

**Job Title: Shelter Veterinarian**  
**FLSA Classification: Non- Exempt**

**Reports to: Chief Medical Director**  
**Date Drafted: August 10, 2022**

## POSITION SUMMARY

Provide veterinary care in a fast-paced, passionate shelter environment. Through your work, you will provide compassionate care to prevent suffering, and alleviate suffering, maximize our impact, enhance the dignity of our clients, and collaborate with the veterinary community while adhering to best practices and complying with current shelter recommendations.

## POSITION RESPONSIBILITIES- ESSENTIAL

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Perform veterinarian medical duties such as: examination and treatment of shelter animals and rare necropsy procedures as needed.
- Manage and maintain accurate medical records.
- Conduct animal health exams upon intake or within three days of arrival.
- Work collaboratively with the veterinary technicians and assistants.
- Educate and teach technicians and assistants on best practices in animal care.
- Contribute to and lead initiatives to improve processes and procedures in conjunction with the Chief Medical Director.
- Work effectively and collaboratively with all operations departments.
- Perform any surgical repairs when necessary.
- Perform various soft tissue procedures as needed.
- Collaborate on effective medical and sanitation SOP's and approach.
- Consult and provide assistance to patrons and external veterinarians regarding animals at or adopted from the Greenville Humane Society.
- Participate in euthanasia decision making through a compassionate, thoughtful approach.

## ESSENTIAL SKILLS AND EXPERIENCE

### People Care

People are the key to fulfilling our mission. Making customers and their pets a primary focus is expected in all situations. This position interacts with and collaborates with employees at all levels of the organization. Communication occurs through face to face, telephone, and electronic interactions with the general public and GHS business partners. Communication and contact must be clear, understandable, cooperative, professional and respectful in all circumstances. Employees are expected to actively support a positive team environment, directly address conflict, and appropriately express concerns.

### Competencies

Competencies are work behaviors and expectations necessary for successful job performance. They encompass knowledge, skills, abilities, attitudes, and actions.

Organizational competencies apply to all jobs at the GHS; position competencies are specific to this position.

**Organizational Competencies**

- Accountability
- Flexibility
- Leadership
- Teamwork
- Attention to Detail
- Initiative
- Managing Resources
- Technical Expertise
- Decision Making
- Integrity
- Results Oriented
- Time Management
- Positivity

**BENEFICIAL SKILLS AND EXPERIENCE**

**Required**

- Doctoral degree in veterinary medicine.
- Current South Carolina veterinary license with clean practice record.
- Current DEA licensure.
- Experience practicing veterinary medicine.
- Ability to communicate well to a varied audience.
- Demonstrated ability to be highly efficient.
- Demonstrated excellent surgical skills.
- Strong interpersonal communication skills.
- Strong desire to serve under-resourced communities with respect and compassion.
- Ability to effectively communicate in writing.
- Effective time management skills with the ability to triage cases and workload.
- Ability to work well within a fast-paced environment.
- High attention to detail.

**Preferred**

- Two years' experience as a veterinarian.
- Experience in shelter medicine or other high-volume setting.

**REPORTING**

Reports to Chief Medical Director.

**MENTAL & PHYSICAL DEMANDS- ADA GUIDELINES**

Physical Demands				
Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

Handling / Fingering	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

### Lifting Requirements

10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

### Pushing and Pulling Requirements

12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

### Definitions

<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation.
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

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Print Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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Print Manager/Supervisor Name \_\_\_\_\_ Manager/Supervisor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_