

JOB/POSITION TITLE: **Veterinary Assistant**

STATUS: Non-exempt

PRIMARY PURPOSE: Provides assistance to the Veterinary Technicians performing assessments, selection and healthcare of all animals and providing technical support for veterinary services including sterilization surgeries, medical treatment, and euthanasia and disposal.

Reports To: Animal Care Manager

Supervises: Volunteers

ESSENTIAL DUTIES/FUNCTIONS:

- **Veterinary Technician Assistance**
 - Assists Technicians in performing anesthesia, surgical preparation and monitoring of animals sterilized according to The Society's procedures.
 - Assists Technicians in performing paraprofessional medical care and treatment to animals in need including emergency first aid.
 - Assists Technicians in performing euthanasia of animals.
 - Assists Technicians with evaluations of incoming animals daily to be made available for adoption and performs and records health checks according to The Society's procedures.
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 - Assists Technicians in performing anesthesia, surgical preparation, and monitoring of animals sterilized according to The Society's procedures.
 - Assists Technicians in performing paraprofessional medical care and treatment to animals in need including emergency first aid.
 - Assists Technicians in performing euthanasia of animals.
 - Answers questions from the public concerning animal care and veterinary concerns in a professional and courteous manner.
 - Answers phone calls from the public concerning foster animals and PACT exams.
- **Medical/Clinic Support**
 - Logs daily activity into computer and prepares monthly statistical reports as directed.
 - Monitors medical supplies and reorders as needed as directed by supervisor.
 - Cleans, disinfects and organizes surgery suite daily.
- **Animal Care and Treatment**
 - Treats all animals humanely, properly, and with compassion.
 - Bathing and basic grooming for animals prior to surgery and/or adoptions.

OTHER DUTIES/FUNCTIONS:

- Feed, water, and monitor condition of all animals as directed.
- Clean and disinfect animal housing areas, food and water bowls, and utensils.
- Regularly participates in meetings with other members of the department and shares ideas and suggestions designed to improve working conditions and the organization.
- Perform other duties as assigned to ensure a positive public image and to enhance the operation of the organization and improve the quality of life for animals.

JOB CONDITIONS:

- **Work Environment:** Outdoors in all types of weather; indoors under regular kennel and office conditions.
- **Equipment Use:** Leash/rope, water hose with spray gun, commercial cleaning fluid, computer, phone system, veterinary drugs, instruments and equipment, copier, and calculator. Will be exposed to anesthetic gases.
- **Hours:** Based on operational requirements. Must be available full-time and available to work over 40 hours, as needed, any 7 days of the week, weekends and holidays.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Must have passion and concern for both animals and people.
- Must agree with and be committed to Society goals, objectives, and programs.
- Requires working with minimal supervision. Must be self-motivated
- Requires alertness and attention to detail in handling of animals.
- Requires crawling, bending, lifting, running, etc. in cleaning and handling of animals.
- Requires lifting and carrying up to 50 lbs. of weight, struggling or limp.
- Requires eye-hand coordination in handling, capturing, transporting, restraining or administering veterinary treatment to a live animal
- Must have ability to handle telephone operation and etiquette.
- Must have clear and legible writing skills.
- Requires knowledge of computer input functions and report writing.
- Requires knowledge of and ability to perform veterinary technical support procedures to all types of animals.
- Requires Knowledge of common diseases and medical conditions affecting all types of animals.
- Requires patience and tact when dealing with difficult, emotional, or angry people.
- Must communicate clearly while talking to individual people either in person on the telephone, or over the intercom system.
- Requires understanding, compassion, and ability to perform euthanasia on all types of animals.
- Requires handling people and animals in a pleasant, courteous, and professional manner.

QUALIFICATION REQUIREMENTS:

- **Skills/Knowledge:** General handling and knowledge of variety of animal species, behaviors, general physical needs, common diseases and medical conditions.

Must have general knowledge of routine veterinary needs for a variety of animal species and ability to perform routine and emergency treatment. Must have general knowledge of veterinary surgical operations, anesthetic monitoring, surgical preparation and equipment knowledge including drugs and instruments. Customer service skills including telephone operation and etiquette. Clear and legible writing skills. Ability to work under pressure and without direct supervision. Knowledge of computer input skills. Must agree with and be committed to Society goals, objectives, and programs. Understanding and ability to perform euthanasia on all types of animals.

- Education/Training: High school diploma or equivalent required.
- Experience: Two years working in a clinical or animal shelter environment preferred.

AUTHORIZED BY: _____ DATE: _____
President/CEO

(November 2015)