

Organization: Humane Society of Greenwood, SC

Position Title: Veterinary Assistant

Reports to: Clinic Manager

Department: Spay/Neuter Clinic

Classification: Part Time

Summary: Responsible for daily care of all surgical patients, assisting doctors and veterinary technicians with pre-, peri- and postoperative care of patients, general cleaning, patient intake/check out and training others as needed to follow company protocols.

Essential Duties and Functions:

Animal /Client Care

- a. Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner
- b. Know basic related veterinary medical concepts
- c. Communicate in effective and professional manner with public, volunteers, and staff members
- d. Represent HSOG in a professional and courteous manner at all times
- e. Follow all written and verbally communicated departmental standard operating procedures
- f. Train new staff members, and volunteers to follow HSOG SN protocols if needed

Facility Care

- a. Maintain equipment in working condition, report equipment or supply needs to supervisor
- b. Maintain work and general areas in an organized and cleanly manner

Internal Protocols and Processes

- g. General duties in the operating room during surgery, assisting with movement of patients, recovery of patients, and general flow
- h. Responsible for preparing patients for surgery using aseptic technique, observing all clinic procedures, to enforce sterility and safety of patients
- i. Able to monitor anesthesia, with a clear idea of abnormal conditions
- j. Able to respond appropriately during an emergency, able to take directions from a veterinarian and/or veterinary technician, and maintain competency in CPR procedures
- k. Able to work full days as a kennel, surgical or pack assistant as assigned
- l. Able to care for (on average) 25-30 dogs and cats per day

- m. Ensure prompt and accurate paperwork procedures are followed each day
- n. Take medical histories for surgical rechecks
- o. Communicate with the public on a daily basis in a professional manner

Additional Duties

- a. *Other duties as assigned*

Safety

- a. Ensure a safe work environment; follow all safety guidelines, including PPE, and modeling safe work practices.
- b. Take immediate action to address any safety concerns that could put a staff member, volunteer, animal, client, or the organization at risk.

Physical Requirements and Work Environment:

- a. Must be able to work standing or sitting for 8 or more hours
- b. Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
- c. Must be able to bend and kneel repeatedly
- d. Must have good hearing including ability to distinguish changes in pitch
- e. Must have reasonable degree of agility to move through tightly cramped areas in various situations
- f. Must have acceptable sense of touch and smell
- g. Must have good range of motion in joints especially wrist, knees, elbows
- h. Must have good range of motion in your back for twisting etc.
- i. Must be able to work in potentially extreme environmental temperatures
- j. Must have acceptable sense of balance
- k. Must be able to work and reach on hands and knees
- l. Must be able to use a ladder and/or step stool
- m. Must possess excellent hand-eye coordination
- n. Must possess an acceptable degree of dexterity in hands and fingers
- o. Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus
- p. Subject to animal bites, scratches, and bodily fluids when handling animals of questionable temperament.
- q. Consistently exposed to animals and animal allergens under conditions with limited alterations available
- r. Prolonged exposure to various aqueous solutions, including but not limited to, dish soap, chlorhexidine, and bleach
- s. Prolonged exposure to isopropanol, hydrogen peroxide
- t. Potential/prolonged exposure to isoflurane gas
- u. Prolonged exposure to pressurized steam
- v. Potential exposure to sharps including needles and surgical blades

Reporting relationships and Contacts:

- a. Reports to Clinic Manager

Qualifications (Required):

Knowledge, Skills, and Abilities:

- a. Must have a high school diploma
- b. Commitment to the mission, values, goals, and success of the Humane Society of Greenwood
- c. Highly motivated, outgoing, polite, and professional manner
- d. Team player, able to work in a fast-paced environment and multitask
- e. Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the workplace
- f. Knowledge of animals breeds and behavior
- g. Able to learn basic veterinary medical concepts, including but not limited to vaccine protocols and anesthetic risks
- h. Have basic working knowledge of HVHQSN procedures
- i. Be an independent, multi-tasker with excellent communication skills
- j. Must be able to cope with death either due to surgical complication or euthanasia
- k. Ability to rapidly and accurately process information
- l. Ability to take and follow direction
- m. Ability to delegate tasks
- n. Ability to recognize a need for assistance and ask for help
- o. Ability to work independently and as part of team
- p. Ability to make decisions

Animal Knowledge

- a. Knowledgeable in animal health and well-being in a clinic setting, including nutritional needs, knowledge of common animal diseases, principles of disease prevention, and competent animal first aid
- b. Ability to identify signs of animal stress, illness, and injuries

Computer Skills

- a. Should have knowledge of basic Microsoft programs, and have aptitude to learn and use other software, including but not limited to shelter management recordkeeping and database software

Communications

- a. Able to remain calm and reasonable in potentially emotionally charged circumstances with customers, staff, or volunteers
- b. Must be able to work under stressful conditions and work efficiently and effectively under those conditions
- c. Must be able to respond quickly to a variety of medical situations (with training)
- d. Must speak fluent English
- e. Must also be able to communicate basic veterinary concepts to owners and be able to accurately repeat information relayed by a veterinarian

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description does not establish a contract for employment. The Humane Society of Greenwood is an at-will employer.