

VETERINARY ASSISTANT (Full-Time)

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving knowledge of animal health in an Animal Shelter. An employee in this class is responsible for providing animal care; recognizing, preventing, and addressing illness, injuries, and disease in an animal shelter under the direction of the Licensed Veterinary Technician, licensed veterinarian and the Director or Assistant Director.

Provides technical assistance in the performance of animal health care duties. Duties are performed under standard supervision from the LVT and Veterinarian.

EXAMPLES OF DUTIES

- Prepares, assists, and recovers shelter animals for surgery.
- Provides care and treatment for animals in isolation areas as directed.
- Prepares and administers medications as directed.
- Maintains accurate, objective, and thorough records.
- Maintains equipment, building, and grounds in a clean and orderly condition and reports needed repairs to the supervisor.
- Remain proactive and enthusiastic on continuing education on shelter medicine and industry best practices.
- Regularly document medical observations and escalate to supervisor as needed.
- Uses suitable equipment and discretion to safely handle animals as needed.
- Assists in answering in-person and phone inquiries and solving problems as necessary.
- Assists with the intake of animals, including administering vaccinations and other routine medical treatments.
- Assists the Registered Veterinary Technician (RVT) with performing blood-draws.
- May assist with euthanasia for incurable and unadoptable animals when all other resources have been utilized.
- Assist in shelter as available and as needed.
- Other tasks/duties as needed.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make sound judgments and work independently in a fast-paced environment with demonstrated ability to juggle competing tasks and demands.
- Ability to foster a cooperative, encouraging and positive work environment with staff and volunteers.
- Flexibility with daily tasks as well as hours depending on operational needs.
- Basic understanding of animal body language and behavior.
- Basic knowledge on how to utilize appropriate restraint.
- Knowledge and use of exceptional customer service techniques.
- Knowledge of safe work practices and ability to apply them in workday situations.

Veterinary Assistant

- Ability to work effectively on a daily basis with limited supervision.
- Communicate effectively, both orally and in writing.
- Ability to comprehend basic written or verbal directives and perform directed tasks.
- Work efficiently in high demand, stressful situations.
- Ability to multitask effectively.
- Basic math, reading and writing skills.

DESIRABLE TRAINING AND EXPERIENCE

- Graduate of a standard high school or equivalent.
- Experience in an animal shelter, veterinary office, animal boarding facility, or similar

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid motor vehicle operator's license.
- Be available to work overtime as needed or required.

PHYSICAL REQUIREMENTS

- Must be able to lift eighty (50) pounds or more to a height of four (4) feet or more.
- Must be able to work extended periods using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods.
- Eyesight must be correctable to 20/20 vision.
- Hearing must be within a normal acceptable range of 20-25 with or without a hearing aid.
- The physical demands 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.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date