

**Job Title:** Clinic Services Veterinary Assistant



**Reports To:** Clinic Services Practice Manager

**Schedule:** Variable

**FLSA Status:** Non-Exempt

**Type:** Full Time

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**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
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- 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

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_