

Job Title: Clinic Services Veterinary Assistant



Reports To: Clinic Services Practice Manager

Schedule: Variable

FLSA Status: Non-Exempt

Type: Full Time

Summary:

Clinic Services Veterinary Assistant will float between the Spay/Neuter Clinic where they assist with preparation and recovery of animals admitted for surgery and Essential Care, a low-cost preventative care clinic.

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
- Utilizes proper restraint techniques to assist DVMs with physical exams and administering vaccines
- Provide excellent customer service to all visitors and clients

Volunteers

- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.
- Coach volunteers by providing regular, ongoing feedback and training.
- Promote integration and utilization of volunteers; train volunteers to assist department.
- 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
- Working knowledge of Microsoft Office suite

- 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 utilizing proper lifting techniques
- Standing, kneeling, and crouching for extended periods

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

Signature: _____

Printed Name: _____

Date: _____