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## JOB POSTING

**POSTING DATE:** Reposted 4.6.2022      **POSITION:** VETERINARY ASSISTANT at BROOKS  
**CLOSING DATE:** OPEN UNTIL FILLED      **STATUS:** FULL TIME/HOURLY  
**REQUIRED EXPERIENCE:** 0 TO 2 YRS      **BASE PAY:** \$14/HR  
**REQUIRED EDUCATION:** TRAINING IN AN ANIMAL CARE FACILITY OR HIGH SCHOOL DIPLOMA OR GED

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### Job Description

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The qualified candidate will provide assistance to the veterinary technicians and veterinarians.  
This position reports to the Brooks Supervisor.

#### Principal Duties and Responsibilities:

- Veterinary assistants responsible for all laundry as well as maintaining a daily laundry cycle to ensure proper clean supply is available.
- Prepares and sets up animal kennels each evening according to specific instructions.
- Assists maintain clean kennels throughout the surgery day by removing and replacing soiled newspaper or towels as necessary.
- Responsible for becoming familiar with the names of surgical instruments used in a spay/neuter practice. Responsible for cleaning instruments and preparing them for further sterilization.
- Responsible for using the ultrasonic cleaner and autoclave machines to clean and sterilize instruments.
- Responsible for ensuring the comfort, safety, and well-being of all surgery and wellness patients.
- Rinses, scrubs, and disinfects animal cages, hallways, floors, and walls in designated areas; cleans water and food dishes and related kennel equipment and facilities.
- Learn and retain the basics of the spay/neuter procedure and is able to communicate pre- and post-op information to owners.
- Learn and retain the basics of animal wellness (vaccinations, prevention, basic testing) and is able to communicate this information to the public effectively.
- Responsible for moving animals from the surgery tables, turning off the anesthesia, and providing immediate post-operative care until recovery.
- Responsible for learning PetPoint data entry, Acuity appointment reservations, Q-Mobile, and Lightspeed POS.
- Monitors supply needs and communicates to Supervisor of what is needed in a timely manner.
- Maintains clean, orderly, and sanitized work areas and learns area documentation.
- Identifies problems and notifies supervisor.
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity.
- Other duties as assigned.

#### Additional Duties and Responsibilities

- Assist with fundraising activities and special events as needed.
- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

#### Minimum Knowledge and Skills Required by the Job:

- Work requires the analytical skills to gather and interpret data in job related situations.
- Position requires 0-2 year's previous experience.

#### Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand for 8 hours.
- Ability to lift 50lbs.
- Will be expected to work weekends, holidays, and off hours.
- Job may require performance of tasks that involve the potential for exposure to blood, body fluids, or tissues, animal and human.
- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels when in kennel area.
- Potential for animal bites and scratches while handling animals.