



Humane Society of Sonoma County Job Description

Job Title:	Veterinary Assistant	Location:	Santa Rosa
Department:	Spay/Neuter Clinic	Hours:	Variable
FLSA Classification:	PT/FT, non-exempt	Reports To:	Director of Veterinary Services

SUMMARY

The Veterinary Assistant is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care for a busy spay neuter clinic. The Spay/Neuter team provides a crucial service for our community and is integral in the Humane Society's mission to ensure that every animal receives protection, compassion, love and care. The Veterinary Assistant will be responsible for monitoring animals during surgery, recovering animals from anesthesia, assisting with anesthetic induction and surgical prep, administering treatments and vaccines to animals, restraining animals, and other tasks as needed.

DUTIES AND RESPONSIBILITIES

- Assist RVTs in prepping animals for surgery, pre-med, induce and intubate; monitor animals while under anesthesia and while recovering from surgery.
- Follow proper cleaning and sterilization of all surgical equipment, drapes, gowns, etc.
- Assist with discharge of public surgery patients following spay/neuter surgery.
- Return shelter animals to their cages, habitats and kennels following surgery.
- Clean and disinfect surgery cages, kennels, and runs following surgery.
- Mop floors, wash surgical laundry and towels, clean surgical suite and treatment area, and perform other light maintenance at the end of each day.
- Stock medical and surgical supplies and ensure that supplies are organized and ready for the next day.
- Assist with equipment maintenance as needed.
- 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 accurate and up-to-date records.
- Maintain a pleasant, professional, courteous and tactful position with co-workers and the public at all times.
- Actively support and promote the mission and goals of the Humane Society ensuring a positive image, enhancing the operation of the organization, and improving the quality of life for animals.
- Other duties as assigned to ensure a positive public image and to enhance the operation of the organization and improve the quality of life for the animals.
- Always strive to work with the 5 freedoms of animal welfare in mind:

Freedom from hunger or thirst by ready access to fresh water and a diet to maintain full health and vigor

Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area

Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment

Freedom to express (most) normal behavior by providing sufficient space, proper facilities and company of the animal's own kind

Freedom from fear and distress by ensuring conditions and treatment which avoid mental suffering

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of medications including controlled drugs.
- Knowledge of anesthetic machines and monitoring equipment.
- Strong interpersonal skills.
- Promote a positive attitude among staff.
- Provide excellent customer service both internally and externally.
- Be willing and available to stay late or through breaks as needed, to assist with emergency or critical patients.
- Ability to work independently as well as a member of a team.
- Ability to manage multiple tasks in a fast-paced environment.

QUALIFICATIONS

- Minimum two years' experience working in a veterinary practice or exceptionally mature and hard-working attitude.

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 animals.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment:

The employee is 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