

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Shelter Veterinarian (part-time)</b>	Department:	Animal Care & Control
Requisition Number:	2024276		
Hours:	Up to 28 hours per week	Rate of Pay:	\$55.00 per hour
Date Posted Up:	10/24/2024	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

The Shelter Veterinarian(s) is responsible for overseeing the veterinary care and sterilization of all Fort Wayne Animal Care and Control animals under the direction of the Deputy Director of Operations (or equivalent). The Shelter Veterinarian is expected to perform routine and specialty exams and surgeries, abide by all Indiana State laws, Indiana Veterinary ethical standards and regulations, complete continuing education courses, and maintain best practices. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, local, and veterinary regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Information/Communication**

- Support enforcement division with investigations through evaluation, documentation, and testimony about the condition of animals involved in cruelty, neglect, abandonment, and other investigative cases;
- Strive to reduce length of stay (LOS) and maintain adoption-driven capacity. Contribute to estimates of medical capacity and help ensure that overall organizational Capacity for Care (C4C) is not exceeded;
- Contribute to and/or independently make euthanasia decisions in alignment with the organization’s approach to humane euthanasia and ensure timely and sensitive communication of those decisions;
- Ability to communicate with all clientele including fosters, adopters, or members of the public regarding medical care of animals or communicating difficult decisions such as euthanasia;
- Demonstrate ability to consult and collaborate with internal, external team, and stakeholders to ensure animals receive optimal and fiscally responsible medical care and behavioral support;
- Commitment to ongoing education on veterinary medicine, animal welfare, and remain abreast of veterinary and shelter medicine scientific literature and best practices;
- Consults with veterinary specialists when appropriate for medical cases;
- Demonstrate excellent verbal and written communication skills;
- Make decisions confidently and effectively;
- Model a professional and courteous manner with staff and volunteers;

**Operations**

- Perform daily HQHV (high quality high volume) spay/neuter on juvenile and adult cats, dogs, and rabbits. Perform surgical procedures daily including HQHV spay/neuter, surgical dentistry, and various other soft tissue and orthopedic procedures;
- Perform pre-surgery physical examinations on surgical candidates to determine if they are acceptable anesthetic and/or surgical candidates;

- Prepare alternative anesthesia and surgical plans for individual patient's based on anesthesia/surgical risk assessment;
- Recognize and appropriately respond to anesthetic and surgical complications and emergencies. Lead/oversee cardiopulmonary resuscitation (CPR) efforts as indicated;
- Efficiently triage injured and debilitated animals with shelter staff making determination for medical care or humane euthanasia;
- Achieve proficiency in high quality, high volume spay/neuter techniques. Must be able to (or have the desire to work to be able to) perform 20-25 spay/neuter surgeries per day, including pediatric spays/neuters, abdominal/inguinal cryptorchid castrations, and non-routine spays. Patients are a mix of shelter and foster cats, dogs, and rabbits, as well as community cats through our SNR program;
- In collaboration with the medical team, prioritize tasks based on urgency, pathway plans, and adoptability;
- Perform comprehensive medical examinations while minimizing patient stress and discomfort using low stress handling techniques;
- Utilize and interpret available diagnostics appropriately and efficiently;
- Confidently manage medical cases of varying complexity with the ability to develop, document, and effectively communicate diagnostic, treatment, and follow-up plans;
- Obtain animal histories from staff, volunteers, foster parents, clients, previous veterinary records, and/or shelter monitoring and treatment records. Review and summarize veterinary records from other clinics to ensure continuity of care;
- Evaluate the medical readiness of animals for adoption, with effective associated documentation and communication. For animals with known medical conditions, create appropriate waivers to inform potential adopters of said conditions;
- Perform necropsy examinations on animals suspected of animal cruelty or neglect. Document in writing and photographs the results and findings of the necropsy;
- Administer state required vaccinations prior to redemption or adoption and provide the appropriate documentation;
- Interpret body language cues and handle various types and breeds of animals with varying degrees of socialization including wild, aggressive, and dangerous animals while using Fear Free or Low Stress humane handling techniques;
- Must be willing to work with a wide variety of species such as small mammals, birds, and reptiles with primary focus on cats and dogs while practicing low stress and fear free handling techniques;
- Manage time and tasks appropriately;

### **Document Management, Processing & Analysis**

- Create and maintain medical records. Accurately, thoroughly, and promptly record all relevant history, communication, observations, exam findings, treatments, diagnostic results, procedures, assessments, and plans, utilizing computerized medical records;
- Uses confidential database to document examinations, behavioral observations, and on going medical needs of animals. Including but not limited to entering medications, vaccinations, test results or uploading photographs;
- Maintain patient medical and surgical records. Ensure all necessary logs are kept up-to-date through established protocols. Coordinate the ordering, maintenance, and inventory of controlled drugs and other veterinary supplies used at the shelter;

### **Leadership & Management**

- Develop, implement, and monitor veterinary medical programs in order to achieve and maintain the highest standard of animal and veterinary care in a shelter environment;
- Collaborate with and mentor staff veterinarians, contract/relief veterinarians, and other members of the shelter medical department specifically to their provision of veterinary medicine and surgery;

- Provide leadership, oversight, and technical guidance for the shelter medical department, other departments, and volunteers;
- Assist in directing completion of tasks necessary to achieve optimal medical department efficiency;
- Enhance professional knowledge and skills with a commitment to pursuing opportunities for continuing education. Promote development of veterinary support staff through coaching, mentoring, training, and sharing knowledge.

### **MARGINAL FUNCTIONS**

- Performs other duties as assigned.

### **DISTINGUISHING FACTORS**

#### **Lead Shelter Veterinarian (Full Time)**

- Serves as a clinical veterinarian and provides leadership to the shelter medical department;
- The Lead Shelter Veterinarian is responsible for:
  - Performing, and providing oversight of, the duties of staff veterinarians;
  - Working in partnership with the FWACC leadership team in implementing and maximizing the impact of the organization's programs;
  - Working with the Deputy Director of Operations to lead and empower the shelter medical department to provide exceptional and efficient veterinary care;
  - Providing training and mentorship to other members of the shelter medical department and shelter staff;
  - Creating a unified set of shelter medical protocols and procedures, ensuring they are in line with progressive animal sheltering standards;
  - Cultivating a culture of learning and growth within the shelter medical department;
  - Assuring regulatory compliance relating to the practice of veterinary medicine within the shelter;
  - Promoting a positive and healthy environment for team members, and the animals and community members that are served by FWACC.

#### **Associate Shelter Veterinarian (Part Time)**

- Possess a strong operational knowledge of the shelter medical department's procedures and policies;
- Within the first 6 months of employment, is able to perform efficient and acceptable HQHVSN surgeries on cats, dogs, and rabbits, as guided by established organizational standards and benchmarks;
- Effectively performs other daily duties of staff veterinarians, including but not limited to:
  - Perform comprehensive patient examinations;
  - Utilize and interpret available diagnostics;
  - Create and communicate treatment plans, with guidance from established medical department procedures and policies;
  - Document, update, and maintain thorough and accurate medical records utilizing the shelter's management software;
- Contributes to the continued refinement of medical department protocols and procedures, based on an evidence-based medicine approach.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **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**

- Must possess Doctor of Veterinary Medicine (DVM) from an accredited university. Licensure must be in good standing with the ability to practice in Indiana.
- Obtain and maintain current tetanus vaccinations within 1 year of employment.
- Obtain and maintain current rabies vaccinations within 1 year of employment.

## **OTHER KNOWLEDGE, SKILLS, and/or ABILITIES**

- Ability to use a personal computer using Word, Excel, Crystal, Power Point, internal confidential agency database, and convey their proper use to others;
- Ability to stay organized and multi-task in a fast paced and often emotional environment;
- Maintain strict confidential or sensitive information and information obtained from law enforcement databases;
- Ability to write and speak clearly and concisely to produce reports and provide service to the public and staff;
- Ability to work independently and coordinate projects when necessary;
- Ability to relate calmly and effectively with often hostile customers, deescalate situations as needed and proceed with customer service. Ability to remain objective in an environment that often presents emotional situations with customers.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to write reports and correspondence. Incumbent has frequent contact with staff members and the public. These contacts involve handling questions and complaints requiring tact and judgment to provide service and carry out policy. The incumbent must be courteous, attentive and precise when answering the telephone, dispatching information to citizens, businesses, or City personnel.

## **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 and to draw and interpret bar graphs.

## **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. The

individual follows standard procedures and regulations when performing the duties of the position. Incumbent has the opportunity to make choices when carrying out routine assignments and some analysis and judgment is required when assisting the public. Work may be reviewed for quality and completeness at critical phases and upon completion.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if a City vehicle is used;
- Licensed by Indiana Board of Veterinary Medical Examiners;
- Ability to obtain Indiana Controlled Substance Registration (CSR) and a DEA registration.
- Ability to obtain USDA accreditation within three (3) months of employment
- Fear Free certification preferred
- Experience in shelter medicine preferred

### **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 finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The employee is regularly required to stand, walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 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 employee is regularly exposed to poor working conditions with frequent exposure to animal related hazards including bites and scratches and is required to lift and carry heavy animals and feed bags which may cause prolonged strain. High stress may occur due to attachments made in caring for shelter animals with the knowledge of the possible euthanasia of these animals in accordance with departmental policies. Other stress may include counseling bereaved pet owners and dealing with emotionally charged situations with the public. The duties of the position involve frequent bending, lifting and other activities requiring physical strength and stamina. Works under adverse conditions including extremes of temperature, humidity, precipitation and fumes. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.