



## JOB POSTING

**POSTING DATE:** 09/05/2025      **POSITION:** VETERINARY ASSISTANT - SURGICAL  
**CLOSING DATE:** OPEN UNTIL FILLED      **STATUS:** PART TIME  
**REQUIRED EXPERIENCE:** 6 MONTHS TO 2 YRS, CERTIFIED VETERINARY ASSISTANT PREFERRED

**BASE PAY:** \$14.25/HR

**REQUIRED EDUCATION:** TRAINING IN AN ANIMAL CARE FACILITY AND HIGH SCHOOL DIPLOMA OR GED

### Job Description

The veterinary assistant will provide assistance to the medical department, primarily to veterinarians and veterinary technicians, and could also include clinic technicians and the intake and foster departments. Responsible for daily care of all animals, assisting doctors and veterinary technicians with care of patients, general cleaning, and training others to utilize our patient care protocols.

Veterinary Assistants report directly to the Surgery Services Supervisor.

#### Principal Duties and Responsibilities:

- Follow all written and verbally communicated departmental standard operating procedures
- Prepares and sets up animal kennels and related equipment for newly arriving surgical animals according to specific instructions and following proper disease control protocol to ensure a sterile environment
- Responsible for ensuring the comfort, safety and well-being of all medical animals
- Stock all kennel/cleaning supplies as needed
- Stock areas and spot-clean kennels and public areas throughout the day
- Rinse, scrub and disinfect animal cages, hallways, floors and walls in designated area; cleans related kennel equipment and facilities
- Assists in monitoring equipment for proper operation (chemical mixers, hose units, etc.)
- Responsible for surgery laundry as well as maintaining a daily laundry cycle to ensure proper clean supply is available
- Assists in maintaining clean kennels throughout the day by removing waste, soiled bedding, and replacing soiled newspaper, towels and bedding as necessary
- Learn and retain the basics of the spay/neuter procedure and are able to communicate pre- and post-op information to owners
- Assess patients for surgical candidacy through physical examination and auscultation.
- Responsible for becoming familiar with the names of surgical instruments used in a spay/neuter practice. Capable of providing equipment to the veterinarian sterilely. Responsible for cleaning instruments and preparing them for further sterilization.
- Responsible for using the ultrasonic cleaner and autoclave machines to clean and sterilize instruments.
- Assists in monitoring equipment for proper operation (autoclave, digital x-ray, hose units, anesthesia machines, SpO2 monitors, etc.) Capable of learning how to operate all equipment and provide proper maintenance
- Ensure prompt and accurate paperwork procedures are followed each day
- Learn and retain the basics of animal wellness (vaccinations, prevention, basic testing) and are able to communicate this information to the public effectively
- Responsible for learning PetPoint data entry, Acuity appointment reservations, Q-Mobile, and Lightspeed POS or any other software the shelter uses
- Monitors supply needs and communicates to the Medical Manager or Surgery Services Supervisor of what is needed in a timely manner
- Maintains clean, orderly, and sanitized work areas and learns area documentation
- Identifies problems with surgical animals and staff interaction and notifies Supervisor
- Although this position is concentrated in the surgical department, you will be required to crosstrain in the clinic department and assume associated tasks.
- 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
- Must be able to learn basic veterinary medical concepts, including but not limited to vaccine protocols, anesthetic risks, and infectious disease protocols

- Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
- Learn and retain the basics of the spay/neuter procedure, including anesthetic risks, and are able to communicate pre- and post-op information to owners in a competent and friendly manner
- Stays up-to-date on most recent handouts and paperwork to provide clients and products to offer
- Animal Handling
  - o Will be asked to handle (on average) 50+ dogs and cats per day
  - o Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
  - o Must be able to use appropriate safety equipment for fractious or feral animals (will train)
  - o Must possess excellent reflexes
  - o Should be able to identify own limitations and be willing to ask for help
  - o Must become proficient at animal restraint for various procedures for the safety of co-workers, self, and patients

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

- Work requires the analytical skills to gather and interpret data in job related situations
- Position requires 6 months - 2 years previous experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility

#### **Physical / Mental Requirements of the Job:**

- Physical:
  - o Must stand, walk, bend and stoop to perform duties
  - o Must have the ability to perform prolonged physical activity
  - o Must be able to stand for 10 hours
  - o Must have reasonable degree of agility to move through tightly cramped areas in various situations
  - o Ability to lift 50lbs
  - o Job may require performance of tasks that involve the potential for exposure to blood, body fluids, or tissues, animal and human
  - o Potential for exposure to zoonotic diseases
  - o Exposure to high noise levels when in kennel area
  - o Potential for animal bites and scratches while handling animals
- Mental
  - o Will be expected to work weekends, holidays, and off hours
  - o Must be able to work under stressful conditions and work efficiently and effectively under those conditions
  - o Must be able to respond quickly to a variety of medical situations (with training)
  - o Must be able to cope with death either due to surgical complication or euthanasia
  - o Ability to rapidly and accurately process information
  - o Ability to delegate tasks and accept those delegated to them
  - o Ability to recognize a need for assistance and ask for help
  - o Ability to work independently and as part of team
  - o Ability to make sound decisions
  - o Ability to cope with high stress situations and remain calm

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