



## Charlottesville-Albemarle SPCA Job Description

To apply, please send resume and cover letter to [careers@casppca.org](mailto:careers@casppca.org).

**JOB TITLE:** Shelter Veterinarian  
**REPORTS TO:** Chief Operating Officer  
**Exemption Status:** Exempt  
**Revision Date:** 05/07/2020

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. Additionally, the 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 is proud to provide progressive and high quality veterinary care to our shelter animals as well as high-quality, high-volume spay/neuter services to publically owned animals. The Shelter Veterinarian oversees the SPCA's onsite veterinary clinic, providing leadership, direction, and supervision to all members of the clinic staff. The Shelter Veterinarian 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. Due to the nature of the shelter setting, after-hours and on-call work is necessary.

### Essential Functions:

- Responsible for the day-to-day health of all animals in the shelter's care; triages and stabilizes ill and injured animals; diagnoses and treats a wide variety of medical conditions and diseases; anesthetizes animals as needed.
- Performs efficient spay/neuter technique (25-30 animals per day,) in addition to other surgical procedures including but not limited to, dentals, enucleations and amputations.
- Practices high quality shelter medicine and emergency care; an emphasis is placed on problem solving through physical examination and use of in-house diagnostics when possible.
- Makes recommendations and monitors adherence to protocols on topics including but not limited to, intake procedures, cleaning and disinfection, and treatment of infectious disease. Perform staff training as needed.
- Maintains detailed medical records in the shelter's software; enter medical notes in a timely manner.
- Communicates with fosters, volunteers, and the general public as necessary.
- Assesses the quality of life of shelter patients and performs euthanasia when necessary.
- 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.
- 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 the controlled drug log.
- Oversees the inventory and ordering of medications and medical supplies.
- Keeps abreast of the status or any changes to Department of Health Professions.
- Builds and maintains positive relationships with shelter staff, volunteers, and local veterinarians.
- Provides animal stories for SPCA media and marketing staff.
- Sets a positive and professional example for other staff members.
- Other duties as assigned by the Chief Executive Director and Chief Operating Officer.

**Required Skills / Experience:**

- Graduation from an accredited college or university with a Doctor of Veterinary Medicine degree.
- Must maintain an active license to practice veterinary medicine in the State of Virginia.
- Current DEA license or the ability to obtain prior to employment.
- Demonstrated knowledge and skill in veterinary medicine through a combination of education, training and experience is required.
- Knowledge of animal sheltering practices and procedures; understanding of shelter medicine and epidemiology.
- Experience with high volume spay/neuter including pediatric spay/neuter.
- Knowledge of public health and rabies education procedures.
- Valid Virginia Driver's License required.
- Must be comfortable safely driving all SPCA transport vans and Compassionate Care-A-Van, abiding by all traffic laws.
- Must be able to safely and compassionately handle and work with all cats and dogs, including those with medical or behavioral challenges.
- Must have the ability to actively problem solve and seek answers independently.
- Must have strong organizational skills and the ability to coordinate a project with multiple and often changing components.
- Must be a team player and self-starter with the ability to work in a fast-paced environment with minimal supervision.
- Must have effective time management skills with the ability to triage cases and workload.
- Must be highly motivated, with strong communication skills and a professional manner.
- Must have the ability to get along well with a variety of people, as well as demonstrate ability to handle sensitive and confidential situations and information.
- Must possess high emotional intelligence.
- Must have a strong knowledge of animal caregiving with the ability to identify medical and behavioral characteristics of dogs and cats.
- Must meet background check requirements.

**Physical Requirements & Work Environment:**

- Ability to make closely coordinated eye/hand movements.
- Ability to lift and transport items weighing up to 65 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand and sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.