



JOB DESCRIPTION

Job Title:	Veterinary Assistant
Department:	Clinic
Classification:	Full time, hourly, nonexempt
Job Relationship:	Reports to Director of Veterinary and Behavioral Services
Position Summary:	Under the direction and supervision of the Director of Veterinary and Behavioral Services and staff veterinarians, this person performs essential clinical animal care functions. Position is responsible for ensuring that high quality medical care is provided to all animals at Rescue Village in a humane and professional manner, with attention to shelter protocols and Rescue Village's mission.
Revised:	9/15/2021

Essential Job Functions:

Provides optimal care to all animals within the Rescue Village (RV) organization

- Administers daily medications and nursing care to animals as directed by veterinarian in charge
- Provides daily care and feeding for hospitalized animals
- Practices proper and effective "Fear Free" animal handling always being mindful of human and animal safety
- Vaccinates, implants microchips, administers oral and topical medications, under supervision of veterinary staff
- Provides preventative healthcare services to patients according to RV medical protocols
- Prepares patients for surgery using proper aseptic technique
- Monitors patients during surgery and during anesthetic recovery
- Prepares, cleans and maintains surgery suite, surgical packs and surgery
- Admits and discharges animals to/from clinic to other areas of the shelter
- Assists with sample collection and performs patient side diagnostic testing including but not limited to ringworm screening, fecal testing, heartworm testing and feline leukemia/FIV testing; as directed prepares samples for their submission to outside laboratories
- Assists with taking routine radiographs
- Acts as liaison between clinic and other animal care departments
- Labels and dispenses patient medications and counsels regarding their use, as directed by veterinarian
- Obtains accurate patient history whenever able in order to help medically and behaviorally evaluate animals that are in our care

- Maintains medical records accurately and in compliance with Ohio Veterinary Medical Licensing Board requirements and keeps patient data up to date in shelter management software program
- Maintains an accurate inventory of all intake supplies and restocks supplies as necessary; notifies Clinic Manager if supplies need to be ordered
- Assists with care and maintenance of clinic equipment and instrumentation
- Partners with Foster Care Coordinator for routine evaluations of patients in foster care and completes re-vaccinations as necessary
- Serves as a liaison between fosters, animal care programs/departments and clinic
- Consults with staff veterinarians to ensure proper continuity of care for animals in shelter and foster care
- Follows RV cleaning and disease control protocols, assisting with routine animal care duties as needed
- Other duties as assigned by the Director of Veterinary Services that relate to clinic function and animal care and/or the Executive Director that relate to Rescue Village business.

Provides professional client, staff and volunteer care

- Represents Rescue Village in a professional and courteous manner at all times. Provides quality service to customers, volunteers, and staff recognizing their individual contributions to the success of our organization
- Works with other Rescue Village teammates, departments, and members of the public effectively, courteously and professionally at all times
- Refers clients to appropriate staff for service
- Educates community, staff and volunteers on appropriate preventive healthcare strategies, relevant topics in shelter healthcare and post adoption medical care recommendations

Qualifications:

- High school or equivalent education; RVT/LVT preferred but not required.
- Veterinary assistant/technician experience in an animal shelter setting strongly preferred
- Experience in medical record keeping and using appropriate veterinary medical terminology.
- Basic computer skills using Windows software
- Must be able to pass a background check

Knowledge, Skill and Abilities Needed to Perform the Essential Functions of this Position:

- Strong animal handling and clinical skills and is able to work well with others in a fast paced environment.
- Knowledge of breeds, diseases, medical conditions, animal handling and behavior
- Professional, team player with a “can do” attitude who is willing to learn and to be flexible under sometimes stressful circumstances
- Ability to take direction and problem solve
- Excellent oral and written communication skills with outstanding attention to detail
- Organized with excellent time management skills; able to multitask effectively with an appropriate amount of independence
- Acquire and possess a thorough understanding of, and dedication to, animal welfare issues and policies of Rescue Village.
- Ability to work independently and confidently using superior discretion and judgment.
- Occasional weekend shift may be required

Physical Demands/Working Conditions:

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents. The person in this position needs to be able to stand, walk and/or perform physical work (such as lifting, scrubbing, mopping, bending) for up to 10 hours a day. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Constantly positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Frequently positions self to perform shelter and animal cleaning functions. Constantly communicates with staff members and volunteers who have inquiries about their job responsibilities and animal needs and must be able to exchange accurate information in these situations. Must be able to detect and recognize animal behavior that is potentially dangerous. Regularly moves animals weighing up to 50 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Must be able to modify work schedule to meet Rescue Village's operational needs.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.