

**Spokane Humane Society**

Position Description:	Veterinary Assistant
Reports to:	<b>Lead Veterinarian</b>
Collaborates with:	Clinic staff, Shelter staff
Supports:	Clinic staff, volunteers

**Primary Job Purpose:**

Spokane Humane Society is an animal welfare non-profit agency whose mission is supported 100% by donations from the community. The Veterinary Assistant is responsible for assisting the veterinarians and licensed veterinary technician in all phases of shelter veterinary care, including surgery assistance, animal exams, treatments, and euthanasia. The veterinary assistant is responsible for learning and accurately maintaining all patient medical records in the clinic, providing accurate information to customers, volunteers, and staff. Accountable for the animal care and cleanliness of the clinic. The Veterinary Assistant supports the mission, goals, and philosophy of the Spokane Humane Society. Each team member of SHS must demonstrate the core values of the organization which include: eager and willingness to go above and beyond, dependable and dedicated to the vision of SHS, and able to be not only be compassionate to animals but also their humans, and fellow staff.

The Veterinary Assistant is responsible for the following items:

**Essential Duties (include but are not limited to):**

1. Hospitalized patient care: Cleans, feeds, waters and monitors all animals in the veterinary clinic to attain the high standards for a safe, sanitary, and comfortable environment for the animals. Exercises hospitalized dogs as needed. Assists staff veterinarians and licensed veterinary technician with medications and treatments of hospitalized in-patients.
2. Prepares clinic area, prepares, and monitors animals for surgery. Maintains surgical packs and equipment needed for surgery.
3. Assists veterinarians (and LVT as applicable) in all phases of health exams and treatments:
  - a) Sets out supplies and prepares for exams and treatments as needed.
  - b) Humanely handles and restrains animals. Use of 'fear free' when possible.
  - c) Prepares vaccines & microchips; administers wormers and other treatments as needed.
  - d) Assists LVT with lab diagnostics (hematology, fecals, SNAP tests, etc.) as needed.
  - e) Prepares and administers medications as prescribed by the veterinarian.
4. Performs cleaning procedures in the clinic – use of Rescue® concentrate in sanitization of kennels, floors and dishes according to protocols.
5. Works closely with clinic volunteers. Provides support and training as needed.
6. Supports staff veterinarians and licensed veterinary technician in all surgical paperwork and relevant shelter medical records. Adheres to federal regulations regarding the recording of legend drugs.
7. Channels polite, positive, compassionate, and service-driven attitude in all staff and public interactions. Adheres to high standard of customer service when assisting the public, volunteers, staff, and rescue partner representatives. Willing to engage positively and take advantage of shelter staff/clinic teammate teaching opportunities as they arise.

**Secondary Job Functions:**

1. Reports any health, behavior, safety, or security concerns to the veterinarian in a timely manner.
2. Attends department and all-staff meetings as requested and provides ideas and suggestions designed to improve shelter/clinic services programs and working conditions.
3. Provides transportation of animals to and from local veterinary clinics for additional diagnostic procedures as directed by staff veterinarians.

**Marginal Duties:**

1. Performs or assists in humane euthanasia according to Spokane Humane Society procedures and federal regulations.
2. Restocks food, cleaning, and office supplies for the clinic.
3. Lists medical supplies needed for ordering when inventory is low.
4. Provides Exam support in cases of absence, excessive intake, or on other occasions as needed.

**Benefits**

- Paid vacation, holiday, and sick time
- Healthcare, dental, and vision
- 100% employer paid health insurance
- Simple IRA
- Employee Assistance Program
- Basic Veterinary Care services after six months of successful employment

**Qualifications and Position Requirements:**

Must be a high school graduate or have a GED and a valid Washington Driver's License. Ideally seeking an individual with certification in Legend Drug Use and/or Medical Clerk License. Knowledge of animal health and behavior; excellent animal handling skills; experience in the animal welfare field is helpful; and computer experience. Ability to perform recurring duties on a daily basis with a high degree of diversity guided by formal policies, procedures, or established standards; maintain concentration while dealing with frequent interruptions; communicate effectively with supervisor, staff, volunteers and the public; establish and maintain cooperative working relationships and a team spirit with staff, volunteers, and with other shelter and animal groups. Position requires standing for long periods of time, crouching, bending, and kneeling. Position is physically demanding - able to lift up to fifty pounds without assistance (from floor to table and vice-versa) and carry for 10 to 20 feet if not more, over fifty pounds with assistance. The incumbent may be exposed to potential hazards include waste anesthetic gases, cleaning chemicals and disinfectants, needles, scalpel blades and other sharp hazards, animal bites and scratches, zoonotic diseases, animal hair, dander and wastes, pharmaceutical and biological agents, euthanasia solution eye hazard, steam (from autoclave), wet floors, potential electrical hazards.

***This job description is not a contract-management reserves the right to change its contents at any time. This organization is an "at-will" employer and is an equal opportunity employer. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate because of race, color, religion, national origin, age, disability, sex, or sexual preference.***



I possess a full understanding of the job description of the Veterinary Assistant:

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Signature of Employee

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Date

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Signature of Supervisor

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Date