



Sonoma Humane Society Job Description

Job Title:	Public Hospital Director	Location:	Santa Rosa
Department:	Public Hospital	Hours:	40 hrs/wk (may include Saturdays)
FLSA Classification:	Full-time, Exempt	Reports To:	Executive Director

SUMMARY

The Public Hospital Director is responsible for the daily operations of the veterinary hospital, providing high quality medical care to patients, developing and implementing standards of animal care, and coordinating and managing treatments for animals in the care of the Sonoma Humane Society.

DUTIES AND RESPONSIBILITIES

- Examine, evaluate, and diagnose companion animals' health; perform veterinary medical and surgical procedures including vaccinations, prescribing and administering of medications, anti-parasite treatments, tests and lab work for infection, and spay and neuter surgery as needed.
- Provide recommendations to maintain optimal care and health of companion animals, including preventative treatments for infections, disease prevention, dietary evaluations, parasite diagnosis and treatment, and healthy coat maintenance.
- Perform surgeries and dental procedures as needed.
- Discuss quality of life with owners and perform all necessary euthanasias according to established protocol.
- Ensure that all state and federal laws, state regulations, and accepted standards regarding clinic operations, the practice of veterinary medicine, drug control, and animal care and handling are adhered to. Practice medicine in accordance to AAHA standards.
- Maintain up-to-date knowledge on veterinary regulations, standards of care, and companion animal health issues.
- Build effective relationships through positive interaction and communication with the community, volunteers and staff.
- Conduct oneself in a professional and courteous manner and serve as an exemplar of the SHS mission.
- Provide assistance to the Shelter Medicine and Spay/Neuter Departments as needed.
- See emergency and urgent care cases as needed.
- Respond to client messages and report lab findings; answer medical questions from staff; evaluate prescription requests.
- Ensure all services are accurately charged to clients; work with the Practice Manager and Associate Veterinarians to negotiate treatment plans for clients with financial limitations.
- Maintain complete medical records of services, diagnoses, treatments, and client communications.

Director Duties and Responsibilities:

- Establish policies that balance the veterinary needs of the community in accordance to the SHS mission while ensuring the financial viability of the Public Hospital.
- Manage the hospital budget and provide financial analysis. Work with the Practice Manager, Executive Director, and Finance Director to establish a yearly budget.
- Take appropriate measures to ensure the financial health and growth of the Public Hospital.
- Ensure hospital practices are in accordance with AAHA, California Medical Board, and prevailing standards of care.
- Participate as a member of the management team; attend applicable meetings and trainings.
- Follow all safety guidelines to ensure a safe work environment.
- Work with the Marketing Director on the advertising and promotion of the Public Hospital.

- Coordinate with Practice Manager, Lead Client Services Representative, and Lead Veterinary Assistant to ensure staff are properly trained.
- Working with the Practice Manager, evaluate, reward, and discipline staff; recruit and hire new staff as necessary; conduct yearly performance reviews.
- Assume the responsibilities of the Practice Manager in their absence.
- Maintain DEA and CA Vet Medical Board site licenses.
- Keep abreast of all aspects of Public Hospital business operations.
- Build a positive work environment and work to improve staff morale.

Supervision: This position reports directly to the Executive Director and supervises the Hospital Veterinarian, Contract Veterinarians, and Practice Manager with secondary oversight to the Certified Veterinary Technicians, Veterinary Assistants.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal with staff and clients in a professional manner. Able to direct the work of others, train/develop employees, evaluate performance, and provide feedback.
- Ability to communicate orally and in writing with staff and the general public.
- Ability to work well under pressure and handle multiple tasks at one time.
- Knowledge of the principles and practices of veterinary medicine.
- Effective decision making and diagnostic skills and interest in pursuing treatment options with limited funding.
- Ability to exercise independent judgment, decisiveness and creativity to problem solve.
- Desire to implement efficiencies on an on-going basis.
- Commitment to practicing excellent medicine.
- Team-oriented attitude; serve as a leader for staff.
- Literacy in analyzing financial statements.

QUALIFICATIONS

- Doctor of Veterinary Medicine degree from an accredited college or university and one year of professional veterinary medical experience.
- Possession of a current license to practice veterinary medicine in California.
- MBA or other business degree.
- Previous managerial or leadership experience in a veterinary setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals.
- Ability to operate, maneuver and/or provide simple but continuous adjustments on equipment such a surgical instruments, syringes, microscopes, diagnostic equipment, computer terminal, and/or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as performing surgery and giving injections.
- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and lifting, carrying objects and animals of moderate weight.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: Work is performed in an animal shelter hospital with shared office space. There is potential for exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date