



Charleston Animal Society JOB DESCRIPTION

<u>Dept./Division:</u>	Veterinary Care
<u>Title:</u>	Associate Director of Veterinary Care
<u>Supervisor:</u>	Chief Veterinary Officer
<u>Direct Reports:</u>	None
<u>Working Relationships</u>	Constituents, Management Staff, Non-exempt Staff, Volunteers, Committee(s), Clinic and Emergency Veterinarians, Local Veterinarians and Veterinary Specialists, Veterinary and Veterinary Technician Students.
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Chief Veterinary Officer, this position supports the Society in achieving its mission, vision, strategies and tactics, serving as a lead staff person in population management, disease prevention, medical and behavioral diagnosis, medical and behavioral treatments, spay-neuter surgeries, humane education, and cruelty investigation support. Responsible for daily care and sterilization of all surgical patients and maintenance of preventative health programs and medical protocol, ensuring all clinic staff members are adhering to proper peri-operative care of patients. Quality patient care is first and foremost. Must be willing to work on the spay/neuter mobile unit which will travel throughout the state of South Carolina. Will be expected to participate in training the veterinary students, veterinarians, and shelter support staff.
<u>Key Responsibilities:</u>	<ol style="list-style-type: none"> 1. Adhere to the highest ethical standards and provision of animal care in a safe, competent, professional and humane manner at all times. 2. <u>Population Management (35%):</u> Working in conjunction with the Chief Veterinary Officer, Chief Lifesaving Officer, other veterinarians, management, and staff to manage the intake and efficiently track animals for disposition to achieve the most lives saved humanely. Examine animals pre-op to determine their ability to undergo surgery. Inoculate animals and provide recommendations for follow up care (this may consist only of referring client/patient to their regular veterinarian if an owned animal). Supervise cleaning program for prevention of infectious/zoonotic disease. Continue research and maintenance of safe and efficacious medical protocol regarding anesthesia and surgery. 3. <u>Medical/Behavioral Diagnosis and Treatment (35%):</u> Working in conjunction with the Chief Veterinary Officer, Chief Lifesaving Officer, other veterinarians, management, and staff, to examine, diagnose, and treat animals with medical or behavioral problems. 4. <u>Spay-Neuter Surgeries (20%):</u> Working in conjunction with the other Veterinarians and staff to perform spay-neuter surgeries efficiently and humanely. Perform surgical sterilizations, examine animals, supervise post-op rechecks, and oversee order of medical treatments as necessary to ensure complete surgical recovery. 5. <u>Humane Education (5%):</u> Working in conjunction with the Chief Veterinary Officer and the Chief Humane Education Officer, provide veterinary support to the education curriculum and youth camps. Actively promote spay and neuter, and educate clients on responsible animal ownership. Actively support associate staff and volunteers, and promote the development of skills related to the advancement of our goals and mission. Mentor and teach veterinary students and visiting veterinarians in the tenants of spay/neuter and shelter medicine. 6. <u>Cruelty Investigation Support (5%):</u> Working in conjunction with the Vice President of Operations and Strategy, Chief Lifesaving Officer, and other Veterinarians to examine, diagnose, and report findings in animal cruelty and neglect investigations. 7. Provide quality service to clients, volunteers, and staff recognizing their individual contributions to the success of our organization.

	<ol style="list-style-type: none"> 8. Provides initiative, strategic planning and leadership to assure CAS achieves its mission and goals. 9. Assures responsible and effective management of financial, physical and human resources and operations of the organization. 10. Represents CAS in the public arena and works collaboratively with local veterinarians and local and national veterinary organizations; works collaboratively and effectively with local and national shelter veterinarians. 11. Assures the organization and its mission, programs, operations and services are effectively managed and consistently presented in a strong, positive image to relevant stakeholders. 12. Participate on committees and special projects as assigned.
<p><u>Priorities</u></p>	<ol style="list-style-type: none"> 1. Execute the existing operational structure and system for daily rounds and population management strategies to maximize life-saving capacity. 2. Analyze intake, inventory, and capacity data to evaluate population management procedures in conjunction with the Chief Veterinary Officer. 3. Help execute and evolve existing operational structure and system to evaluate and treat medical and behavioral problems. 4. Execute existing and evolve protocols for standard operating procedures for intake of animals, housing, cleaning, medical and behavioral treatment in conjunction with the Chief Veterinary Officer.
<p><u>Qualifications:</u></p>	<ul style="list-style-type: none"> • Strong experience in animal welfare and shelter medicine. • Collaborative team player with good relational and communication skills. Effectively “team leadership,” displaying a positive attitude and acting as a motivating force for all staff members. • Knowledge of local, state and federal laws and regulations, which relate to the welfare of animals. • Demonstrated ability to work effectively with community groups and law enforcement. • Strategic and tactical planning experience and creative thinking ability. • Ability to represent CAS to a wide and varied audience. • Ability to work with shifting priorities and in an organization, which is highly visible in the community. • Excellent verbal and written communication skills. • Demonstrated passion for the mission of CAS and the overall welfare of companion animals. • Knowledge of issues, concerns and challenges facing animal welfare organizations. • Demonstrated personal credibility and ability to lead others with honesty and integrity. • Sense of humor and ability to put issues in perspective. • Veterinary medical degree (DVM or VMD). • Active and current South Carolina veterinary license. • DEA registration and SC-DHEC drug registration. • Valid driver’s license required and must have excellent driving record. • Occasional travel throughout Charleston County, the State and Nation. • Must be self-guided individual requiring minimal supervision. • Physical requirements include, but are not limited to, walking, standing, high-volume spay-neuter surgeries for 8 hours per day, and moving of equipment and animals (ability to lift 45 pounds).
<p><u>Additional Information</u></p>	<ol style="list-style-type: none"> 1. Client Education <ol style="list-style-type: none"> a. Must be able to learn basic veterinary medical concepts including but not limited to vaccine protocols and anesthetic risks b. Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian c. Will be asked to take medical histories for surgical rechecks d. Communicate with the public on a daily basis in a professional manner

2. Animal Handling
 - a. Will be asked to handle (on average) 50 dogs and cats per day
 - b. Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
 - c. Must be able to use appropriate safety equipment for fractious or feral animals (will train) – the use of safety equipment is mandatory
 - d. Must possess excellent reflexes
 - e. Should be able to identify own limitations and be willing to ask for help
 - f. Must become proficient at animal restraint for various procedures
3. Physical Requirements
 - a. Must be able to work standing or sitting for 8 or more hours
 - b. Able to lift and carry up to 50 lbs repeatedly throughout the day with help
 - c. Must be able to bend and kneel repeatedly
 - d. Must be able to see fine detail in a variety of situations
 - e. Must have good hearing including ability to distinguish changes in pitch
 - f. Must have reasonable degree of agility to move through tightly cramped areas in various situations
 - g. Must have acceptable sense of touch and smell
 - h. Must have good range of motion in joints especially wrist, knees, elbows
 - i. Must have good range of motion in your back for instance twisting
 - j. Must be able to work in potentially extreme environmental temperatures
 - k. Must have acceptable sense of balance
 - l. Must be able to work and reach on hands and knees
 - m. Must be able to use a ladder and or step stool
 - n. Must possess excellent hand-eye coordination
 - o. May be asked to move large oxygen tanks
 - p. Must possess an acceptable degree of dexterity in hands and fingers
 - q. Must have good vision including peripheral vision, fine detail, distance, depth perception and ability to focus
4. Other Requirements
 - a. Must be able to work under stressful conditions and work efficiently and effectively under those conditions
 - b. Able to respond quickly to a variety of medical situations (with training)
 - c. Able to cope with death either due to surgical complication or euthanasia
 - d. Ability to rapidly and accurately process information
 - e. Ability to delegate tasks
 - f. Ability to recognize a need for assistance and ask for help
 - g. Ability to control instinct
 - h. Ability to make decisions
 - i. Ability to cope with frustrating situations and remain calm
5. Potential and Prolonged Exposures
 - a. Prolonged exposure to various aqueous solutions including but not limited to dish soap, chlorhexidine and Accel disinfectant
 - b. Prolonged exposure to isopropanol, hydrogen peroxide
 - c. Potential exposure to formalin solution
 - d. Potential/Prolonged exposure to isoflurane gas
 - e. Prolonged exposure to quaternary ammonium cleaners and bleach

	<ul style="list-style-type: none"> f. Prolonged exposure to pressurized steam g. Potential exposure to sharps including needles and surgical blades
<u>Schedule:</u>	Primary schedule includes weekdays with some weekends, as appropriate. Special event participation is expected. Regular work on the Spay/Neuter Mobile Clinic is expected. Local travel will be regular with out of the area or state travel possible.
<u>Working Area:</u>	Charleston Animal Society and other venues. Covid-19 Considerations: All Charleston Animal Society Employees and guests must wear face masks while on duty. Additional PPE that would be required will be provided by the organization.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____