



PALM SPRINGS ANIMAL SHELTER

COMPASSIONATE • PROGRESSIVE • COMMITTED

Job Title:	Shelter Veterinarian
Department:	Medical
Reports to:	Medical Director
FLSA Classification:	Exempt; Full Time
Compensation:	Negotiable
Updated:	2022

POSITION OVERVIEW

The Shelter Veterinarian will be responsible for overseeing the Friends of the Palm Springs Animal Shelter's onsite veterinary clinic, providing leadership, direction, and supervision to all members of the clinic team and working closely with other directors of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to perform a minimum of 20 spay/neuter surgeries per day. Ability to perform other surgeries, dentals as needed.
- Help to ensure the safety and health of animals within the facility.
- Work with the Medical Director to ensure all animals receive appropriate and timely medical care, and prescribed medications as needed.
- Practice high quality shelter medicine; an emphasis is placed on problem solving through physical examinations and use of in-house diagnostics when possible.
- Participates in community outreach events such as wellness clinics, microchip clinics, and public spay/neuter clinics as requested.
- Delegates select administrative and veterinary assistant duties as needed.
- Maintain appropriate medical records in PetPoint.
- Maintain a positive and respectful attitude.
- Willing to attend meetings pertinent to the position.
- Operate within compliance with state, federal, local, AVMA laws and guidelines.
- Adhere to the organization's policies and procedures as stated in the employee handbook and Standard Operation Procedures manual.

QUALIFICATIONS

- Current license in the State of California to practice veterinary medicine
- Current DEA license
- Minimum of two years experience in shelter medicine with proven high volume

spay/neuter experience.

- Ability to work well within frenetic nature common to a shelter environment.
- Effective written and verbal communication skills.
- Proven organizational, time management, and planning skills required.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers, and community, remaining professional, pleasant and respectful at all times.
- Maturity with ability to use good judgment and display a professional manner.

STANDARDS OF CONDUCT

Leadership – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers

Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner

Teamwork - Develop and promote teamwork and cooperation among co-workers

Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter

Other duties as assigned

PHYSICAL DEMANDS and OTHER REQUIREMENTS – See attached “*Physical Demands of the Position*”.

CONFIDENTIAL INFORMATION – This position has access to confidential information and requires an agency background check completed by an outside agency contracted by the organization and includes a social security number and criminal conviction verification for counties where the employee/applicant worked and resided. The organization may request education/degree, employment verification and driving record checks.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: Veterinarian

Revised: July 2022

How many hours are worked per day? Typically 8+ depending on business needs.

When completing this form, look at the job from a typical/average workday perspective.

Legend	
N	Never/ Not Required
I	Intermittent (<1 hr)
O	Occasional (1-3 hrs)
F	Frequent (3-6 hrs)
C	Continuous (6+ hrs)

Occurrence of Physical Activity					
Physical Requirements	N	I	O	F	C
Sitting			X		
Standing					X
Driving/Operate Foot Control	X				
Walk - Level Surface				X	
Walk - Uneven Surface	X				
Bend			X		
Twist			X		
Kneel/Crouch/Crawl		X			
Climb	X				
Reach Above Shoulder		X			
Reach Below Shoulder				X	
Hand use:					
mouse/keyboard				X	
Grasping/Holding					X

Lifting:					
Up to 25 lbs		X		X	
50+ lbs			X		
Carry:					
Up to 10 lbs			X		
Up to 25 lbs			X		
Over 50 lbs		X			
Push/Pull:					
Up to 10 lbs			X		
Up to 25 lbs			X		
Over 50 lbs			X		
Environment:					
Inside					X
Outside		X			
Heat		X			
Cold		X			
Noisy					X
Other: _____					
Vision Needed:					
Close (20" or less)					X
Color					X
Peripheral					X
Depth					X

List specific job duties that require the physical demands selected above:

Position requires long periods of standing; grasping tools/implements; close detailed work under bright lights; ability to lift an animal onto a table located at waist height.