

**Job Title:** Shelter Veterinary Assistant



**Reports To:** Shelter Veterinary Services Manager

**Schedule:** Varied; 1 weekend day required

**FLSA Status:** Non-exempt

**Type:** Full-Time

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**Summary:** Assist the shelter medical team in the handling, providing care, treatment, medicating, record keeping and data entry of shelter animals.

**Essential Duties and Responsibilities Include:**

Administrative

- Perform administrative tasks such as medical data entry, email, and phone calls
- Maintain excellent verbal and written skills, including clear and effective communication with others (staff, public, volunteers) that is professional, respectful, positive and educational
- Demonstrate proficiency in use of Microsoft Office Applications through word documents and communication through email
- Schedule foster appointments and provide follow up as needed
- Enter and maintain data in PetPoint (shelter software)

Shelter Medicine Duties

- Work with all departments regarding animal information (health, temperament, surgery dates, etc.)
- Provide for the husbandry needs (cleaning, feeding, medicating etc.) of the animals in HSC's care as needed
- Assist the shelter medical team in evaluating and treating animals. This includes performing physical exams, vaccinating, performing diagnostic tests, and triaging animals while under the supervision of the Shelter Veterinarian
- Maintain medical records and prepare medications for shelter animals needing treatment
- Administer monthly parasite preventatives and other medications as directed
- Make sure treatment room is neat, clean and stocked according to HSC policy and procedures
- Assist in maintaining (and ordering, as directed) of inventory for Shelter Medical Department
- Provide excellent customer service to all visitors and fosters

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

Perform other related duties as required.

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**Qualifications/Expectations:**

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and people in our community
- **Required:** six months to one year veterinary related experience and/or training
- **Preferred:** six months to one year animal welfare related experience and/or training
- Excellent communication skills, including the ability to effectively handle and diffuse high-stress and emotionally charged situations
- Exceptional verbal and written skills, including clear and effective communication with others (staff, public, volunteers) that is professional, respectful, positive and educational.
- High level ability to prioritize, organize and perform detailed tasks efficiently and with accuracy
- Detail oriented and able to develop and execute project plans: prioritize duties, provide timely follow up
- Computer literate in a Windows environment; proficient in Microsoft Office Applications
- Comfortability in the safe handling of domestic dogs and cats
- Ability to be objective, diplomatic and informative
- Exhibit flexibility, adaptability, and professionalism
- Basic math abilities; able to present numerical data effectively
- Must have a reliable mode of transportation
- Must be willing to work flexible hours, including evening and weekends as needed
- Equal Opportunity Employer

**Work Environment:**

- Exposure to zoonotic diseases in shelter 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.

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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: \_\_\_\_\_