Humane Society of Sonoma County Job Description

Job Title: Animal Care and Sterile Resource Assistant  
Location: Santa Rosa  
Department: Veterinary, S/N Clinic  
Hours: 20-25 hrs/week, in the afternoon  
FLSA Classification: PT Non-exempt  
Reports To: Director of Veterinary Services

SUMMARY
The Animal Care and Sterile Resource Assistant provides support to the RVTs and Veterinary Assistants in the Spay/Neuter Clinic. Responsibilities include cleaning surgical instruments and assembling surgical packs, autoclaving instruments and supplies, cleaning the surgical suite and cages/wards following surgery days, restocking supplies, equipment maintenance, and laundry.

DUTIES AND RESPONSIBILITIES
• Follow proper cleaning and sterilization protocols for all surgical equipment and supplies.
• Assemble surgical packs, drapes, gowns, and other surgical supplies.
• Clean and disinfect surgery cages, kennels, and runs following surgery.
• Mop floors, wash surgical laundry and towels, clean surgical suite, and performs other light maintenance at the end of each day.
• Perform equipment maintenance under the supervision of RVTs and Vet Assistants.
• Stock medical supplies in surgery and treatment areas ensuring that supplies are organized and ready for the next day.
• Assist with discharge of public surgery patients following spay/neuter surgery.
• Return shelter animals to their cages, habitats and kennels following surgery.
• Oversee volunteers in surgery clinic.
• Follow OSHA standards and be able to find Material Safety Data Sheets quickly.
• Always be in position and prepared to work at the start of each scheduled shift.
• Promote a positive attitude among staff and assist other employees as needed.
• Show respect for team members and animals (alive or deceased) at all times.
• Handle stress and pressure with poise while working in a high pace working environment.
• Maintain a pleasant, professional, courteous and tactful position with co-workers and the public at all times.
• Complete classes scheduled by the Behavior & Training Department and Shelter Medicine.
• Actively support and promote the mission and goals of the Humane Society of Sonoma County ensuring a positive image, enhancing the operation of the organization, and improving the quality of life for animals.
• Perform other duties as assigned.

Supervision:
This position reports directly to the Director of Veterinary Services.

KNOWLEDGE, SKILLS, AND ABILITIES
• The ability to work independently as well as in a team environment.
• Must demonstrate self-motivation, responsibility, excellent interpersonal skills, and the ability to handle multiple tasks in a fast paced environment.
• Knowledge of domestic animal breeds, diseases, health care and basic animal behavior.
• Ability to properly lift up to 50 pounds.
• Good oral and written communication skills.
QUALIFICATIONS

- Six (6) months related animal care experience preferred.
- Experience in humane animal handling, restraint and confinement.
- May be required to work at the Healdsburg Center, as needed

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

- Must be able to interact with and handle animals.
- Ability to walk and/or stand throughout a normal workday.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift, move, and carry objects and animals up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear; bend, reach, stoop, kneel, squat, and crawl; climb or balance. Use of arms above the shoulder is sometimes required.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Allergic conditions, which would be aggravated when handling or working with animals may result in disqualification.

Work environment: The employee is generally working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, bites, scratches, and animal waste. There is possible exposure to zoonotic diseases.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

____________________________________  _____________________________________
Employee Name      Manager Name

____________________________________   _____________________________________
Signature      Signature

____________________________________  _____________________________________
Date       Date