



Job Title: Veterinary Surgery Assistant
Department: Veterinary Services
FSLA Status: Non-Exempt
Benefit Status: Full-Time or Part-Time
Supervisor: Veterinary Services Manager
Effective Date: 03/01//2023

VISION:

Our goal is to provide excellent care to our animals in the shelter and provide accessible and affordable spay/neuter services to the animals in our community. We approach each and every animal with compassion and understanding. With a focus on individual patient care, performed with efficiency, we provide a high-quality service in a high-volume setting. We are a Team who values learning from each other and strives to make every day a good one.

POSITION SUMMARY:

The **Veterinary Surgery Assistant** is responsible for the daily wellbeing of the animals in our care and assisting doctors and veterinary technicians with pre-, peri- and post-operative care of patients coming through the spay and neuter clinic.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- One (1) year experience in a related field preferred;
- Fear Free Veterinary Certification required within thirty (30) days of hire - (employer sponsored);
- Veterinary Assistant Controlled Substance Permit required within 6 months of hire – (employer sponsored);

KNOWLEDGE / SKILL QUALIFICATIONS:

- Compliance with department, county and state standards, providing a fear free experience;
- Basic knowledge of animal welfare with the ability to identify signs of animal behavior, illness, disease and injury;
- Excellent interpersonal skills and a commitment to helping others;
- Strong verbal and written communication skills and desire to communicate with staff, volunteers, adopters, and other members of the public in a consistently professional and educational manner;
- Ability to work in an emotionally taxing field – a positive attitude and sense of humor are essential;
- Ability to exhibit professional representation of the organization;
- Ability to work in a fast-paced environment, maintaining energy and enthusiasm through repetitive tasks;
- Ability to contribute to a positive atmosphere and working environment at WHS;
- Ability to demonstrate the mission and vision of the organization on and off the job;
- Detail-oriented and resourceful;
- Ability to keep information confidential;
- Unbiased and non-judgmental interactions with the public;
- Must have weekend availability with ability to arrive on time, properly prepared for work.

PHYSICAL REQUIREMENTS:

- Must be able to stand, walk, sit, talk, hear and see, stoop, bend, squat, kneel, grasp, put fingers together firmly and reach above and below shoulder level and lift; push, lift or pull 50 pounds for situation of restraining or moving animals and lifting supplies, material and equipment; work in an environment with daily changes in climate;
- Repetitively use hands to move animals around and operate computers;
- Flex the neck upward and downward; twist the neck and the waist;
- Specific vision abilities required are close and mid-range vision, distance vision, color vision, peripheral vision, and ability to focus;
- Appropriately and humanely restrain cats and dogs; control dogs on a leash; work with a variety of animals;
- Be able to tolerate extended periods of 4 to 6 hours of performing moderately strenuous activities, standing, lifting, stretching and bending;
- Work in an environment with daily changes in climate;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES:

Animal Handling

- Humanely restrain animals for exams and related procedures;
- Competent use of safety equipment for fractious or feral animals;
- Assist and/or perform medical tasks including blood draws, medicating animals, implanting microchips and vaccinations;
- Administer pharmaceuticals via subcutaneous & intramuscular routes.

Surgery

- Assist with the movement of animals, both public clients and in-house;
- Ensure all incoming surgery animals, their records and kennels/cages are labeled in accordance with Woods Humane Society's policy;
- Perform associated established duties according to daily, weekly and monthly surgery schedules;
- Perform associated surgical duties related to animal prep;
- Maintain sterile field in all surgical aspects according to protocol;
- Anesthetic monitoring of animals in surgery;
- Responsible for maintaining surgical packs and restocking surgery area with all supplies.

Sanitation

- In accordance with the policies and procedures of Woods Humane Society ensure a safe and disease-free environment;
- Perform the established duties according to daily schedule;
- Maintain daily cleanliness and sanitation of:
 - Clinic work area (vacuuming, mopping, wiping down all counters, ext.)
 - Equipment
 - Surgery animal living quarters (cleaning and resetting banks)
 - Perform laundry duties, to include washing, drying, folding and proper storage of surgery and surgery related laundry.

Other Duties

- Interface with clients during the check-in and check-out process;
- Enter patient records within medical database;
- Inform veterinarian of any abnormal behavior, illness, disease and/or injury;
- Attend staff and department meetings;
- Participate in staff training exercises;
- Carry out other duties as assigned by the Veterinary Services Manager, including but not limited to: administering medications and treatments to shelter animals, assisting with routine medical exams, and assisting other departments as needed.

WORKING ENVIRONMENT:

Work is performed in an animal shelter. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

This job description explains and outlines qualifications and requirements specific to this position. The job description may evolve over time including additions, deletions or further revisions as necessary. Your employment as a **Veterinary Surgery Assistant** or in any other position at Woods Humane Society is at-will and is for no set term; either you or Woods Humane Society may terminate the employment relationship at any time. By signing below, you indicate that you have a clear understanding of what is required, that you possess the necessary skills, certification(s), license(s) and /or /permit(s), that you have a commitment to follow through with the duties as outlined and that you are willing to accept changes to the job description as it evolves.

Employee Name: _____

Employee Signature: _____

Date: _____