

# VBSPCA

Are you interested in this position? Great! Please send a completed VBSPCA employment application (available on our website) along with your cover letter and resume to the Clinic Director, [Emily.Peck@VBSPCA.com](mailto:Emily.Peck@VBSPCA.com)

## JOB DESCRIPTION

**POSITION: LEVEL 1 VETERINARY ASSISTANT**

Reports To: Clinic Director

Updated: March 2016

**DEPT: CLINIC**

Status: Non-Exempt

### JOB SUMMARY:

Under the direction of the Lead Veterinary Assistant, the Level One Veterinary Assistant is responsible for providing support to the clinic Veterinarians, conducting appointments, performing services and treatments, addressing client questions and concerns as needed, maintaining the surgery suite, clinic exam and treatment rooms as well as the Neuter Scooter.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

### CLINIC RESPONSIBILITIES:

- Ensure and prioritize care of all drop-off patients.
- Bring shelter referrals to the clinic for exam; ensure and prioritize care of all referrals.
- Check in clients for appointments, including taking history, weighing patients, processing and filling medications, and ensuring all data is maintained correctly.
- Assist with medical care of patients.
  - Take and process X-rays.
  - Ensure patients have adequate care, including food and water.
- Ensure cleaning, sanitary and care protocols are performed to clinic standards.
  - Clean exam and treatment rooms.
  - Ensure trash is removed and laundry completed.
  - Manage stock reception process, unpacking and stocking all shipments.
- Assist with client service in the lobby.
- Perform other duties as assigned by the supervisor.

### **SURGERY AND NEUTER SCOOTER RESPONSIBILITIES:**

- Set up surgery suite, or Neuter Scooter, ensuring all materials are stocked and ready.
- Assist in the set-up and reconfiguring of the Neuter Scooter and the beginning and end of day.
  - Serve as a back-up driver when the Technician is unable to do so.
- Check in clients for surgery, including taking history, weighing patients, processing and filling medications, and ensuring all data is maintained correctly.
- Assist with medical care and preparation of surgery patients.
  - Hold animals for intubations.
  - Trim nails, lube eyes, shave and scrub surgical site.
  - Hook to oxygen and gas.
  - Move animals to recovery and extubate.
  - Feed, medicate and clean animals that are hospitalized.
  - Take and process X-Rays.
  - Discharge patients as needed.
- Ensure cleaning, sanitary and care protocols are performed to Clinic standards.
  - Keep animal cages clean.
  - Clean and re-stock surgical equipment.
  - Ensure laundry is completed.
- Ensure cleaning, sanitary and care protocols are performed to Neuter Scooter standards.
  - Clean Neuter Scooter.
  - Clean and re-stock surgical equipment.
- Perform other duties as assigned by the supervisor.

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Associate's degree and prior shelter management experience is preferred.
- Minimum 3-years' experience working with animals in a kennel, shelter, or veterinary hospital.
- Basic animal care knowledge. Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques is preferred.
- Intermediate level computer skills.
- Ability to plan and implement projects with little supervision and ability to work independently.
- Ability to function well as a team member.
- Must be able to work flexible hours, including evenings and Saturdays, in a fast-paced setting.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

- Ability to restrain animals to lift and/or move up to 50 pounds.
- Ability to clean kennels.
- Ability to be around animals and wildlife.
- Ability to speak to and hear others.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Must be able to move throughout the building as needed throughout the day.
- May be exposed to cleaning chemicals and offensive odors.