanasia and disease prevention in the shelter
- Perform surgical procedures on shelter animals, as needed (for example, spay/neuter, hernia repair, tumor removals and ocular procedures) and publicly owned patients
- Lead daily medical rounds and organize treatment plans for shelter animals
- Work with RVTs to provide outstanding patient care to publicly owned and shelter animals
- Together with the Director of Operations, identify, develop and recommend onsite management protocols designed to ensure adherence to sound veterinary medical practices by all clinic and support staff and, as may be needed, help to implement such protocols
- As directed by the Veterinary Center Director, provide routine training for staff concerning the medical care of shelter animals, including those relating to nursing care procedures, cleaning, handling, and vaccination and quarantine protocols
- Knowledge of laws and codes pertaining to the care and record keeping of sheltered animals and veterinary hospital operations
- Offer leadership and coaching for the clinic staff and kennel care staff, and sustain a strong commitment to teamwork, high professional standards, and continuing development among all shelter employees
- Open to innovation and methods to ensure humane management and improving positive outcomes for sheltered animals

### Leadership

- Encourages the use of volunteers, the solicitation of monetary and the use of in-kind donations whenever possible
- Develops new ideas with staff in order to work towards the organization's strategic goals
- Communicates in an effective and professional manner with public and all HSWC staff, volunteers, and patrons
- Follows all written and verbally communicated HSWC Standard Operating Procedures
- Attend all staff meetings and training sessions
- Serves as role model, leading agency staff and volunteers to a high standard of performance.

### Qualifications

- Graduated from an accredited veterinary medical college – DVM or equivalent
- Licensed to practice in the State of Maryland
- Experience in high volume spay/neuter clinic and/or post graduate surgical training preferred
- Experience with Shelter Medicine and herd health preferred

### Knowledge, Skills and Abilities

- Commitment to the mission, values and goals of the Humane Society of Washington County
- Demonstrated aptitude in clinical medicine and surgery
- Experience in animal welfare and shelter operations a plus
- Experience in emergency medicine and veterinary forensics a plus
- Demonstrated success in working with a diverse team
- Skilled in managing varied relationships and successful at facilitating collaboration and cooperation
- Outstanding record-keeping and patient documentation skills
- Ability to communicate effectively, verbally and in writing in a diverse range of audiences and settings
- Practices excellent quality medicine and upholds the veterinary code of ethics
- Knowledge and willingness to provide subsidized sterilization and wellness services to publically owned animals
- Demonstrates excellent oral and written communication skills and the ability to follow instructions as given in either form.
- Ability to handle stressful and/or difficult situations as presented by visitors, staff and/or volunteers
- Ability to humanely handle and restrain animals
- Ability to multi-task, prioritize, delegate, and adhere to deadlines
- Ability to handle difficult situations as presented by visitors, members, citizens, staff and/or volunteers.
- Ability to operate standard office equipment.
- Proficiency with MS Word, Excel and able to learn and use veterinary specific software.
- Experience with common veterinary hospital diagnostic machines.
- Ability to be vaccinated with pre-exposure rabies
- Must possess a valid Driver's License and insurable driving record

### Salary and Benefits:

The salary for this position depends on the length and breadth of experience. Eligible for full benefits package including: paid time off, medical, dental & vision insurance, life insurance, long-term disability, and tax- deferred retirement plan. The Humane Society of Washington County is an Equal Opportunity Employer and welcomes applications from individuals who contribute to our diversity. We are an at-will employer and conduct pre- employment background checks and drug screening. This job description

reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

### Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*