



4000 Industrial Rd - Wickenburg, AZ 85390  
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www.WickenburgHumane.com

## JOB DESCRIPTION

**Job Title:** Veterinarian  
**Reports to:** President & CEO  
**FLSA Status:** Exempt, Full-time  
**Salary:** 110 | \$140,000 annual salary  
**Prepared Date:** February 2024  
**Hours:** 40+ hours per week

**DEFINITION:** Under general supervision, performs various complex duties associated with the health and well-being of shelter, public-owned, and feral animals. Assess and examine patients, provide diagnosis and treatment for injuries and illnesses, surgical sterilization, perform general surgical procedures, provide preventative healthcare, and prescribe medications and treatment plans. Provide leadership and organization of medical facilities.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. (This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

**TASKS:** Provide compassionate care to all patients and owners. Examine and assess shelter and public-owned pets. Provide diagnosis for animals and prescribe medications. Perform general surgical procedures, surgical sterilization, and vaccinations for shelter, public-owned, and feral animals. Monitor the health of pets in care. Maintain medical records for each patient. Educate shelter staff and pet owners on proper animal care. Ensure that all procedures are humane. Provide direction to staff responsible for following prescribed treatment and maintaining treatment records for all patients; provide the highest level of care and service; record changes in animals' conditions. Efficiently work with clinic manager to ensure staff is abiding by clinic policies and procedures, including medical, drug, and client record-keeping policies. Ensures that all state and federal laws, state regulations, accepted standards, and HSW policies and procedures regarding clinic operations, the practice of veterinary medicine, drug control, and animal care and handling are adhered to. Maintain up-to-date knowledge of shelter animal health protocols, surgical procedures, and companion animal health issues. Assist with educating the entire staff on shelter animal medical issues and humane treatment of shelter animals. Work with local Veterinarians who step in on medical cases, including cruelty cases, which require medical treatment outside the organization's ability. Assist shelter staff in providing solutions to disease outbreaks within the shelter setting. Administer services during public clinics. Provide medical care to HSW animals in foster care. Provide euthanasia services when necessary, according to policy, for shelter and requested by owners of public-owned pets. Build effective relationships through positive interaction and communication with the community, volunteers, and staff. Perform other

medical services as needed for animals in the shelter, fostered animals, staff animals, and public-owned animals when requested or required for humane care.

Be available by phone and report to the shelter, when necessary, after hours for post-op complications and emergencies. Handle animals humanely, safely, and effectively. Administer vaccinations and implant microchips. Provide leadership for co-workers and volunteers. To aid in hiring, onboarding, and training new staff members as needed. Assist with training of volunteers. Lead others by example by providing exemplary service. Act as the first line of defense for customer issues and employee disagreements. Dependable and TEAM-minded. Other duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Superior understanding of medical animal care and animal sheltering.

Knowledge of cleaning and disease and parasite control.

Skill in animal handling.

Skill in working effectively as a team player in a busy environment while maintaining superior customer service.

Skill in medical record keeping for animals.

Skill in effectively communicating with staff and volunteers.

Possess excellent written and oral communication skills.

Ability to multi-task.

Remain professional in high-stress environments.

**MINIMUM QUALIFICATIONS:**

Doctor of Veterinary Medicine Degree from an accredited college.

Current Veterinary License within the State of Arizona.

Drug Enforcement Agency Certification.

A minimum of 1 year of animal shelter experience is preferred.

**ADDITIONAL REQUIREMENTS:**

May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects, and vermin.

Must possess and retain a valid Arizona Driver's License.

Lifting and carrying heavy, bulky supplies, materials, and animals weighing up to 50 pounds may be required.

Must participate in continuing education by furthering personal knowledge associated with job tasks and sharing with staff quarterly at staff meetings.

May be required to work a flexible schedule outside the regular work schedule.

Must be able to exercise sound judgment when working without supervision and under emotional stress.

Must be of good moral character and possess an even disposition.

Be a champion for animals.

Must deal effectively and politely with people from diverse backgrounds and experiences in challenging situations.

Must possess a high level of professionalism and strong interpersonal skills.

Must adhere to proper HSW attire and personal hygiene policies.