

Macleam-Cameron Animal Adoption Center

Enhancing compassion through education

POSITION DESCRIPTION

TITLE: VETERINARY ASSISTANT

POSITION SUMMARY:

The Veterinary Assistant 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 that basic medical needs are met daily. They will need to hold knowledge of animal behavior and anatomy, general veterinary medical practices and procedures and general surgical and post-operative procedures regarding the spay and neuter of both felines and canines. The Veterinary Assistant must hold the ability to conduct inventory, deal with the public in a tactful and sensitive manner as well as maintain both manual and computerized medical records and information.

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.
- 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.

- 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.
- Provide transport to vet clinic as needed.

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 and insurance.
- Availability to work a flexible work schedule including weekends, evenings and holidays.
- Excellent people skills, and creative problem-solving skills.
- Basic computer skills.
- Attention to detail.

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.

+/- 15.00 – 19.00 /hr. DOE

To apply, submit cover letter, resume' and references to: director@mc-aac.org