



NEVADA HUMANE SOCIETY
Job Description

The Nevada Humane Society's mission is to care for pets, find them homes, and save lives; Our vision is that all pets deserve a healthy, happy life.

Job/Position Title: Associate Shelter Veterinarian
FSLA Status: Exempt **Date:** 4/9/2024

Primary Purpose: An Associate Shelter Veterinarian for Nevada Humane Society (“NHS”) is responsible for working with a team of veterinarians and other clinic support staff to continually develop and maintain day-to-day operations of a comprehensive shelter medicine program, public trap-neuter-return program, and public spay/neuter program for a full service animal shelter, including but not limited to: (1) diagnosis and treatment of animals throughout the shelter; (2) caring for sick and injured animals; (3) surgically sterilizing adopted animals and animals owned by the public; (4) working with adopters to ensure that their pets stay healthy and stay in their homes through post-adoption intervention; (5) performing emergency surgical procedures as required; (6) providing leadership, direction, guidance, and training for veterinary support staff and other shelter staff.

Staff Supervised: N/A

Essential Duties/Functions:

1. Monitor the health and welfare of animals in the shelter and address any conditions which would warrant care, including daily rounds in the shelter and clinic.
2. Perform medical examinations on animals upon intake, before surgery, and as needed for follow-up care, including foster animals.
3. Diagnose and prescribe treatment for sick and injured animals in the care of NHS.
4. Develop treatment plans including incremental care practices for the animals in the care of NHS while considering length-of-stay and shelter best practices.
5. Adhere to a comprehensive health care program with the following components - environmental sanitation, record-keeping, disease surveillance, physical examinations,

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- vaccination, parasite control, disease testing, disease treatment, surgery, nutrition, outbreak response, and environmental enrichment for animals in the shelter and in foster homes.
6. Perform high-volume/high-quality spay/neuter surgeries including pediatric surgeries on shelter animals, privately-owned pets, and community cats.
 7. Perform additional surgery as necessary on animals in the care of NHS. Additional surgeries include but are not limited to dentistry with extractions, enucleations, exploratory laparotomies, mass removal, amputations, etc. Orthopedic surgery may be performed if veterinarian has additional training and experience.
 8. Provide emergency medical care as needed, including but not limited to IV catheter placement, emergency surgery, etc.
 9. Provide veterinary care within NHS's scope of care to owned employee pets including humane euthanasia.
 10. Evaluate and make recommendations for and perform humane euthanasia of suffering or unhealthy animals according to NHS policies.
 11. Report to Medical Director for any questions around case management, work schedules, time-off requests, etc.
 12. Provide leadership, guidance, and training for veterinary technicians and other support staff.
 13. Maintain comprehensive computerized medical records for medical management and surveillance of illness within the shelter.
 14. Assist with coordination and supervision of NHS-sponsored veterinary clinics, e.g., low cost spay/neuter and vaccination of public animals and free roaming cats.
 15. Provide accurate, concise medical information to clients, adopters, foster parents, staff, and volunteers.
 16. Ensure humane care and proper attention is provided to all animals, including situations of restraining animals, appropriate treatments, and exercise of animals regardless of the circumstances.
 17. Participate in collaborative programs with the outside veterinary teaching institutions as needed.
 18. Be available for rotating on-call schedule with all veterinarians for emergencies as needed.

General Duties/Functions:

1. Helps promote fundraising activities and solicit support of agency overall.
2. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
3. Interacts with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
4. Maintain and promote a positive public image standard relevant to the Nevada Humane Society.
5. Professionally represents Nevada Humane Society with customers, donors, and business partners.
6. Attend and participate in departmental and shelter meetings. Attend educational conferences/seminars as recommended/approved.
7. Address and/or report any safety hazards or unsafe use of NHS equipment.
8. Perform other duties as requested by direct management, and/or the CEO.

Working Conditions: Air-conditioned office or air-conditioned building with computer and internet access. May require travel within a workday on a regular basis. Work is also performed outdoors and/or

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offsite for shelter events. Use of personal vehicles may be required for fieldwork; mileage allowance will be provided.

Equipment Use: Idexx laboratory, radiology, surgical, and more. Telephone, cell phone, computer, printer, scanner, copier, and other office-related equipment. May require use of personal and company vehicles.

Work Hours: This is a salaried position that requires flexibility. While a typical workweek will be 40 hours, days off or scheduling may change based on the needs of the organization. Attendance at events and other functions may require longer hours or holiday, weekend, and evening work.

Mental Demands: Must have the ability to multitask, prioritize, and handle various levels of stress. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Must have adequate judgment and self-confidence to handle decision making duties. Must be able to meet deadlines and delegate appropriately. Must be a team player able to give and receive instructions, and work effectively with all staff. Requires exceptional attention to detail, courteous and professional demeanor, extensive interaction with staff and public. Ability to work with staff and volunteers in a fair and ethical manner. Requires the ability to think clearly, act quickly, and utilize sound judgment in a variety of situations. Requires the ability to be self-disciplined and self-motivated. Must be able to endure long hours and remain alert, energized, and positive.

Physical Demands: This position may involve desk and computer work and being on your feet for long periods of time. Position may include (vehicle) travel back and forth to outside venues as well as some lifting. Must be able to work at a fast and efficient pace. Requires lifting heavy objects more than 50 pounds. Ability to safely handle and control animals of all kinds.

Desired Experience: Experience in same or related position in a nonprofit setting-preferably animal welfare. Record of continually increasing responsibilities with measurable results. A sincere interest in Organization's mission and vision and increasing visibility within the community.

Qualification Requirements:

- DVM degree from an accredited university required.
- Nevada DVM license
- Ability to function independently, manage multiple projects and meet deadlines.
- Strong interpersonal communication and written skills.
- Ability to stay abreast of new developments in the community, especially as it relates to animal welfare.
- Strong attention to detail with a high degree of accuracy.
- Excellent verbal, written and observational skills.
- Must be goal-oriented, self-starter with a willingness and maturity to go beyond prescribed work and time schedules and meet assigned deadlines.
- Possession of a valid California or Nevada Driver's license with valid registration and insurance of personal vehicles.

General Qualifications:

- Must have a passion for animals and support the mission of the Nevada Humane Society.
- Must treat animals humanely, with love and concern both on and off the job and transmit these values to others.

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- Must adhere to all local laws regarding personally owned animals.
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Experience with high volume spay/neuter and dentistry preferred.
- Experience working in an animal shelter or TNR program preferred.
- College degree.
- Experience in a nonprofit agency.
- Animal welfare experience.