

**Job Title:** Clinic Services Senior Veterinary Assistant

**Reports To:** Clinic Services Practice Manager

**Type:** Full-Time

**Schedule:** Monday – Friday

**FLSA Status:** Non-Exempt

\*Additional weekend hours as needed

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**Summary:**

The Clinic Services Senior Veterinary Assistant will work with the Clinic Services RVT's in assisting with preparation and recovery of animals admitted for surgery. This role will also train new Veterinary Assistants in the general duties and responsibilities of the department.

**Essential Duties and Responsibilities:**

- Leads Clinic Veterinary Medical team in the preparation and recovery of animals admitted for surgery
- Vaccinates, and administers medication in-line with doctor or owner instructions
- Motivates and energizes Clinic Veterinary Medical team to reach daily performance goals
- Oversees, mentors, and coaches staff performance and fills in where and when needed
- Responsible for intake of all animals scheduled for surgery including:
  - Explaining any high-risk factors to owners and coordinating applicable signatures and documents
  - Ensuring all paperwork is properly completed by owners and all vaccines are current
- Responsible for calculating and accurately drawing up anesthetic drugs and giving animals their pre-surgery medication
- Oversees and coordinates all pre- and post-operative procedures
- Monitors animals recovering from surgery
- Cleans, sterilizes, and prepares surgical packs
- Monitors and performs dental prophylaxis and dental x-rays when assigned
- Oversees technician-driven appointments, ensure animals are healthy and in good standing for vaccines, blood draws, prevention needs and other testing needs
- Follows proper vaccine protocols in alliance with HSC and NC guidelines
- Discussing any follow up care, surgery discharge information, test results or other communication needs to owners
- Performs special assignments and other duties as assigned when necessary
- Maintains a clean and sanitary work area in all work spaces and holding areas according to policy
- 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

**Qualifications/Expectations:**

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and people in our community
- **Required:** 6+ years of vet assistant related experience and/or training
- **Required:** Working knowledge/understanding of anesthetic procedures and drug calculations
- 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 as needed
- EOE

**Work Environment:**

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

**Physical Demands:**

- Must be able to lift & move up to 40 lbs. utilizing proper lifting techniques
- Standing, kneeling, and crouching for extended periods