



# Bucks County

## Society for the Prevention of Cruelty to Animals

www.bcspca.org

### JOB ANNOUNCEMENT

Job Title: **Staff Veterinarian, Full Time**  
Department: Shelter Medicine  
Reports to: Director of Shelter Medicine  
Status: Exempt, Full Time  
Posting Date: September 18, 2018

#### SUMMARY

The shelter medicine program is a key component in our efforts to achieve BCSPCA's objectives focused on caring for animals and improving placement rates. The Staff Veterinarian is a key member of the Shelter Medicine department, bringing his/her knowledge of shelter animal care and surgical expertise to the team. The Staff Veterinarian will be responsible for performing surgical procedures (primarily spay/neuter of cats, dogs and rabbits) and physical examinations on healthy and sick shelter animals. This position requires knowledge of and an interest in Shelter Medicine.

The Staff Veterinarian position is an exempt, full time, 40 hours per week position, which includes one day on the weekend. This position is split between our Lahaska and Quakertown shelters.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Performs all job duties in an efficient, positive, helpful manner with good internal customer service to staff and volunteers. Participates in and promotes BCSPCA safety programs. Willingly assists public in all aspects of BCSPCA programs. Shares information to enhance the public's knowledge of animal welfare, as well as their knowledge of the BCSPCA's mission and policies in a helpful, positive, and timely fashion.*

- Maintain a focus on achieving the BCSPCA mission and places the good of the organization before the good of any single individual, animal, or department.
- Ensure the humane medical care and treatment of animals always
- Handle animals both fractious and calm safely, models and teaches such handling
- Conduct self always in a professional manner
- Carries out components of shelter medicine program at both BCSPCA locations including future offsite adoption locations
- Competently examine, diagnose, prescribe and treat animals in shelter
- Administer vaccines and perform other routine services, including client education, connected with preventative health maintenance
- Perform emergency triage and stabilization of ill and injured animals
- Perform adult and pediatric sterilizations and other routine soft tissue surgeries
- Examine shelter animals and recommend treatment and assesses prognosis
- Interpret diagnostic tests
- Administer medication both oral and injections, including IV, IM, SQ
- Administer controlled substances and keep an accurate log
- Maintain accurate and complete medical records
- Maintain a positive work ethic and rapport with staff and clients, including facilitating conflict resolution as needed in a professional manner
- Participate in humane investigations (examines, documents, and treats cruelty cases)

Administrative Offices and Lahaska Shelter:  
1665 Street Rd  
P.O. Box 277  
Lahaska PA 18931  
215-794-7425

Upper Bucks Shelter:  
60 Reservoir Rd  
Quakertown, PA 18951  
267-347-4674

- Communicate complex medical issues with public clinic clients, staff, volunteers and adopters as needed
- Responsible for cleanliness and safety of clinic areas both locations
- Cultivate positive relationships with customers, volunteers and co-workers through professional, courteous and educational interactions
- Responsible for the veterinary component of the decision-making process regarding which animals to euthanize and humanely euthanizes animals when necessary
- Communicate proactively, openly, positively and regularly with the Executive Director, the shelter staffs, the community outreach department, the cruelty investigation team, the communications/development team, the animal behavior department, other veterinary professionals, and other BCSPCA staff and volunteers as appropriate
- Possess the following knowledge and/or skills:
  - Animal shelter facility design and operation
  - Animal husbandry—including housing, nutrition, sanitation and disinfection
  - Preventive medicine, including vaccination
  - Infectious disease prevention, diagnosis and treatment
- Perform other duties as needed

#### **EDUCATION and/or EXPERIENCE**

- Graduation from a school of veterinary medicine with a VMD/DVM degree or equivalent
- Advanced training in shelter medicine and/or veterinary forensics preferred

#### **WORK EXPERIENCE and TECHNICAL SKILLS**

- Must be able to work independently with minimal supervision
- Must be self-directed and self-motivated
- Good conflict resolution skills
- Must have good communication and customer service skills
- Must have flexibility and commitment to be a team player
- Ability to handle stress and emotional issues that frequently occur in a humane shelter/clinic setting
- Must be able to multi-task
- Basic computer skills consist of MS Office and PetPoint
- Use of standard office equipment including but not limited to fax machines, scanners, copy machines, and printers
- Excellent skills in math and calculations, including an understanding of shelter statistics
- Serve as an animal advocate always
- Good decision making and organizational skills as well as attention to detail
- Ability to use logic and reason to resolve problems
- Maintain a professional appearance always
- Ability to carry out changes in policies and procedures whether in agreement or not
- Ability to interpret animal behavior and stress level
- Good time management skills
- Willingness to work flexible hours including above and beyond an 8-hour day as needed
- Willingness to work a flexible schedule of weekdays as needed to support weekend neutering and/or microchipping clinics, for example
- Ability to work in a positive manner in a team environment to assure all BCSPCA's goals are met

#### **LANGUAGE SKILLS**

- Excellent verbal and written communication skills
- Ability to read, analyze and interpret common scientific journals
- Knowledge of medical terminology
- Ability to respond to common inquiries from clients or complaints from clients, regulatory agencies or members of the business community
- Ability to convey instructions and information in a clear, positive, non-condescending and respectful manner to the public, co-workers and volunteers

- Ability to discuss problematic situations in calm logical way with public, other staff and volunteers in order to avoid escalating emotions and therefore facilitating logical conclusions with minimal stress
- Ability to read, write and speak in English preferred

#### **REASONING ABILITY**

- Ability to use logic to define problems, collect data, establish facts, and draw valid conclusions
- Good decision-making and leadership skills
- Ability to understand and use basic financial and statistical reports to measure progress
- Excellent judgment regarding prioritization, delegation, and in communication and handling of issues of potential organizational risk about public relations and financial exposure
- Ability to identify sensitive issues and maintain their confidentiality
- Ability to tell right from wrong and adhere to a strict level of honesty
- Ability to learn from advanced training in the animal welfare field, incorporate that learning into daily work, and teach others

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must hold valid VMD/DVM license in the State of Pennsylvania
- Must hold or be eligible to hold accreditation from the USDA
- Valid State of Pennsylvania or New Jersey driver's license and a good driving record

#### **OTHER SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to walk, talk, stoop, reach, stand, sit, and kneel
- Must have vision (including close vision) and hearing adequate to provide proper patient care, perform diagnostic tests, and communicate effectively
- Must be able to spend a large portion of the day standing
- Must have ability to move from clinic area to intake room
- Must have hand motor skills to perform technical skills and the ability to grasp, finger, handle, and feel
- Must be able to lift and/or move up to 60 pounds and restrain calm and fractious animals
- Must be able to control allergies through medication
- Must be able to work longer than an 8-hour day if needed

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to very noisy
- Odors from body secretions, animal waste, and chemicals often present
- High volume of animals and fast paced work setting
- Potential exposure to bites and scratches
- Potential exposure to biohazards, zoonotic diseases, and ionizing radiation

**Resumes should be emailed to [HR@bcspca.org](mailto:HR@bcspca.org)  
or mailed to Bucks County SPCA, 60 Reservoir Rd., Quakertown, PA 18951.**