



## Veterinary Assistant (Evans, CO Location)

<b>Job Title:</b>	<b>Veterinary Assistant</b>
<b>Department:</b>	<b>Veterinary Services 09-01</b>
<b>Job Classification:</b>	<b>Full-Time or Part-Time, Hourly, Non-Exempt</b>
<b>Job Relationships:</b>	<b>Reports to Supervising Veterinarian</b>
<b>General Purpose:</b>	<b>Provides veterinary assistance and administrative support for the Clinic</b>

The Veterinary Assistant provides clinical and administrative support for the Veterinary Services Department. Weekly schedules are full-time (40 hrs) or part-time (20 – 25 hrs) and include weekend shifts. Schedules are subject to change according to business need. Shift hours can range from 7am to 7pm. Emergency hours may be implemented during emergency situations. Overtime and holiday shifts required as needed.

### **Essential Duties and Responsibilities:**

- Restrains animals for veterinarians or other staff members for various procedures such as exams, intubation, venipuncture, injections and more
- Assists with prepping animals for surgery
- Monitors vital signs of patients in preoperative, operative and postoperative periods
- Prepares the treatment area and surgical suite for patient anesthesia, surgical preparation and sterilization. This includes stocking areas with necessary supplies
- Ensures equipment, such as anesthetic machines, pulse oximeters, and others, are functional.
- Assists with maintaining a clean environment by cleaning the surgical suite and treatment areas
- Cleans, sterilizes and prepares surgical instruments and endotracheal tubes; cleans surgical laundry
- Assists with care of animals in the shelter by cleaning cages, feeding, and other tasks as necessary
- Maintains accurate computer and paper records for medications and treatments, enters data into Chameleon database regarding medications, vaccinations, and treatments; runs reports as necessary
- Administers vaccinations, medications, and other treatments to shelter animals
- Performs point-of-care diagnostic tests (FeLV/FIV, HWT, parvo tests); prepares samples for other diagnostic tests such as fecals, urinalyses, etc.
- Performs euthanasia as assigned
- Drives on behalf of the Organization on occasion
- Adheres to the Standards of Professional Conduct
- Maintains solid attendance and punctuality

### **Other Duties:**

- Other duties as assigned
- Participates in meetings and on committees as assigned
- May provide assistance and/or backup for Foster Transfer Department
- May assist with basic training of department volunteers

**Job Qualifications:**

- Minimum of 6 months applicable work experience in a veterinary clinic and/or animal shelter clinic or completion of a Veterinary Assistant certification or associate degree program required; previous surgical assistant experience preferred
- Minimum of 6 months applicable direct animal handling experience required: restraining animals, cleaning cages, administering medication, etc.
- Previous Veterinary Assistant experience a plus
- Must be willing to learn and be comfortable with monitoring anesthesia and assisting surgeon as necessary
- Euthanasia experience a plus
- Strong verbal and written communication skills and emotional intelligence
- Detail-oriented and able to exercise good judgment when dealing with animal-related concerns
- Knowledge of basic animal handling; knowledge of basic animal health care; knowledge of animal breeds and colors
- Solid computer skills required
- Chameleon software, or other Shelter software, experience a plus
- Able to work both independently and in a team setting
- Able to remain calm and level-headed when in a stressful and emotional work environment
- Able to use sound judgment when dealing with confidential information
- Able to multi-task and prioritize job duties in a busy and constantly changing work environment
- Bilingual English/Spanish reading, writing, understanding and speaking a plus and includes a wage premium

**Other:** 18 years of age or older (required for driving insurance purposes), Valid Colorado Driver's License and insurable driving record; have and maintain personal driving insurance meeting Colorado standards. Willing and able to be rabies vaccinated and have intermittent titer testing.

**Working Conditions:**

**Work Environment:** Most work is performed in the clinic or shelter setting; office space is a shared space; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; potential exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

**Physical Activities:** Lifting and carrying of up to 50 pounds unassisted and more with assistance; potential for standing on feet for 8 hours or more a day; driving a vehicle; cleaning cages (scrubbing); kneeling; bending; squatting; repetitive data entry using a computer; walking dogs on a leash; performing physical examinations on animals; animal restraint; handling syringes and needles.

***NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.***

**We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.**