



# Elmbrook Humane Society, Inc.

## JOB DESCRIPTION

Title: Shelter Veterinarian

Reports to: Director of Animal Care and Field Services

Exempt Status: Non-Exempt

## PURPOSE OF THE JOB

To serve as the team leader who is responsible for the overall medical and behavioral needs for all animals under the care of Elmbrook Humane Society (EBHS). To collaborate on the creation and implementation of organizational operations policies and procedures. To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission of EBHS.

## JOB RESPONSIBILITIES

- Provide quality care to animals by overseeing animal medical evaluations and treatment plans.
- Ensure the safety, effectiveness, and efficiency of all medical procedures from intake to discharge.
- Provide direct supervision to medical team staff.
- Monitor the day to day health of all shelter animals.
- Provide support to foster animals and their families.
- Perform spay/neuter and other surgeries as needed.
- Provide information to be used by adoption counselors regarding any medical issues in order to better prepare for adoption counseling.
- Provide medical information to clients and answer questions as needed.
- Order and maintain medical supplies.
- Oversee and maintain record keeping for EBHS' Special Use Authorization and license with the Drug Enforcement Administration.
- Create an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and donor-centered.
- All other duties as assigned.

## QUALIFICATIONS

- DVM degree and license required, previous veterinary shelter experience preferred.
- Commitment to EBHS Core Values:
  - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
  - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
  - Collaborative. Working together to accomplish more.



- Integrity. Doing what is right even when no one is watching and setting the best example when they are.
- Respect. Recognizing the differences of and being kind to all animals and people.
- Professional public image.
- Able to work with limited supervision.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Able to work flexible hours, which will include evenings and weekends.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.
- Passion for issues relating to animal welfare.

#### WORK ENVIRONMENT

- Physical demands include:
  - lifting and moving animals and cages.
  - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.
- Working conditions include:
  - possible exposure to dangerous, diseased, frightened, and injured animals.
  - possible exposure to potentially harmful chemicals and drugs.
  - working with strong cleaning agents on wet surfaces.
  - indoor and outdoor work in all weather conditions.
- Emotional demands include:
  - euthanasia.
  - animal abuse.
  - animal neglect.

*Elmbrook Humane Society is an Equal Opportunity Employer.*