



## **JOB DESCRIPTION**

**POSITION TITLE: Veterinary Assistant**

**REPORTS TO: Veterinary Services Manager**

**POSITION SUMMARY:** Responsible for daily care of all surgical patients, assisting doctors and veterinary technicians with pre-, peri- and post-operative care of patients, general cleaning, and training others to utilize patient care protocols.

### **DUTIES & RESPONSIBILITIES:**

- Works collaboratively within all levels of the organization and across departments to cultivate a positive culture and team approach to fulfilling AWS' mission
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner.
- Know basic veterinary medical concepts.
- Communicate in effective and professional manner with public, trainees, and all AWS staff members.
- Represent AWS in a professional and courteous manner at all times.
- Follow all written and verbally communicated departmental standard operating procedures.
- Responsible for prepping patients for surgery, observing all clinic procedures, to enforce sterility and safety of patients.
- General duties in the operating room during surgery, assisting with movement of patients, recovery of patients, and general flow.
- Able to monitor anesthesia, with a clear idea of abnormal conditions.
- Ensure prompt and accurate paperwork procedures are followed each day.
- Able to respond appropriately during an emergency, able to take directions from a veterinarian and/or veterinary technician and maintain competency in CPR procedures.
- Able to work full days as a kennel assistant as assigned.
- Able to work full days as a pack assistant as assigned.
- Train veterinary assistants, new staff members, and trainees to utilize our patient care protocols.
- Able to work either first or second shift as assigned.
- All other duties as assigned.

### **ANIMAL HANDLING**

- Will be asked to handle (on average) 30 dogs and cats per day
- Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
- Must be able to use appropriate safety equipment for fractious or feral animals (will train) the use of safety equipment is mandatory
- Must possess excellent reflexes



- Should be able to identify own limitations and be willing to ask for help
- Must become proficient at animal restraint for various procedures

**EDUCATION/WORK EXPERIENCE:**

- Minimum high school degree or equivalence required.
- Ability to read and write legibly in English and to communicate clearly both in person and over the telephone.
- Basic computer literacy, including typing, required. Experience with general office equipment and Macintosh Operating System preferred.
- Minimum of one year working in a veterinary clinic. High volume veterinary and/or spay neuter clinic experience is preferred.
- Proven organizational skills and effective communication.
- Pre-employment background check required.
- Employees are expected to act in the best interest of the practice, even if doing so requires actions or responsibilities not specifically listed in the job description. This job description is subject to addition, subtraction or revision by the Animal Welfare Society as needed

**WORK ENVIRONMENT:**

- Work is performed in an animal shelter and veterinary clinic environment.
- High degree of mobility required. Must be able to work standing or sitting for 8 or more hours.
- Ability to lift and carry 50lbs frequently.
- Frequent contact and handling of animals.
- Maintain a valid driver’s license.
- **APPLICANT ACKNOWLEDGMENT**

I have read and understand the qualifications and requirements for the job for which I am applying at the Animal Welfare Society. By signing below I testify that I have the educational qualifications and can perform the physical tasks described in the job description. Furthermore, I believe that I have the knowledge, experience and aptitude to learn and proficiently perform every task listed in the job description.

Should I ultimately become employed by the Animal Welfare Society, I understand that the signing of this job description does not in any way create or constitute an employment contract or change my “at will” employment status under Maine state law.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_