

YELLOWSTONE VALLEY ANIMAL SHELTER, INC.

Department:	Job Description
Job Title: Veterinary Assistant, Entry Level - I	FLSA Status: Non Exempt
Reports To: Operations Manager	Position Status: Part Time, 16 – 24 hrs/wk. Mon, Tues, Wed, Thurs 8 a.m. – 1 p.m. as needed.
Prepared By: Chris Anderson, E.D.	Revision Date: 3/2018

Job Summary:

Perform Veterinary Assistant duties as described in Job Description. Under direction of Lead Veterinary Tech and/or Veterinarian; assist in surgery, and all other medical care as instructed; monitoring health and treatment of shelter animals.

Primary Responsibilities:

Assistant Duties upon completion of training:

- **Assist Lead Veterinary Tech and/or Veterinarian** in the following duties
 - treating URI in cats and Kennel Cough in dogs
 - checking animal hydration and administer fluids
 - monitoring animals in medical treatment room and cat isolation,
 - feeding cats with feeding tubes,
 - monitoring IV's
- **Assist Lead Veterinary Tech and/or Veterinarian** with assessments of basic health of shelter animals
- **Assist Lead Veterinary Tech and/or Veterinarian** in treatment of any adverse conditions of incoming animals or current shelter animals, and any change of condition of animals monitored, or adopted animals
- **Responsible for** the cleanliness and upkeep of the medical and surgery treatment room.
- **All other** duties as requested by Lead Veterinary Tech and/or Veterinarian
- **Assist Lead Veterinary Tech and/or Veterinarian** on Spay/Neuter/Surgical (SNS) day
- **Surgery responsibilities include**, but not limited to: shave and clean animal for surgery, move animals to and from surgery, monitor anesthesia per veterinary instruction, ensure testicle count, assist veterinarian using sterile technique, open surgical packs, tattoo spay incisions, monitor recovery of animals, wash instruments and wrap packs and autoclave
- **Microchips:** Prepare microchip documentation, implant microchip, document in Chameleon
- Set up, tear down, and clean Medical/Surgery Rooms pre and post SNS day

All other duties as assigned.

Minimum Qualifications (Experience/Education/Licensure/Certification/Special Training):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

To perform this job successfully an individual must have a high school diploma or equivalent (GED); one year of relevant experience and/or training, which may include training involving both on-the-job experience and formal training.

Tools & Technology

Veterinary accessories such as injection and/or vaccination syringes; subcutaneous injection equipment; IV equipment; microchip injection and scanner equipment; nail trimmers; shavers and electric clippers; computer system software

Essential Knowledge, Skills and Abilities (KSA's): To perform the job successfully, an individual should demonstrate the following competencies:

- Proficiency in the use of basic computer software and specific shelter software
- Veterinary Assistant Experience
- Knowledge and understanding of basic veterinary technology
- Basic knowledge of feline and canine behavior and body language
- Basic knowledge of feline and canine care & handling
- Sensitivity and compassion for companion animal population
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management — Manage one's own time and the time of others.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include Close vision and Distance vision.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is continuously required to stand and walk. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Frequent exposure to fumes or airborne particles; and toxic or caustic chemicals.
- Daily exposure to possible scratches, bites, or injury by felines.
- Rare exposure to feline zoonotic diseases.
- Occasional interaction with irate or angry customers.