

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

### **Job Description**

**Job Title:** Staff Veterinarian  
**Department:** Veterinary Center  
**Job Code:** Exempt  
**Reports To:** Veterinary Operations Director  
**Job Status:** Part-Time  
**Revision Date:** May 2, 2019

#### Essential Duties

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 leverage his/her skills and expertise toward the betterment of our general programs. This position will assist the other Staff Veterinarians with the design and implementation of best practices in humane population management and to provide high-quality, high volume veterinary medical and surgical care for animals.

#### Tasks and Responsibilities

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

#### **Surgery**

- Perform surgical procedures (spay/neuter, hernia repair, tumor removals, ocular procedures, amputations, dental extractions, etc.) on shelter animals and owned pets, as well as Trap-Neuter-Return for free-roaming & feral community cats.
- Develop surgical standard operating procedures.

#### **Public Wellness**

- Conduct examinations and basic treatments during Wellness Clinics.
- In collaboration with Veterinary Center staff, and in accordance with HSWC's existing standard operating procedures, develop policies and protocols for Wellness Clinics and public spay/neuter programs.

#### **Shelter Medicine**

- Contribute to the design and implementation of medical and general care standard operating procedures for the health and well-being of shelter and foster animals.
- Assist with or perform daily medical rounds as requested by the Veterinary Operations Director.
- In conjunction with the other Staff Veterinarians and in accordance with existing standard operating procedures and policies, consult and advise on health and related aspects of care for shelter animals at HSWC, including but not limited to: vaccinations, sanitation & disease control, administration of medication, diagnostic testing, medical & behavioral evaluations, humane health care, and euthanasia, and disease prevention in the shelter.
- In collaboration with the Veterinary Operations Director, other Staff Veterinarians, and Directors of Operations, design and implement medical and general care protocols for the health and well-being of shelter and foster animals.

#### **Vet Center**

- Work with RVTs to provide outstanding patient care to publicly owned and shelter animals.
- Together with the Veterinary Operations Director, 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 Operations Director, provide routine training for staff concerning the medical and surgical care of shelter animals, including those relating to nursing care procedures, cleaning, handling, and vaccination and quarantine protocols.

### Leadership Responsibilities

- Encourage the use of volunteers and the solicitation and use of monetary and in-kind donations whenever possible.
- 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.
- Develop new ideas with staff in order to work towards the organization's strategic goals.
- Open to innovation and methods to ensure humane management and improving positive outcomes for sheltered animals.
- Provide support in the absence of staff as needed.
- Communicate in an effective and professional manner with public and all HSWC staff, volunteers, donors, and patrons.
- Follow all written and verbally communicated HSWC Standard Operating Procedures.
- Attend all staff meetings and training sessions as required or feasible.
- Serve as role model, leading agency staff and volunteers to a high standard of performance.
- Is on call to the shelter and may be asked to respond to emergencies up to three days a week, 24 hours a day.

### Qualifications

- Graduated from an accredited veterinary medical college – DVM or equivalent.
- Licensed to practice in the State of Maryland.
- Experience in a 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.
- Knowledge of laws and codes pertaining to the care and record keeping of sheltered animals and veterinary hospital operations.
- 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 operate standard office equipment.
- Proficiency with MS Word, Excel and Access.
- Ability to be vaccinated with pre-exposure rabies, or able to provide proof of previous vaccination and adequate titer.
- 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. 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.*