



Job Description

Job Title: Lead Veterinary Assistant

Department: Medical Team

Reports To: Practice Manager

Status: Non-Exempt

Prepared By: Practice Manager

SUMMARY

The Lead Veterinary Assistant is responsible for providing support to medical staff and the shelter veterinarian and administering care as appropriate to animals in the Animal Allies Humane Society (AAHS) Adoption Program. This is a great opportunity for individuals with an interest in animal welfare and/or medicine to learn valuable skills and gain experience in the field. The Lead Veterinary Assistant is an ambassador of AAHS at all times and shall present themselves in a positive manner during work hours. This individual should have a strong commitment to the mission and vision of Animal Allies Humane Society and be able to work cross-functionally with team members, volunteers and members of the public to create a positive workplace culture. Animal Allies believes in equity and inclusion and is an equal opportunity employer.

PURPOSE

Animal Allies Humane Society believes that every animal deserves a chance to find a forever home. Our focus is to provide education and resources to help keep pets with their guardians rather than surrender their companions to a shelter. In cases where surrender is the best option and also when we have a chance to transfer animals from overcrowded areas, our Lead Vet Assistant would work congruently with our Practice Manager to provide exceptional medical and behavioral treatment while animals are in our care. Care protocols are not driven by clients but by compassion. Our Lead Veterinary Assistant works closely with our Shelter Veterinarian to render the best care for the animals in our facility.

EDUCATION: High school diploma or GED required. Some secondary education is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Coordinate duties and tasks for the medical team and Shelter Veterinarian
- Coordinate care for animals in our foster program and training programs
- Perform intake examinations on all incoming animals
- Assist with providing vaccinations and performing blood draws
- Administer medications to animals as prescribed by the veterinarian

- Assist with determining animal behavior, health, or other concerns and inform the correct people
- Safely restrain patients during examinations and other procedures
- Coordinate the transport of animals to and from outside veterinary services
- Perform medical inventory and order supplies
- Maintain communication with Adoption and Kennel staff regarding the animals in our care, including suggesting moves of the animals throughout the building
- Maintain controlled substance and medical records
- Provide excellent patient care
- Coordinate and perform laboratory tests
- Enter medical records and other information into our Pet Point record keeping system
- Other duties may be performed as required or assigned by the Practice Manager or Shelter Veterinarian
- Maintain flow of animals through the shelter in coordination with shelter veterinarian and practice manager

QUALIFICATIONS: *The ideal candidate will have excellent attention to detail. Previous veterinary assistant experience is not necessary but would be beneficial. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Knowledge

1. Must be able to learn basic veterinary medical concepts including, but not limited to, surgical and anesthetic protocols and anesthetic risks, basic veterinary medicine terminology, and provide hands on care to the animals in our care
2. Must be able to use basic mathematics including algebra for calculating drug doses.
3. Must be proficient with computers including accessing email; reviewing online spreadsheets and protocols; and using an online interface for shelter data entry and lookup.
4. Must have excellent oral and verbal communication skills including in person, via email and over the phone.
5. Must have excellent organizational skills, be proficient in general bookkeeping skills, and have the ability to properly lead and supervise a small team of people.

Client Education

1. Must also be able to communicate basic veterinary concepts to clients and repeat information relayed by a veterinarian to the public and other departments
2. Must communicate with the public in a professional manner

Animal Handling

1. Will handle (on average) 25 dogs and cats per day
2. Must learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
3. Must be comfortable with both dogs and cats and handling those that are difficult to restrain in a safe manner

4. Should identify own limitations and be willing to ask for help
5. Must be proficient at animal restraint for various procedures, including the appropriate use of safety equipment for fractious or feral animals. We will provide training on these techniques.

Physical Requirements

1. Must be able to work standing or sitting for 8 or more hours
2. Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
3. Must be able to bend and kneel repeatedly
4. Must be able to see fine detail in a variety of situations
5. Must be able to work in potentially extreme environmental temperatures

Emotional/Mental Requirements

1. Work under stressful conditions, and work efficiently and effectively under those conditions
2. Respond quickly to a variety of medical situations as needed
3. Cope with animal death and decisions of regarding euthanasia in a healthy way
4. Ability to rapidly and accurately process information
5. Ability to recognize need for assistance and ask for help
6. Ability to control instinct (for example: while restraining it is often required to tighten grip and NOT release an animal that begins to struggle)
7. Ability to remain calm in stressful situations

Potential and Prolonged Exposure: *While performing the duties of this job, the lead veterinary assistant is exposed to hazards associated with aggressive patients; hazards associated with infected animals; exposure to unpleasant odors, chemicals and noises; exposure to bites, scratches and animal wastes; and possible exposure to contagious diseases.*

1. Prolonged exposure to various aqueous solutions including, but not limited to, dish soap, chlorhexidine, isopropanol, and hydrogen peroxide
2. Potential exposure to isoflurane anesthetic gas
3. Prolonged exposure to quaternary ammonium cleaners and bleach
4. Potential exposure to sharps, including needles and surgical blades
5. Potential exposure to infected or aggressive animals, animal wastes and animal blood.
6. Potential exposure to dental machine radiation

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations.

Individuals may need to sit or stand as needed. Duties may require walking primarily on a level surface for periodic periods throughout the day; reaching above shoulder heights, below the waist or lifting as required to file documents or store materials; and provide care and supervision of domestic animals up to 150 pounds throughout the workday. Proper lifting techniques required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without accommodations.

The performance of this position will require exposure to animal shelter areas and interaction with domestic animals of varying temperaments which may require the use of personal protective equipment such as safety glasses with side shields, protective gloves, and hearing protection.

For the most part ambient room temperatures, lighting and traditional equipment as found in a typical Animal Care and Control facility.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require that other or different tasks be performed as circumstances change.

Animal Allies Humane Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.