

**Job Title:** Clinic Services Veterinary Assistant

**Reports To:** Clinic Services Practice Manager

**Type:** Full-Time

**Schedule:** Monday - Friday

**FLSA Status:** Non-Exempt

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**Summary:**

The Clinic Services Veterinary Assistant will work on behalf of the Humane Society of Charlotte under supervision of the Clinic Services Practice Manager. This position 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:**

- Assists 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
- Assists with prepping all animals prior to surgery; 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 workspaces and holding areas according to policy
- Utilizes proper restraint techniques to assist DVMs with physical exams and administering vaccines
- Demonstrates accurate and proper medical knowledge to clients
- Provides excellent customer service to all visitors and clients
- Performs special assignments and other duties as assigned when necessary

**Volunteers**

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

**Qualifications/Expectations:**

- **Preferred:** One to two years of vet assistant related experience and/or training
- Fluency in both English and Spanish language is a plus
- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and people in our community
- 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
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment

- Must be comfortable interacting with dogs and cats
- Must have a reliable mode of transportation
- Must be willing to work flexible hours when needed
- EOE

**Work Environment:**

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals
- Risk of exposure to zoonotic disease in shelter environment

**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: \_\_\_\_\_