

**Job Title:** Staff Veterinarian

**Department:** Gigi's – Veterinary Services

**Reports To:** Director of Veterinary Medicine (Director)

**Classification:** Full time, exempt, non-seasonal

### **SUMMARY**

Responsible for providing comprehensive care including medical treatment as well as surgical/dental services for animals in the care of Gigi's Shelter for Dogs and Columbus Humane. Position requires working closely with transfer partners, Gigi's Shelter for Dogs staff, and the entire Columbus Humane team to provide this high level of care.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works closely with the Director to oversee and ensure all appropriate shelter medicine procedures and protocols are being employed for the care and handling of animals in the care of Gigi's Shelter for Dogs and Columbus Humane.
- Conducts and evaluates ongoing medical care and treatment plans for animals housed at Gigi's Shelter for Dogs.
- Ensures observation and employment of the shelter disease control program including vaccinations upon admission, physical examinations, quarantine when appropriate, and infectious disease outbreak management.
- Monitors euthanasia program procedures and participate in the process of evaluation of animals for euthanasia as necessary.
- Performs animal surgical preparation, surgical procedures and aftercare as necessary. This includes spay/neuter, dental procedures, and other surgeries as needed.
- Works with veterinary community partners such as OSU VMC, MedVet, and other local veterinary groups to secure care for special cases that may require advanced procedures or treatment.
- Regular schedule to include weekends and holidays.
- Provides occasional on-call support for after hours animal emergency services; maintains flexibility to help Gigi's Shelter for Dogs and Columbus Humane provide appropriate services to the animals, partners, and staff members, and for special operations.
- Provides consultation on veterinary issues to internal and external constituents, including opportunities to conduct seminars and other educational opportunities.
- Maintains animal medical records in a very timely manner. This includes but is not limited to physical exams, pre-adoption exams, MERF exams, treatment plans and rechecks, labwork, and necropsy

reports. Data entry is crucial and time sensitive in maintaining animal records and for interdepartmental communication, adoption, and legal proceedings.

- May be required to travel to provide care to animals under Columbus Humane's care that are housed at an offsite location.
- Assists and participate in special events as scheduled or requested.
- Actively promotes Gigi's Shelter for Dogs' and Columbus Humane's mission, services, programs and events. Participates in fundraising as requested.
- Actively supports staff and volunteers; promote the development of skills related to the advancement of our goals and mission. Represent Gigi's Shelter for Dogs and Columbus Humane in a professional and courteous manner at all times, especially when under pressure. Provide quality service to clients, volunteers, and staff recognizing their individual contribution to the success of our organization.
- Maintains a positive and productive relationship with the Director to continue and improve the level of medical care provided. Reciprocates an open line of communication with the Director as is necessary to promote the department's strength and growth.

### **SUPERVISORY RESPONSIBILITIES**

Works in partnership with the Director to supervise Veterinary Technicians and Veterinary Assistants to ensure partners and animal needs are met.

### **QUALIFICATIONS**

Excellent oral and written communication and client service skills required and essential. Detail-oriented while still maintaining an appreciation for the bigger picture. Able to exercise good judgment when dealing with staff and partners and when dealing with confidential information. Committed to maintaining the integrity of Gigi's Shelter for Dogs and Columbus Humane and its programs. No prohibitive allergies to animals.

### **EDUCATION and/or EXPERIENCE**

DVM/VMD degree from accredited university, licensed in the state of Ohio. Experience in high volume surgeries, animal shelter/herd health medicine and/or exotics medicine desired. Experience with Microsoft Office and PetPoint software a plus.

### **COMMUNICATION SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS & REASONING ABILITY**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations such as drug calculations and dilutions. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Ohio Driver's License and insurable driving record. Must possess a current and valid Ohio Veterinary License.

**PHYSICAL DEMANDS**

Longer hours when necessary and demanded by population and/or special cases. Extended periods of sitting, standing, stretching and bending. Must be able to lift 50 pounds, as will be lifting animals for examinations and surgeries.

**WORK ENVIRONMENT**

Work is performed in a normal shelter setting including exposure to hazardous chemicals and potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals.

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**Prepared By:** Dave Ciccone

**Prepared Date:** April 2018

**Approved By:** Rachel Finney

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