



**Title:** Medical Director

**Reporting Relationship:** Executive Director

**Status:** Full-time, Exempt

**Location:** 312 Battlefield Blvd N., Chesapeake, VA 23320 (primary)

1149 New Mill Drive, Chesapeake, VA 23322 (secondary)

### **Summary**

The Chesapeake Humane Society operates a low-cost, high-volume clinic offering preventative veterinary care, spay/neuter surgery, dentals, heartworm treatment, and various surgical procedures. The Medical Director is responsible for providing veterinary oversight, establishing and maintaining protocols, and performing high-quality surgical procedures and other routine veterinary services in a fast-paced setting.

CHS's veterinary clinic provides low-cost, high-quality veterinary care to the public. Our public services are open to canines, felines, and rabbits. CHS's shelter and crisis boarding programs serve canines, felines, rabbits, and other small animals such as guinea pigs, rats, mice, ferrets, and birds.

The Medical Director has clinical responsibilities (approximately 75%) and administrative responsibilities (approximately 25%). Clinic practice includes: performing HQHVSN surgeries, dental surgeries, and additional soft-tissue surgeries as needed, conducting vaccine appointments and sick visits for pets whose owners rely on CHS for affordable care, performing examinations and determining treatment plans for our in-house and foster population of shelter pets, and administering heartworm treatment according to the American Heartworm Society protocol. Administrative responsibilities include: upholding and updating CHS's current medical procedures and protocols in keeping with industry best practices; establishing new protocols as needed; providing insight and oversight for in-house and foster animals with complex medical or surgical needs; and, leading and mentoring a cohesive and productive medical staff in partnership with the Clinic Manager.

The Medical Director acts as a liaison among multiple departments within the organization to ensure optimal treatment and outcomes for animals who come into CHS's care. Therefore, the successful applicant must have excellent interpersonal, communication, and decision-making skills and be able to work well with staff with widely varying levels of medical knowledge. The ability to think practically about medical care, balancing animal welfare and "gold standard" practices with cost and reasonable outcomes, is essential.

### **Duties and Responsibilities**

- Serve as the Veterinarian In Charge on all legal documentation and accounts for the shelter and the clinic
- Ensure the veterinary team and the facilities comply with all applicable Federal, State, and Local laws, regulations, and ordinances, including the Virginia Board of Veterinary Medicine, the U.S. Drug Enforcement Agency, and OSHA
- Develop and maintain protocols for all aspects of veterinary care and advise on shelter animal care protocols
- Assess patient's health and medical histories as it relates to their qualification as surgery/service candidates
- Perform spay, neuter, dental, and other surgical and animal medical procedures

- Oversee vaccine clinics and perform medical procedures as necessary
- Oversee and perform surgical monitoring, administration of pre-anesthetic and anesthetic drugs, and post-surgical monitoring through discharge
- Maintain clinic controlled substance log
- Supervise, support, and train Associate Veterinarians, Licensed Veterinary Technicians, and Clinic Manager
- Participate in continuing education programs in accordance with state requirements
- Provide medical counseling to clients
- Perform veterinary services and provide protocol oversight for Chesapeake Animal Services (CAS) per the contract between CAS and CHS

### **Working Relationships and Direct Reports**

The Medical Director is part of the Leadership Team at CHS. The Leadership team consists of the Executive Director, the Medical Director, the Clinic Manager, the Shelter Manager, the Community Engagement Manager, and the Development Manager.

It is essential that the Leadership Team works collaboratively to ensure our mission and goals are carried out effectively and efficiently.

#### **Leadership Working Relationships, including but not limited to:**

- Work in collaboration with the Executive Director for program goals, budgeting, reports, and team meetings
- Work in collaboration with the Clinic Manager to ensure all clinic protocols are upheld, and ordering is fulfilled
- Work in collaboration with the Clinic Manager to set a positive tone and create a healthy and uplifting work environment for the staff
- Work in collaboration with the Shelter Manager to ensure a smooth process for shelter animals, including fosters, in need of surgical procedures or veterinary exams
- Work in collaboration with the Shelter Manager for efficient DVM shelter rounds
- Work in collaboration with the Community Engagement Manager to provide appropriate medical care for pets in our Crisis Boarding program
- Work with the Shelter Manager and Executive Director in making decisions about euthanasia, using CHS's Asilomar Matrix

#### **Direct Reports, including but not limited to:**

- Associate Veterinarians
- Licensed Veterinary Technicians
- Clinic Manager

### **Other Duties**

- Work cooperatively with all staff and volunteers to promote the CHS mission
- Uphold and embrace CHS's Workplace Culture Agreement in all aspects of work
- Participate in leadership team meetings
- Attend board meetings as requested
- Engage visitors in non-confrontational, educational conversations regarding animal care, surrender, sheltering policies, etc.
- Perform other duties as necessary

### **Skills and Educational Requirements**

- Degree in veterinary medicine from an accredited university of veterinary medicine
- License to practice as a veterinarian in the state of Virginia, or ability to obtain

- Drug Enforcement Agency controlled-substance registration
- Must possess and maintain independent insurance and provide proof to CHS
- Ability to make sound decisions with regard to patient care and clinic operations
- Confidence using computer systems and learning new software
- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Strong written and oral communication skills, including the ability to educate clients effectively in English
- Preferably, 1-2 years experience in supervisory role with demonstrated success in leading a team
- Preferably, experience in shelter medicine and in high-volume spay/neuter clinics
- Willingness to discuss euthanasia, open-admission sheltering, and surrender of pets in a non-judgmental, non-confrontational, fact-based manner
- Ability to express organizational standpoints when serving as a CHS representative
- Ability to handle confidential or sensitive information with discretion
- Ability to function well independently and as a team member
- Ability to build and lead a team
- Ability to mediate and problem-solve in the moment
- Excellent attention to detail; organization skills and ability to multitask

### **Physical and Time Demands**

- Ability to work early mornings and weekends
- On-call hours as needed for CHS shelter animals (primarily phone consultation with Foster Coordinator)
- Ability to work in a fast-paced setting with distractions
- Ability to work in the presence of animals, wildlife, strong odors, and cleaning solutions
- Ability to stand, walk, bend, and lift and carry materials up to 40 lbs
- Ability to handle stress
- Valid driver's license, clean driving record, and reliable personal transportation

### **Salary and Benefits**

- Competitive salary, based on experience and leadership ability
- Medical, Dental, and Vision Insurance
- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Paid Holidays
- Personal Time-off
- Four-day workweek with minimal weekend shifts (one Saturday per month)
- Minimal on-call or emergency needs for CHS shelter pets
- Simple IRA Plan with organization match
- Paid annual Continuing Education requirements
- Paid professional insurance premiums and licensing fees
- Discounted clinic services and adoption fees
- Discounted retail items, pet prescriptions, and prescription foods
- Relocation stipend considered for out-of-state applicants

**To be considered, candidates must submit a cover letter, resume, and professional references to [director@chesapeakehumane.org](mailto:director@chesapeakehumane.org).**