

# Maclean-Cameron Animal Adoption Center

*Enhancing compassion through education*

## POSITION DESCRIPTION

**TITLE:** VETERINARY ASSISTANT/ANIMAL CARE SUPERVISOR

### **POSITION SUMMARY:**

The Maclean-Cameron Animal Adoption Center is looking for a responsible and self-motivated individual to fill our Veterinary Assistant/Animal Care Supervisor position. The Veterinary Assistant/Animal Care Supervisor is responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all center animals. They will oversee all animals' nutrition, housing and basic medical needs are met daily, as well as accomplish staff results by communicating job expectations and planning, monitoring, and appraising job results. As a supervisor they will be expected to train, motivate, and coach employees, assess employee performance, and provide helpful feedback and training opportunities.

### **KEY RESULTS:**

- Feed and water animals in accordance with dietary needs and schedule.
- Exercise animals as schedules dictate.
- Administer medications, vaccinations, microchips, and IV fluids as indicated by veterinarian.
- Monitor and record animal health and behavioral issues and create and modify care plans as appropriate.
- Communicate concerns about animal health and behavior with veterinarian.
- Communicate care plans with staff and oversee their implementation.
- Manage foster program and facilitate animal transfers.
- Clean kennels and perform related housekeeping duties.
- Examine animals upon intake and accept/deny intakes accordingly.
- Enter and maintain animal health and behavior records in shelter management software.
- Assist veterinarian in spay/neuter surgeries and perform suture removals.
- Schedule spay/neuter surgery appointments.
- Maintain kennel cards and other documentation as assigned.
- Track medical inventory and order supplies as needed.
- Interact with animals of all sizes and breeds both indoors and outdoors.
- Follow all procedures as directed in a safe, efficient, and effective manner.

- Provide direction to team members, including constructive criticism and positive feedback to support personal development and ongoing improvement.
- Support the development of new hires through coaching and training.
- Define responsibilities and roles needed to successfully fulfill the team's objectives.
- Promote a healthy and productive work environment.
- Cooperate with fellow employees, volunteers, patrons, management and public with honesty, integrity, respect, and in a professional manner.
- Comply willingly with all regulatory requirements, including federal, state, local, and organizational statutes or rules.
- Demonstrate job commitment through attendance and full completion of all assigned shifts.
- Treat animals humanely both on and off the job and transmit these values to others.
- Perform other duties as assigned.

### **QUALIFICATIONS**

- High school diploma or equivalent.
- Two years of veterinary assistance experience preferred.
- Knowledge of shelter medicine and shelter operations.
- Ability to read and interpret documents such as safety rules and procedure manuals.
- Must have a valid driver's license.
- Availability to work a flexible work schedule including weekends, evenings and holidays.
- Excellent people skills, and creative problem-solving skills.
- Previous managerial experience preferred.

### **PHYSICAL REQUIREMENTS**

- Must be able to lift heavy weight in excess of 50 lbs.
- Move dogs of all sizes including dogs that are over 110 pounds.
- Must be able to work with cleaning equipment and chemicals.
- While performing this job, employees will be standing, walking and active for most of the time.

+/- 14.50/hr. DOE

To apply, submit cover letter, resume' and references to: [office@mc-aac.org](mailto:office@mc-aac.org)