JOB TITLE:   Director of Veterinary Services
REPORTS TO:  Chief Operating Officer
Exemption Status:  Exempt
Revision Date:  03/12/2020

The Charlottesville-Albemarle SPCA ("SPCA") is an open-admission, lifesaving animal welfare organization located in Charlottesville, VA, whose mission is to advance the compassionate treatment of animals by providing sheltering, medical care and behavioral services for dogs and cats; promoting permanent, caring homes; and furthering education and outreach. In addition, the Charlottesville-Albemarle SPCA provides contractual pound services to the City of Charlottesville and Albemarle County ensuring that all healthy and treatable animals are placed into loving homes.

In 2019, the SPCA took in more than 4,000 animals, found homes for over 3,300 animals, and spayed or neutered nearly 6,500 pets. The organization has a robust foster care program that in 2019 enabled more than 1,110 animals facing euthanasia at other animal shelters to be transferred in for veterinary care and permanent placement. The SPCA’s veterinary clinic serves the needs of all shelter pets in care in addition to offering spay/neuter services and monthly walk-in rabies and microchip clinics to the general public. Pet retention programs are offered including several Compassionate Care Clinics annually that provide affordable and accessible veterinary care to underprivileged pet owners in our community. The SPCA proudly maintained a 97% live release rate in 2019, the highest on record, and continues to develop new programs and services aimed at keeping animals in loving homes and assisting underprivileged animal shelters increase their own live release rates.

Position Summary:

The Charlottesville-Albemarle SPCA (CASPCA) is proud to provide high quality veterinary care to our shelter animals as well as high quality high volume spay/neuter services to publically owned animals. The Director of Veterinary Services oversees the CASPCA’s onsite veterinary clinic, providing leadership, direction, and supervision to all members of the clinic staff. The Director of Veterinary Services is expected to be well versed in shelter medicine including protocol development, outbreak prevention and management, and staff training. They are expected to stay current in the field of shelter medicine through independent research and continuing education conferences. The Director of Veterinary Services reviews clinic statistics on a weekly basis and participates in executive meetings with the other directors. Due to the nature of the shelter setting, after-hours and on-call work is necessary.

Primary Duties and Responsibilities:

- Ability to perform approximately 30 spay/neuter surgeries daily.
- Proficiency in additional surgical procedures including but not limited to, enucleations and amputations.
- Practice high quality shelter medicine; an emphasis is placed on problem solving through physical examination and use of in-house diagnostics when possible.
- Develop protocols on topics including but not limited to intake procedures, cleaning and disinfection, and treatment of infectious disease. Train staff on protocols as necessary.
- Oversee the Associate Veterinarian’s case management, provide second opinions as necessary.
- Maintain detailed medical records in Shelter Buddy; enter medical notes in a timely manner.
- Communicates with fosters, potential adopters, and volunteers as necessary.
- Assesses the quality of life of shelter patients and performs medical euthanasia when necessary.
- Provides input on behavioral euthanasia decisions, performs behavioral euthanasia.
- Performs forensic exams or necropsies as requested by Animal Control Officers, testifies in court.
- Organizes and participates in scheduled weekend events including Compassionate Care Clinics, monthly walk-in rabies/microchip clinics, and Saturday surgical days.
- Works with the Clinic Manager to ensure clinic budget is adhered to.
- Reviews and analyzes clinic data in an effort to ensure available resources are used in a suitable manner, achieving a balance between practicing progressive medicine and proactive efforts to deter intake.
- Oversees dispersal and recording of controlled substances and maintain the controlled drug log.
- Keep abreast of the status or any changes to Department of Health Professions.
- Build and maintain positive relationships with local veterinarians.
- Participates in work with surrounding shelters and rescue groups.
- Other duties as assigned by the Chief Executive Director and Chief Operating Officer.

**Skills/Qualifications:**

1. Demonstrated knowledge and skill in veterinary medicine through a combination of education, training and experience.
2. Creative problem solving, attention to detail, and strong communication skills.
3. Maintains an active license to practice veterinary medicine in Virginia; ability to obtain DEA license.
4. Experience in a leadership role preferred.
5. Ability to work efficiently and effectively in a fast-paced environment.
6. Able to meet background check requirements.