

# DAKIN HUMANE SOCIETY POSITION DESCRIPTION



**TITLE:** **MEDICAL DIRECTOR & ADOPTION CENTER VETERINARIAN**

**HOURS:** Full-time, On-Call, Exempt, salaried position

**REPORTS TO:** Executive Director

**FUNCTION:** The Medical Director is responsible for delivering high-quality, effective medical care to adoption center animals including diagnosis, treatment, surgery, and follow-up as well as maintaining compliance with applicable laws and protocols, and supervising other staff veterinarians.

## **DAKIN'S GUIDING PRINCIPLES**

*Our Mission:* Dakin Humane Society delivers effective, innovative services that improve the lives of animals in need and the people who care about them.

*Our Foundational Belief:* We believe people are good and will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

*Our Core Values:* Integrity, Compassion, Innovation

## **RESPONSIBILITIES:**

### ***Veterinary Care:***

- Examines, diagnoses, vaccinates, and prescribes treatment, performs surgical sterilizations, and routine and emergency medical treatment and surgery (including dentals) for adoption center animals.
- Provides patient care for public animals at vaccine clinics or other programs.
- Regularly reviews medical conditions of animals in the adoption centers; provides follow-up treatment to injured or sick animals as necessary.
- Works alongside the animal care team in maintaining herd health, and prevention and control of disease in the shelter animal population.
- Makes euthanasia decisions based upon an animal's physical or behavioral condition. Performs humane euthanasia.
- Oversees controlled substances used throughout the building in accordance with regulation.
- Is on-call for Dakin staff through telephone or email for urgent medical situations, and occasionally, emergency hospitals when a foster animal is being treated.

### ***Medical Director:***

- Ensure that the facility/practice is in compliance with the laws of the Commonwealth and the United States, all applicable veterinary regulations and 256 CMR.

- Ensure that the staff of the facility cooperate with inspections or investigations conducted by the Board or its agents.
- Upon the request of the Board or its agents provide immediate access to and, if requested, copies of medical and business records.
- Responsible for all protocols and policies established to manage the overall practice/facility.
- Prior to hiring a veterinarian, and annually thereafter before March 1, establish whether each veterinarian employed in the practice/facility has a current license to practice veterinary medicine in the Commonwealth.
- Ensure that his or her staff exhibit professional appearance and behavior.
- Where possible, preserve the body of any animal that dies while in the care of a licensee except as otherwise provided by law.
- Provide by oral, written or posted notice and by telephone information about office hours, emergency coverage, overnight and 24-hour attendance at the facility.

**Other Responsibilities:**

- When designated, acts as a media spokesperson for Dakin on topics relevant to veterinary medicine and animal care.
- Follows safety protocols, procedures, policies, and best practices to ensure a safe work environment for staff, volunteers, visitors and animals.
- Attends Dakin events, as required, including staff meetings.
- Works with leadership in drafting protocols and guidelines for the animal health program for the adoption centers; helps develop protocols for handling ill and injured animals in the adoption centers.
- Receives continuing education and keeps up to date with trends in shelter medicine.
- Resolves customer concerns related to adoption center veterinary services in accordance with Dakin's Core Values.
- Accurately maintains records and daily paperwork, including computer records and other routine documents.
- Supervises all veterinarians on staff in partnership with individual department managers. Understands and supports day-to-day program needs and workflow for each veterinary department. Responsible for team building, problem-solving, and professional development for the team of veterinarians at Dakin.
- Trains and directs the daily work of support staff performing or assisting with veterinary duties or procedures. Provides professional and technical guidance to all staff.
- Provides ongoing training for staff throughout the organization to rapidly identify animals requiring isolation or veterinary care.
- Maintains effective relationships with community veterinarians.
- Networks with and assists other animal welfare agencies.
- Complies with the Dakin Employee Handbook.
- Works with leadership to recommend and implement policy/procedural changes for the Dakin's facility.
- Performs other duties as assigned.

## **POSITION REQUIREMENTS:**

### ***Education:***

Graduation from a university or college accredited by the American Veterinary Medical Association with a Doctor of Veterinary Medicine or Veterinary Medical Doctor degree.

### ***Licenses and Certification:***

- Current license to practice veterinary medicine in the Commonwealth of Massachusetts.
- Massachusetts controlled substance license.
- DEA license.

### ***Experience:***

- Proficiency with computer work including the ability to learn new software and databases.
- Previous shelter medicine experience preferred. Previous staff supervisory experience preferred.

### ***Expected Knowledge:***

- Surgical procedures for spaying and neutering canines and felines (including pediatric patients) and other common shelter animals such as rabbits, guinea pigs, etc.
- Surgical procedures for surgeries including but not limited to dentistry, amputation, enucleation, and mass removal.
- Shelter medicine and best practices.
- Laws, codes, regulations, and policies affecting the organization's operations and programs.

### ***Skills and Traits:***

- Must agree with and be committed to upholding Dakin's Core Values.
- Must have strong analytical ability to make sound decisions.
- Must be curious, innovative, and attentive to details, possessing excellent communication skills and a high degree of accuracy in all communications.
- Must be effective, team-oriented, and flexible in a constantly changing environment.
- Must be optimistic and able to handle difficult and sensitive situations with staff, volunteers, and clients with compassion, discretion, and an open mind.
- Must be able to see the departments in their relationship to the agency as a whole and the community at large.
- Must be available to work a set, full-time schedule negotiated with Dakin at the time of hire. Must be willing to be on call for occasional emergency consultation.
- While performing this job the employee will regularly be required to use hands and arms to reach, grasp, and hold animals, supplies and other tools; to talk and speak clearly to clients and co-workers; and to hear questions and animals.

*I acknowledge that I have received and read the job description for the position of Medical Director/Adoption Center Veterinarian. I understand the duties and responsibilities associated with this position and I am aware of the qualifications and skills required to perform this job effectively.*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_