

Job Title: Clinic Services Bilingual Veterinary Assistant

Reports To: Clinic Services Practice Manager

Type: Full-Time

Schedule: Monday - Friday

FLSA Status: Non-Exempt

Summary:

The Clinic Services Bilingual 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
- Translating all information, including medical information, to Spanish speaking clients to improve client and patient care
- 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:

- **Required:** Fluency in both English and Spanish language
- **Preferred:** One to two years of vet assistant related experience and/or training
- 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

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

Signature: _____

Printed Name: _____

Date: _____