



Metro Public Health Dept
 Nashville / Davidson County
 Protecting, Improving, and Sustaining Health

Position Title: Animal Care and Control Shelter Veterinarian	Fair Labor Standards Act (FLSA): Exempt
Salary Grade: OR10	Revision Date: 01/08/2015 Effective Date: 01/08/2015

Position Objective:

Provide and oversee medical care for animals in shelter's custody, in addition to animals fostered and recently placed. Perform high volume spay/neuter surgeries for domestic animals. Satisfy current veterinary standards of care.

Major Responsibilities:

- Plan and implement a comprehensive animal health care program including: environmental sanitation, record-keeping, disease surveillance, physical examinations, vaccination, parasite control, disease testing, disease treatment, surgery, nutrition, outbreak response, and environmental enrichment for animals in the shelter and in foster homes, consistent with state, local, MPH, and MACC policies, procedures, guidelines, and the reasonable instructions of supervisors.
- Educate staff and volunteers regarding animal disease.
- Ensure that each animal receives a physical examination upon intake, and that sick and injured animals are diagnosed and treatment is prescribed.
- Assess and advise as to treatment options for sick or injured animals, including risks and costs thereof.
- Perform high volume spay/neuter surgeries and additional surgery as necessary, including but not limited to enucleations, exploratory, orthopedics, tumor removal with biopsy, dentals, amputations, etc.
- Provide emergency medical care as needed, including but not limited to IV catheter placement, emergency surgery, transfusions, etc.
- Monitor the health of animals in the shelter (in collaboration with the shelter staff) and provide appropriate treatment when necessary.
- Provide leadership, direction, guidance and training for veterinary technicians and other shelter staff, including training and oversight in sedation and euthanasia.
- Develop written protocols for the shelter's veterinary clinic, including treatment plans and animal disposition guidelines.
- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Advise and work with shelter staff in behavioral counseling and animal training programs.

- Ensure accurate recordkeeping in the computerized medical records system for medical management and surveillance of disease within the shelter.
- Budget, plan, and coordinate veterinary supplies, equipment, and clinic needs.
- Assist with coordination and supervision of sponsored veterinary clinics, such as spay/neuter and vaccination of public animals and feral cats.
- Periodic presentations for community residents on health care of dogs and cats.
- Assist with collaborative programs with colleges and universities.
- Ensure compliance with applicable laws and regulations of the Tennessee Board of Veterinary Medicine and the US Drug Enforcement Administration (DEA).
- Implement appropriate inventory control procedures for medications and medical supplies.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems.
- Perform euthanasia of animals.
- Work cooperatively with the shelter manager and staff, and foster a spirit of teamwork.
- Support and participate in departmental response to disaster and emergency events.
- Engage in regular and reliable attendance.
- Demonstrates MPH D's core values of Professionalism, Respect, Integrity, Dedication, and Equality (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

Supervision Exercised/Supervision Received

This classification may exercise supervision.

This classification reports to and receives limited supervision and guidance from the Shelter Manager.

COMPETENCIES

The following competencies are required for this position:

Competency	Definition
<i>Judgment/Decision Making</i>	Evaluates the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
<i>Stress Tolerance</i>	Remaining effective even when situations become stressful.
<i>Coordinating Work Activities</i>	Coordinate the work-related activities necessary for task completion of all relevant constituents (both inside and outside of the group/organization). Adjusting one's own plans in light of how others are acting or how the environment is changing.
<i>Multi-Tasking</i>	Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.

<i>Interpersonal Relationships/Customer Service</i>	Develops and maintains cooperative and professional relationships with employees and the public. Effectively handles customer's inquiries, complaints or disputes.
<i>Communicating with Coworkers</i>	Communicating information using either face-to-face, written, or via telephone or computer.
<i>Task-Relevant Knowledge</i>	Knowledge of standard practices and procedures necessary to accomplish tasks
<i>Seeking Improvement</i>	Constantly looking for ways that one can improve one's organization.
<i>Creative Problem Solving</i>	Using novel ideas to solve problems as a leader.
Computer Skills	Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

Minimum Qualifications:

EDUCATION AND EXPERIENCE

DVM or VMD degree from an accredited university.
 Experience with high volume spay/neuter and pediatric surgeries is preferred.
 Experience volunteering at or working in an animal shelter is preferred.

LICENSURE

- Active Tennessee license to practice veterinary medicine.
- Valid class "D" driver's license.
- Must receive pre-exposure rabies vaccinations.

Working Environment/Physical Demands:

- Regular walking and standing.
- Lift up to 50 pounds, on a regular and recurring basis.
- Perform routine keyboard operations.
- Lift and move objects and animals weighing up to 50 pounds for short distances.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.