



## MAUI HUMANE SOCIETY

### Job Description

*Maui Humane Society's mission is to protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals.*

**Job/Position Title:** Shelter, HQHVSN, and Community Medicine Veterinarian

**Status:** Exempt

**Date:** October 2022

**Primary Purpose:** Provides high quality medical care to shelter and public animals, oversees health management of shelter animals, and provides for the medical and surgical needs of the animals. Contributes towards medical protocols and standard operating procedures for medical evaluations and treatment of animals including disease control, sterilization, improvement of health and quality of life issues and the alleviation of suffering. Works collaboratively with MHS veterinarians and DVS to monitor department staff to ensure correct medical treatment and handling of all animals are kept to industry high quality best practices.

We are looking for a well-rounded veterinarian to join our team as we expand our services to animals in the community. We currently have a team of 3 veterinarians that participate in all areas. We offer a 4 day work-week. Occasionally there will be vaccine or spay/neuter initiatives that require weekend support. Your day will vary based on your interests and community and shelter needs. Typically, we usually perform HQHVSN spay/neuter and other surgeries every morning, and spend the afternoon examining shelter animals. Some days will be spent in the community providing low or no cost services to the public. We are committed to the Access to Care movement and are building our community veterinary services. Maui Humane Society primarily cares for cats, dogs, rabbits and guinea pigs and occasionally other small mammals, birds, tortoises and turtles. An interest in treating animals other than dogs and cats would be an asset but is not a requirement.

**Workers Supervised:** Related volunteers

#### **Essential Duties/Functions:**

1. HQHVSN: Perform an average of 35–40 high-quality, high-volume spay/neuter surgical procedures per day (approximately 5-7-minute cat spays and 15- minute dog spays) using techniques determined as best practice in the veterinary field.
2. Health assessment including behavioral assessment of shelter and public animals, diagnosis, other soft tissue surgery, dentistry, and treatment of various medical conditions as needed.
3. Participate in euthanasia decision making through a collaborative, thoughtful approach.
4. Responsible for collaborating with veterinarians to keep medical SOP's up to date and in good standing based on best practices.
5. Responsible for maintaining all veterinary licensing , CE credit needs, and other pertinent requirements needed for MHS veterinarians and in keeping with our state and federal veterinary requirements.
6. Participates in training of MHS staff on veterinary related topics.
7. Contribute to initiatives to improve processes and procedures and meet department goals.
8. Maintain accurate medical and surgical records. Generate reports as needed.
9. Maintain DEA license.



10. Maintain license or certification to be able to perform health certs on traveling animals.
11. Responsible for maintaining accurate records and safeguarding all controlled drugs as required by law.
12. Provide emergency overnight on call support for MHS post op care and to Humane Enforcement Officers (HEOs) on a rotational basis as needed.
13. Work with the HEO team for evaluation, documentation, and testimony about the condition of animals involved in cruelty and neglect cases.
14. Perform necropsies as needed.
15. Provide compassionate and patient customer service to clients.
16. Participates in public vaccination, wellness and microchip clinics.
17. Communicates with other departments as needed to ensure smooth and efficient operations.
18. Along with others, participates in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
19. Help promote fundraising activities and solicit support of MHS overall.
20. Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
21. Maintain and promote a positive public image standard relevant to MHS.
22. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
23. Address and/or report any safety hazards or unsafe use of MHS equipment
24. Other duties as assigned by the Medical Director.

**Working Conditions:** Air conditioned surgical suite. Duties will include examination of animals in kennel areas and other buildings where animals may be housed or the public may need assistance. May be required to go into the field to provide veterinary assessment or assistance to Humane Enforcement Officers or for community outreach. Animals examined may vary in their temperament and tolerance of human handling.

**Equipment Use:** Telephone, cell phone, computer, leashes, halters, muzzles, various animal carriers, hair clippers, tourniquets, needles, syringes, euthanasia drugs, tranquilizers, injectable analgesics, surgery equipment and medical supplies.

**Work Hours:** This is a salaried position that requires flexibility. While a typical workweek will be 40 hours, various shelter needs and attendance at events and other functions may require adjusted hours. May be required to provide assistance after hours or when not on duty if emergency medical assistance is needed..

**Mental Demands:** Must have the medical knowledge along with the good judgment and self-confidence to make veterinary related decisions, including emergency decisions under stressful conditions. Must have the ability to multitask, prioritize, and handle high levels of stress. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Requires emotional capacity to handle euthanasia related decisions including communicating these decisions to the public when necessary. Requires the ability to think clearly, act quickly, and utilize sound judgment in a variety of situations.

**Physical Demands:** The majority of duties may require staff to be on their feet. This position involves desk and computer work as well as crouching and bending to provide medical care to animals. Should be able to handle animals of various sizes and temperaments and have adequate reflexes to deal with shy, fearful or



potentially aggressive animals. Must be able to work at a fast and efficient pace while maintaining safety and health standards for both the workers and the animals.

**Qualification Requirements:**

**Minimum Qualifications:**

- Must have or be able to obtain a current State of Hawaii Veterinary License.
- Must have Doctor of Veterinary Medicine degree or equivalent.
- Must have DEA license.
- Must have a background in small animal medicine and surgery.
- Professional in appearance and behavior.
- Must have ability to be proficient with Google apps (Gmail, Google Docs, Google Sheets, etc.), internet use, and database type software.

**General Qualifications:**

- Must have a passion for animals and support the mission of Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals.
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.
- Requires high level of organization with a strong attention to detail and high degree of accuracy.
- Positive attitude a must!

**Additional Qualifications that would benefit this position:**

- 5 years or more experience in animal welfare field.
- 5 years or more experience in management.
- 2 years or more experience employed as HQHV Veterinarian preferred.