

## **Job Description – Placer SPCA**

<b>JOB TITLE:</b>	Veterinarian-Surgical Focus-Part-time/Relief 1 Day Per Week
<b>DEPARTMENT:</b>	Veterinary Department
<b>ACCOUNTABILITY:</b>	Director of Veterinary Services
<b>FUNCTION:</b>	The primary focus of this position will be the performance of a wide variety of surgeries to include spay and neuter for shelter and owned animals, including feral cats. On a more limited basis, the veterinarian will be responsible for the examination and medical treatment of animals under the care and custody of the PSPCA. This position must be a practicing veterinarian licensed in the State of California.

**Please email application (available on our website-[www.placerspca.org](http://www.placerspca.org)), cover letter and resume to [administration@placerspca.org](mailto:administration@placerspca.org) or send by regular mail to Administration, Placer SPCA, 200 Tahoe Avenue, Roseville California 95678.**

### **DUTIES & RESPONSIBILITIES:**

- 1.) Observes and complies with all applicable Federal, State and County laws, regulations and ordinances, including OSHA requirements.\*
- 2.) Promotes and maintains the humane care and treatment of animals at all times while assuring the safety and health of animals at the clinic and in the shelter.\*
- 3.) Works cooperatively and respectfully with clients, volunteers and shelter staff.\*
- 4.) Provides direction to staff responsible for following prescribed treatment and maintaining treatment records for animals brought to the shelter.\*
- 5.) Responsible for the medical examination, and surgeries and assists in the monitoring of the health and welfare of animals in the care of the clinic and the PSPCA. Administers treatment, including oral and injectable medications, vaccines and microchips, etc. Prepares and administers pre-anesthetics, IV anesthetics and gas anesthetics.\*
- 6.) Performs surgical sterilization of dogs, cats and rabbits, including pediatric and high volume community spay/neuter.\*
- 7.) Performs other surgical procedures on dogs cats and rabbits.
- 8.) When necessary, treats injured and ill animals in the shelter and monitors the health of the animals in the shelter, practicing veterinary medicine from a shelter medicine perspective, in accordance with PSPCA policies related to health and adoptability.\*

- 9.) Keeps abreast of developments in the field of veterinary medicine, particularly aspects of special concern to shelters, including disease prevention and overpopulation control measures like early spay/neuter, and their implications for shelter operations and programs. Obtains information and training necessary to spay, neuter, and treat, as needed, all species of animals cared for in the shelter.\*
- 10.) Be willing if necessary to restrain animals for and during treatment and move animals from and to cages when treatment is required.\*
- 11.) Prepares and maintains accurate records of procedures and patients treated. Performs data entry for medical records. Maintains confidentiality of client, patient and donor information. Maintains statistics pertaining to the Clinic. Maintains accurate drug/narcotic logs.\*
- 12.) May assist with or perform euthanasia when required, according to shelter procedures.\*
- 13.) May be called upon to examine animals and prepare reports to be used as evidence in cases of animal abuse.

**\*=Essential functions of the job.**

**Qualifications:**

- 1.) Must hold a doctorate in veterinary medicine from an accredited university or school of veterinary medicine.
- 2.) Must have or be able to immediately obtain a valid California State License to practice veterinary medicine. Veterinarian shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Placer and all other appropriate governmental agencies, including any certification and credentials required by the county.
- 3.) Experience working in an environment with companion animals and a basic understanding of the needs and behavior of domestic cats and dogs. Experience handling individual animals in a caring, safe and humane manner.
- 4.) Must be able to work maturely and respectfully with diverse groups of people and maintain high quality customer/public relations. Must possess excellent interpersonal, organizational, written and verbal communication skills. At least two years experience supervising and managing people and ability to provide a positive working environment built on team concepts.
- 5.) Must be able to work cooperatively with people and to communicate clearly about PSPCA's mission, the care and treatment of animals, and the safety of the public and other employees. Must be able to represent PSPCA professionally at all times.
- 6.) Must be organized and flexible, and able to balance concurrent projects and adjust to rapid, changing needs and work calmly under stressful conditions. Must be computer literate and possess basic computer skills.
- 7.) Must have or be able to obtain a valid California Drivers License and maintain a good driving record.

**Physical/Mental Requirements:**

- 1.) Ability to lift 50lbs.
- 2.) Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- 3.) While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel or crouch.
- 4.) Ability to work in an environment where the noise level may be moderate to loud.

**Working Conditions:**

- 1.) Hours are negotiable.
- 2.) Compliance with current PSPCA Employee Policy Manual.
- 3.) Frequent contact with the public in a fast-paced and changing work environment that, at times, may be stressful or emotionally charged.
- 4.) Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
- 5.) Exposure to fumes or airborne particles and toxic or caustic chemicals.
- 6.) While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel or crouch.

**THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY, OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**

**The Placer SPCA is an equal opportunity employer.**

**Date:** \_\_\_\_\_

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**Employee Acknowledgement**