

# Peninsula Humane Society & SPCA

## Part Time Veterinarian

**Job Title:** Veterinarian  
**Division:** Veterinary & Animal Care Services  
**Department:** Veterinary Services  
**Reports To:** Veterinary Chief of Staff  
**FLSA Status:** Exempt/Part Time (16 hours/week)

**Summary:** To ensure that all animals in the shelter receive adequate and appropriate veterinary care. To perform spay and neuter surgery. To implement protocols, procedures, medical evaluations and treatment of animals as set by the Chief of Staff and PHS/SPCA management.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Perform physical exam on animals at PHS/SPCA to diagnose and to generate a treatment plan.

Provide emergency medical care as needed.

Maintain proper paperwork and medical records as required by law.

Provide shelter staff with clear and concise information regarding the medical condition, diagnosis, treatment plan and long term prognosis.

Consult with specialists on specific medical cases when appropriate.

Participate in vaccination clinics.

Attend continuing education seminars.

Perform animal necropsies and write reports for animal control as needed.

Perform surgery, ranging from spays and neuters to emergency procedures, as required.

Perform diagnostic tests including x-ray, blood work, cytology, and fecals.

Provide leadership and direction to veterinary staff, technicians, assistants and volunteers.

Participate in writing educational materials and articles for PHS/SPCA.

Perform spay and neuter surgery on shelter and public animals.

Induce and maintain animals under anesthesia. Operate anesthetic machine and surgical monitoring equipment. Ensure that all animals are monitored while under anesthesia.

Maintain department equipment in good working order. Report items for repair/replacement as needed to Animal Care Manager.

Provide humane care and treatment of all sheltered animals.

Euthanize and/or assist with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures and California state law.

Maintain a clean and sanitary work area in all work spaces.

**Supervisory Responsibilities:**

This position indirectly supervises Registered Veterinary Technicians, Veterinary Assistants and volunteers.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Doctor of Veterinary Medicine degree with two or more years experience in clinic setting; or equivalent combination of education and experience. Valid California Veterinary Medical License.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, shelter medical records and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Good oral and written communication skills.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual must become proficient with Chameleon Database software and Microsoft Office within probationary period (first six months from hire date).

### **Certificates, Licenses, Registrations**

Valid California Veterinary Medical License.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is routinely exposed to toxic or caustic chemicals; routine exposure to zoonotic diseases, aggressive and feral animals; routinely exposed to mechanical moving parts; outside weather conditions and risk of radiation. The noise level in the work environment is usually loud.

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EOE/M/F/D/V/SO