



Job/Position Title: Veterinary Assistant

Status: Nonexempt

Date: December 2021

Primary Purpose: The Veterinary Assistant is responsible for assisting veterinarians with the medical care of all animals sheltered at the Pet Network Humane Society including assisting with surgeries, exams, treatments and record keeping. The Veterinary Assistant performs these duties either independently with minimal supervision, operating from specific directions and instructions, or under the direct supervision of the Medical Director.

Reports to: Medical Director

Essential Duties/Responsibilities:

1. Must safely perform proper restraint and handling of all animals that are received at the shelter. This will include restraint for examinations, vaccine and medication administration, and other procedures. At times this may involve the handling of difficult animals and feral animals.
2. Prepare the surgical suite for surgery if needed. Have necessary surgical supplies out and ready for surgery, ensure proper paperwork is available and completed and animals are clean and fasted for surgery.
3. Assist veterinarians in surgery with surgical preparation of animals, anesthesia monitoring, and post operation recovery. This also includes cleaning, packing, and autoclaving of surgical instruments and other duties related to maintaining a clean and organized surgical suite.
4. Provides routine and minor health care and monitoring for all animals housed at the shelter. This will include observing the progress of the animals, administering certain treatments to animals, bringing concerns to the attention of veterinarians, cleaning the animal's enclosure, feeding and documenting findings and treatments prescribed.
5. Assisting veterinarians with daily animal examinations (vet checks). This will include being able to provide proper restraint, perform diagnostic laboratory testing, prepare prescribed medications and enter all necessary information into the shelter software system after the examination is completed.
6. It maybe required, depending on the needs of the shelter, to become Euthanasia certified. This would allow the certified person to perform animal Euthanasia under the direct supervision of the Medical Director.
7. Assists adopters and the general public with routine health care information. Will be required to obtain knowledge and understanding of diseases and conditions most common in shelters. Is able to explain when necessary, the treatment/procedures to adopters, fosters, and shelter staff members. Represents the humane society well by providing good customer service.
8. Communicates effectively with the animal care attendants regarding the daily health status of shelter animals and informs the animal caregivers when special treatments are needed.
9. Must possess a high level of computer competency to be utilized for data input, content creation, appointment scheduling, and telehealth purposes.
10. Maintains cleanliness in all workstations including sweeping, mopping, restocking and laundry.
11. Knows, understands and follows procedures and policies of the Pet Network Humane Society.
12. Maintain and promote a positive public image standard relevant to the Pet Network Humane Society.

13. Help promote fundraising activities and solicit support for the agency overall.
14. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended and approved.
15. Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
16. Report any safety hazards, accidents or unsafe use of shelter equipment.
17. Performs other duties as assigned/required.

Working Conditions:

Air conditioned surgical suite, exam room, clinic treatment area, kennels or other areas where animals may be housed.

Equipment Use: Surgical equipment including anesthetic machine, X-ray machine, medical equipment and supplies including prescription drugs. Animal care and restraint equipment such muzzles, catch gloves, and specialized carriers. Computer, phone, cell phone, printer, fax, copier and other office equipment.

Work Hours: Hourly position. Pet Network is open Monday to Sunday and all but 6 holidays. Individual schedules vary but employees should be available and willing to fill in on an emergency basis on other days including holidays.

Mental Demands:

Must contain high learning agility, willingness and ability to obtain veterinary medical knowledge as it pertains to this position. Must possess strong organizational, time management and communication skills. Must work collaboratively, working effectively as part of a team to accomplish the organization's goals. Requires exceptional attention to detail, courteous and professional demeanor, and strong interpersonal skills to communicate successfully with a variety of people. Requires an innovative and solution-oriented attitude with the ability to quickly problem solve in varying situations. Requires the ability to take initiative on organization based projects while working with minimal supervision and direction. Must have the ability to healthy manage high stress situations such as animal emergencies, high work volume, and difficult medical decisions which may result in euthanasia.

Physical Demands:

Must be able to lift at least 50 pounds and be able to hold and restrain animals of all sizes. The majority of duties will require the veterinary assistant to be on their feet. Should be able to handle animals of various sizes and temperaments and have adequate reflexes to deal with shy, fearful or potentially aggressive animals. Must be able to work at a fast and efficient pace while maintaining safety and health standards for both the workers and the animals. Must be able to respond quickly to emergencies.

Minimum Requirements:

- Familiarity with animal diseases and behavior.
- Familiarity with the handling of animals, particularly dogs and cats.
- Public relations and customer service skills.
- High school graduate or GED.
- Experience with MS Office, Excel and Google Office preferred.

General Qualifications:

- Must be willing to support the mission of the Pet Network Humane Society.
- Knows, understands and follows procedures and policies of the Pet Network Humane Society.
- Must treat all animals humanely, with love and concern both on and off the job.
- Must adhere to all local laws regarding personally owned animals
- General knowledge of pet behavior and care.
- Positive attitude is a must!

Additional Qualifications that would benefit this position:

- Veterinary related experience or veterinary assistant certification.
- Previous experience and/or exposure to shelter medicine or spay and neuter programs.