

Job Title: Spay/Neuter Veterinarian Assistant



Reports To: Director of Spay/Neuter Clinic Services

Schedule: Monday - Friday

FLSA Status: Non-Exempt

Type: Full Time

Summary:

Spay/Neuter Veterinarian Assistant will float between spay/neuter Toomey clinic and spay/neuter deLisser clinic, assisting with preparation and recovery of animals admitted for surgery.

Essential Duties and Responsibilities Include:

- Assist for intake of all animals scheduled for surgery including:
 - Ensuring all paperwork is properly completed by owners and all vaccines are current
 - Explaining any high-risk factors to owners and have them sign the appropriate release form
- Assist Vet Techs for shaving all animals prior to surgery and prepares surgery room and animals
- Monitors all animals recovering from surgery
- Cleans, sterilizes, and prepares surgical packs
- Maintains a clean and sanitary work area in all work spaces and holding areas according to policy
- Other duties as required
- Performs special assignments and other duties as assigned when necessary

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- One to two years of vet assistant related experience and/or training preferred
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- Strong interpersonal communication skills required
- Must have a great sense of humor and enjoy working in a relaxed office environment
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable interacting with dogs and cats

- Must have a valid driver's license, reliable mode of transportation and good driving record
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

Physical Demands:

- Must be able to lift & move up to 50 lbs

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____