



**POSITION:** Associate Veterinarian  
**DEPT:** Veterinary Clinic

Reports to: Medical Director  
Status: Full-time, exempt  
Updated: March 2015

**JOB SUMMARY:**

Under the direction of the Medical Director, the Associate Veterinarian is responsible for providing a variety of animal healthcare duties in the clinic and shelter. Duties to include performing surgeries and other wellness procedures, as well as assessing and monitoring patients before, during and after surgery.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency. This position must be a practicing veterinarian licensed in the State of Virginia.

**RESPONSIBILITIES:**

- Observe and comply with all applicable Federal, State and County laws, regulations and ordinances, including OSHA requirements.
- Promote and maintain the humane care and treatment of animals at all times while assuring the safety and health of animals at the clinic and shelter.
- Attend staff meetings and trainings when required, and advises and assists with training of staff, volunteers and clients regarding veterinary issues of potential concern.
- Responsible for the medical examination, surgeries and assists in the monitoring of the health and welfare of animals in the care of the clinic and shelter. Administers treatment, including oral and injectable medications, vaccines and microchips, etc. Prepares and administers pre-anesthetics, IV anesthetics and gas anesthetics.
- Keeps abreast of developments in the field of veterinary medicine, particularly aspects of special concern to shelters, including disease prevention and overpopulation control measures like early spay/neuter, and their implications for clinic operations and programs. Obtains information and training necessary to spay, neuter, and treat, as needed, all species of animals cared for in the clinic.
- Oversee the maintenance of a level of safety, cleanliness and sanitation necessary for the function of the clinic, prep room and recovery area; report equipment, structural or operational problems or deficiencies that may affect the care of animals or the operation of the clinic or medical areas.
- As directed, may act as liaison to the veterinary community on behalf of the VBSPCA.
- Assist with or perform euthanasia when required, according to clinic procedures.
- Fully participate in clinic efforts to achieve established goals for productivity.
- To enter and complete notes on patients and to communicate these notes to the owner in a timely manner.

- Follow-up on patient test results daily.
- Check VBSPCA email daily and respond to any matters.
- To attend Continuing Education conferences, meetings and trainings as required annually.
- Fully participate in clinic efforts to achieve established goals for productivity.
- Perform other duties as assigned by the supervisor.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Doctorate in veterinary medicine from an accredited university or school of veterinary medicine.
- Must possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of Virginia, and all other appropriate governmental agencies, including any certification and credentials required. Must possess and maintain independent insurance and provide proof to VBSPCA.
- Experience working with animal welfare organizations, community groups, volunteers and governmental agencies.
- Intermediate level computer.
- Ability to work cooperatively with people and to communicate clearly about VBSPCA's mission, the care and treatment of animals, and the safety of the public and other employees. Must be able to represent VBSPCA professionally at all times.
- Must be able to work flexible hours, including evenings and Saturdays, in a fast-paced setting.

To apply, submit cover letter, resume, [VBSPCA employment application](#), and professional references to [Emily.Peck@vbspca.com](mailto:Emily.Peck@vbspca.com)