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## POSITION DESCRIPTION

**POSITION TITLE:** Clinic Veterinarian

**DEPARTMENT:** Clinic

**CLASSIFICATION:** Exempt

**APPROVED BY:**

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Clinic Supervisor

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Perform quality surgeries, physical examinations, and diagnose and treat shelter animals as KHS resources allow. Collaborate with other clinic veterinarians to develop methods to improve the well-being of shelter pets and increase the Live Release Rate. Assist the Clinic Supervisor in oversight and support of the clinic team by orienting and training Clinic Staff and volunteers.

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### ESSENTIAL FUNCTIONS

**Animal Care:** Promote the humane care and treatment of animals. Perform quality exam. Diagnose and treat shelter animals. Provide prognosis for conditions and develop treatment plans. Must be passionate about the mission of the Kansas Humane Society and understand shelter medicine, population health, and shelter flow. Adhere to the highest ethical standards of veterinary care, and adhere to state and federal laws governing the practice of veterinary medicine. Perform efficient quality surgeries. Care for feral cats. Accurately complete forms and records so that communication within and between departments is clear. Provide appropriate environment (physical and emotional) during owner present euthanasia. Encourage continuous improvement throughout the shelter to increase the quality of medical and surgical care provided to KHS pets.

**Staff and Volunteer Management:** Assist the Clinic Supervisor in the development of annual goals that include plans for training and development of staff. Assist the Clinic Supervisor with the day to day direction of Clinic staff and volunteers, as appropriate, as a senior member of the clinic team.

**Resource Management:** Assist the Clinic Supervisor to utilize resources effectively (people, money, and supplies). Participate in the budget process to ensure appropriate equipment is available to clinic staff and maintained. Assist the Clinic Supervisor in setting both short-term and long-term goals to assure the continued growth and improvement of the Clinic Department.

**Customer Service:** Provides and models timely, polite, and respectful internal and external customer service regardless of the circumstances. Must remain calm, flexible, and willing to see other perspectives. Maintains strict confidentiality of client, patient, and donor information. Provides recognition and support to both staff and volunteers for their individual contributions to our agency.

**Clerical:** Performs accurate, complete, and concise entry of medical and surgical exam findings, test results, and vaccination history, using PetPoint.

**Training:** Participates in staff training and development opportunities as requested. Participates in special events, projects, and cross training programs as needed.

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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** Hold a current Kansas Veterinary License

**REQUIRED KNOWLEDGE:** Veterinary medical knowledge is a must. Shelter medicine is preferred.

**EXPERIENCE REQUIRED:** Current Veterinary License

**SKILLS/ABILITIES:** Attention to detail a must. Should be able to work as a member of a team, and independently. Should be able to exercise sound judgment and make independent decisions with little to no supervision. A respect for the human/animal bond is a must.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**TALKING:** Ability to speak effectively and communicate clearly.

**AVERAGE HEARING:** Able to hear average conversations.

**REPETITIVE MOTION:** The employee must be able to use both hands for repetitive actions; firm grasp, precise movements, fine manipulation, typing.

**FINGER DEXTERITY:** The employee is regularly required to use hands to type.

**AVERAGE VISION:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**BODY FLEXIBILITY:** The employee may be required to climb, balance, kneel, stoop, crouch, or crawl. The employee may be pulled, jolted or jumped on by small and large animals.

**PHYSICAL STRENGTH:** The employee must occasionally lift and/or move up to 50 pounds. May also walk, sit, or stand for long periods of time.

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## WORKING CONDITIONS

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May work in areas with high noise level, occasional foul odors, dangerous animals, toxic chemicals, environmental contaminants, zoonotic diseases, and challenging customers. Adequate lighting. Adequate ventilation. Adequate seating. Adequate safety & protective products and equipment. May be required to work in excess of normal work day and work weekends.

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## **MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

- REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization and supervision and to remain focused during times of distraction.
- MATHEMATICS ABILITY:** Ability to add, subtract, multiply and divide all units of measure using whole numbers and common fractions. Ability to perform conversions and figuring medication dose/weight.
- LANGUAGE ABILITY:** Ability to read, analyze, and interpret documents. Ability to communicate clearly (verbal & written).
- EMOTIONAL ABILITY:** Ability to cope with stress, loss/ death/grief, emotional and physical fatigue, long hours, and a variety of different human personalities.
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## **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*