



## Veterinary Assistant

**Supervisor: Director of Operations**

### Job Description / Job Summary

The mission of the Veterinary Assistant is to have the greatest impact on the continuity of care an animal receives during its stay at the shelter by daily monitoring and treatment of health conditions and surgical procedures that will boost the impact the Shelter Medicine Team has and keep in alliance with SafeHaven's vision, mission, values and standard operating procedures.

The Veterinary Assistant is responsible for monitoring and treating all animals under veterinary care and assisting the Surgery Team with providing excellent high quality, high volume spay/neuter surgery.

Veterinary Assistants are experienced team players who provide high caliber veterinary care. Veterinary Assistants demonstrate proficient technical skills, provide quality customer service to clients, and possess a solid work ethic and a willingness to learn.

### Specific Duties

- Performs all activities allowed by the Oregon Veterinary Practice Act.
- Assists with daily pre- and post-op care of surgical patients and disease control protocols.
- Maintains a clean, sterile, and functioning prep and surgery room.
- Cleans and maintains surgical instruments; prepares surgical packs.
- Restrains animals for exams and anesthetic induction; assists in surgical prep.
- Monitors physiological parameters of patients during anesthesia, and post-surgery.
- Assists the Shelter Veterinarian as needed.
- Takes post-operative temperatures and gives additional warmth as needed.
- Performs dental cleanings under the supervision of the veterinarian.
- Enters surgery records into database; maintains paperwork.
- Maintains drug logs in accordance with state and federal laws.
- Cleans and disinfects tables, floors, cages, and surgery equipment.
- Discharges patients and provides education to clients as needed.
- Monitors, treats, and medicates all animals under veterinary care.
- Assists veterinarian in examinations and treatments.
- Maintains isolation wards and its patients.
- Performs clinical laboratory procedures such as fecal flotation exams, skin scrapings, urinalyses, fungal cultures, parvo tests, FeLV/FIV tests, heartworm tests, and in-house bloodwork. Collects and prepares samples for shipment to the laboratory.
- Performs daily rounds of sick and injured animals, makes appropriate notes on progress, and schedules vet checks on animals of concern.
- Inputs data into Pet Point regarding exams, medications, and treatments.
- Assists with foster exam appointments.
- Demonstrates and teaches technical skills, proper sanitation protocols, and procedures to other staff

members of SafeHaven Humane Society who are involved in animal care as requested.

- Cleans and maintains areas of shelter clinic as assigned.
- Assists with inventory, restocking and ordering supplies.
- Performs deworming's, vaccinations, and flea treatments on animals in the shelter and in foster care.
- Does call back/follow-up with clients concerning certain patients; directs clients to the SHHS to schedule additional visits when discharge instructions indicate.
- Prepares medications for both outpatients and inpatients.
- Takes and processes all radiographs, following all safety and OSHA regulations.
- Promotes a safe working environment and follows safety protocols.
- Maintains equipment in good working condition.
- Integrates volunteers and takes an active role in their training, integration, safety, performance, and job satisfaction.
- Responds to inquiries and concerns from SHHS staff and volunteers.
- Provides training to staff/volunteers on disease control standards, shelter medicine protocols, and foster care guidelines.
- Provides advice and resources on SHHS programs & other animal welfare-related topics.
- Provides orientation and training to veterinary students, veterinary assistants, and interns.
- Attends Continuing Education as assigned.
- Renders emergency treatment to animals; helps the Executive Director determine the need to send an animal for private veterinary assistance in the absence of the Shelter Veterinarian. Responds and performs life saving techniques in an emergency.
- Performs or assists with euthanasia as needed.
- Performs other duties and special projects as assigned.

#### **Qualifications:**

- Previous experience in an animal shelter or high-volume surgery is preferred.
- Previous experience in small animal private practice is preferred.
- Additional requirements: A demonstrated interest and enthusiasm for animal welfare and SHHS mission; be willing to work weekends and evenings as required by the job; have a valid Oregon driver's license; and meet the physical requirements of the job.

#### **Skills and Abilities:**

- Ability to work individually and in a team environment.
- Ability to safely handle animals declared vicious, on bite quarantines or stray.
- Ability to handle and deal with animals that have been abused, neglected, or treated cruelly.
- Ability to communicate effectively, both orally and in writing.
- Ability to work efficiently with attention to detail.
- Ability to exercise good judgment, set priorities and organize workload.
- Willingness to lead and offer direction.

#### **Physical Demands:**

- Ability to frequently stand, walk, sit, talk, stoop, bend, squat or kneel.
- Ability to safely push, pull, and lift up to 50 pounds.
- Ability to physically handle and restrain domestic animals.
- Ability to read computer screens.

#### **Work Environment:**

- Interaction with staff and customers.
- Potential exposure to parasites and infectious diseases that may be carried and transmitted by animals.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**Controls Over Work:**

The Veterinary Assistants work under the supervision of the Lead Shelter Veterinarian; however, they will also receive direction from the Assistant Director of Operations, the Executive Director, and the Director of Operations daily.

EOE M/F/V/D

**Signatures:**

This job description has been approved by all levels of management:

Director of Operations: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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