

Job Title: Surgical Veterinarian
FLSA Classification: Non- Exempt

Reports to: Chief Medical Director
Date Drafted: August 12, 2019

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. Eligible for public loan forgiveness.

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 15-50 surgical procedures on a daily basis including HQHVSN with minimal complications and in a timely manner.
- Perform various soft tissue procedures as needed.
- Perform veterinarian medical duties such as: examination and treatment of shelter animals and necropsy procedures as needed.
- Participate in euthanasia decision making through a compassionate, thoughtful approach.
- Work collaboratively with the veterinary technicians and assistants.
- Contribute to and lead initiatives to improve processes and procedures.
- Manage and maintain accurate medical and surgical records.
- Work effectively and collaboratively with all operations departments.
- 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.

ESSENTIAL SKILLS AND EXPERIENCE

People Care

People are the key to fulfilling our mission. Making internal and external patrons and their needs 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.

KEY MEASURES

- Objectives set annually
- Organizational profitability
- Strategic Business Plan outcomes and goals
- Annual performance feedback
- Financial targets and other metrics

ORGANIZATIONAL COMPETENCIES	
Transparency and Integrity	Behaves consistently across situations and ensures that words and actions are aligned. Admits mistakes and accepts responsibility.
Decision-Making	Seeks to discover the root causes of problems, rather than addressing symptoms. Avoids over or under analyzing problems/issues. Makes decisions by weighing multiple factors, some of which may not fully defined. Considers the risks and consequences of action and/or decisions.
Teamwork and Collaboration	Builds and maintains routine business relationships with peers and others inside and outside of the organization. Adds value to the team environment and interacts with a positive attitude.
Innovation	Respectfully challenges the status quo by analyzing the strengths and weaknesses of current approaches. Modifies and adapts current methods and approaches to better meet needs.

MANAGEMENT COMPETENCIES	
Business Acumen	Understands own and cross-functional business operations and how revenue is generated. Stays current on industry trends and competitive issues.
Resource Management	Gathers and applies data and feedback to more effectively utilize budget, materials, time and/or personnel. Balances cost against benefits in all activities and encourages others to do the same.
Problem-Solving	Understands role and how it fits into overall department and organizational structure and how it impacts and is impacted by other issues/processes. Works with relevant people to solve issues that arise.
Critical Thinking	Solicits input from others prior to offering recommendations or making decisions. Many of the solutions are suitable and properly address the problem.
Change Management	Explains how the change affects current processes and the potential opportunities/ consequences of proposed changes. Advocates the advantages of change.
Aligns Priorities with Organizational Goals	Able to establish department goals and how individual priorities support department goals.
Customer Service Excellence	Periodically seeks input from customers and may incorporate that into making minor improvements to service delivery

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

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

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

Shelter Veterinarian, August 2019

Greenville Humane Society

4