



Position Title: Director of Veterinary Services

Department:	Clinic	Date Prepared:	March 2025
Reporting To:	Executive Director	Version Number:	1.0
Direct Reports:	1 – Veterinary Services Senior Manager		

Overview

The Director of Veterinary Services is a practicing licensed veterinarian with extensive shelter experience who oversees the veterinary services provided by the medical clinic, ensuring the highest standards of care for the animals in our charge. The Director draws on the field's latest research and best practices to develop, update, and maintain all medical protocols and policies. As lead veterinarian, the Director also conducts examinations, performs surgeries, and works closely with our foster, animal care, adoptions and behavior teams to create protocols and individual treatment plans in alignment with the principle of Association of Shelter Veterinarians' Guidelines and Fear Free Sheltering. The Director of Veterinary Services is part of the leadership team and a member of Pathway Planning team to help make compassionate decisions regarding all medical treatments including euthanasia. The Director also oversees other veterinarians and medical professionals (LVTs, VAs; relief veterinarians) in the clinic setting to ensure compliance and best practices are followed.

A creative and collaborative professional with a passion for our mission, the Director of Veterinary Services is a field thought leader and helps foster a shelter-wide culture that values transparency, communication, excellence, and teamwork.

Duties & Responsibilities

- Draw on experience and knowledge of current research and best practices to develop and implement comprehensive medical policies, procedures, and protocols for our veterinary medical services.
- Ensure written protocols follow best practices in shelter medicine, compliance with OSHA safety standards, as well as state and federal laws governing the practice of veterinary medicine.
- Perform medical examinations and diagnostics and determine treatment plans for shelter and foster animals; as well as employee-owned animals.
- Perform surgeries, including spay/neuter and other procedures, for shelter and foster animals. Surgeries may include more advanced soft tissue surgeries as the need arises for our shelter population, and may include dental extractions, tumor removals, enucleations, pyometras, etc.
- Participate in, coordinate, and perform surgery for our public low-cost spay and neuter clinic to support our community.
- Oversee intake examinations, conduct medical assessments, participate in shelter rounds, and serve on Pathway Planning team. Provide medical guidance regarding euthanasia decisions, ensuring ethical considerations are met. Perform humane euthanasia when other options have been exhausted.
- Work closely with the shelter's animal behavior and care teams to develop individualized treatment plans and behavior-based medical interventions.
- Collaborate with external veterinary partners to manage complex medical cases, schedule/order advanced diagnostics, and ensure comprehensive medical care is provided to animals in our care.
- Provide guidance for the veterinary services annual budget in partnership with the Veterinary Services Senior Manager and Finance Director.
- Develop and track protocols regarding veterinary services to maximize quality, volume, and efficiency, in collaboration with the Veterinary Services Senior Manager.



- Provide training, mentorship, and guidance to veterinary staff and volunteers regarding medical protocols, skills, and procedures.
- Maintain and provide proof of current licenses and ongoing continuing education requirements.
- Participate in special events, fundraisers, and other duties as requested by the Executive Director

Qualifications & Requirements

- Doctor of Veterinary Medicine (DVM, VMD) or equivalent degree from an accredited university.
- Active Washington State veterinary license and DEA license.
- Minimum of 5 years of clinical veterinary experience in small animal medicine/surgery.
- Preferred 3+ years of shelter medicine experience/training, HQHVSN techniques, epidemiology, herd health, and prevention/management of infectious disease outbreaks.
- Fear Free Shelter Certification (or completion within 1 month of hire).
- Diagnostic and case management skills for preventative, surgical, dental, internal medicine, and emergency/urgent care for shelter animals.
- Proficient surgical skills including HQHVSN (high quality/high volume spay/neuter) techniques, including pediatric, in-heat, pregnant, cryptorchid, pyometra, etc.
- Strong leadership skills with experience managing teams and collaborating across departments.
- Ability to make informed, compassionate decisions regarding euthanasia and shelter pathway planning.
- Personable, communicative, patient, professional, empathetic, mature, and effective in engaging with a culturally diverse community.
- Enthusiasm towards community outreach, engaging with volunteers, donors, and key stakeholders.
- Passionate about animal welfare and commitment to the mission of Homeward Pet Adoption Center.

Physical Demands & Working Conditions

This position requires considerable walking, standing, bending, squatting and moving equipment and patients. While performing the duties of this job, the employee will be required to lift patients, equipment and supplies up to 50 pounds. Employees must have the physical strength to effectively control large dogs. The nature of some issues addressed in this role may be emotionally distressing.

The noise level in the work environment is usually moderate; the noise level in the animal housing areas may be loud at times. The employee will occasionally be exposed to toxic or caustic chemicals, sharp instruments and risk of electrical shock. Work at HPAC involves the use of chemicals and solvents for cleaning and disinfecting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits

Annual salary: \$100,000 - 120,000 DOE FTE (Full-Time Equivalent) based on 40 hours, salary-exempt
Benefits: Medical insurance
Vision, Dental
Reimbursement for licenses, liability insurance and AVMA membership
24 days of PTO and 9 paid holidays per year
Veterinary services for your dogs and cats
Yearly continuing education funds (up to \$2K)



Applications

To apply for this position, please send a cover letter and resume to hr@homewardpet.org with “Director of Veterinary Services” in the email subject line.

Mission

Homeward Pet Adoption Center is a private, nonprofit animal shelter that transforms the lives of cats and dogs in need through compassionate medical care, positive behavior training, and successful adoption while building a more humane community through outreach and education.

Values

Compassion: Treat all animals and people with respect and empathy

Integrity: Act thoughtfully and communicate truthfully and transparently

Commitment: Ensure the well-being of animals is central to every decision

Collaboration: Foster an energetic and diverse community dedicated to animal welfare

Vision

A community where every cat and dog has a safe, caring home. www.homewardpet.org
