



Sonoma Humane Society Job Description

Job Title:	Veterinary Assistant	Location:	Santa Rosa
Department:	Shelter Medicine	Hours:	Variable
FLSA Classification:	PT/FT, non-exempt Salary range:	Reports To:	Director of Shelter Medicine

SUMMARY

The Veterinary Assistant is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care for a busy shelter clinic. The Shelter Medicine department is integral in the Sonoma Humane Society's mission to ensure that every animal receives protection, compassion, love and care. The Veterinary Assistant will be responsible for assisting with appointments and exams, monitoring animals under anesthesia, recovering animals from anesthesia, delivering treatments and vaccines to animals, restraining animals, and other tasks as needed.

DUTIES AND RESPONSIBILITIES

- Assist Veterinarian and Animal Care staff with examinations, treatments, anesthetic procedures and associated record keeping for all animal patients.
- Monitor animals during spay/neuter procedures.
- Assist doctor in appointment or surgery room.
- Assist RVTs.
- Clean and sterilize surgical instruments, drapes, gowns, etc.
- Clean and disinfect animal areas as necessary to maintain a safe and sanitary environment.
- Liaison with other department managers to coordinate prompt care of animals.
- Assist with euthanasias in accordance with Society policies & California laws.
- Handle stress and pressure with poise while working in a high pace working environment.
- Other duties as assigned to ensure a positive public image and to enhance the operation of the organization and improve the quality of life for the animals.
- Always strive to work with the 5 freedoms of animal welfare in mind:
 - Freedom from hunger or thirst** by ready access to fresh water and a diet to maintain full health and vigor
 - Freedom from discomfort** by providing an appropriate environment including shelter and a comfortable resting area
 - Freedom from pain, injury or disease** by prevention or rapid diagnosis and treatment
 - Freedom to express (most) normal behavior** by providing sufficient space, proper facilities and company of the animal's own kind
 - Freedom from fear and distress** by ensuring conditions and treatment which avoid mental suffering

Supervision: This position reports directly to the Director of Shelter Medicine and has no direct reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of monitoring equipment.
- Knowledge of medications including controlled drugs.
- Strong interpersonal skills.
- Promote a positive attitude among staff.
- Provide excellent customer service both internally and externally.

- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical care patients.
- Ability to work independently as well as a member of a team.
- Ability to manage multiple tasks in a fast paced environment.

QUALIFICATIONS

- Minimum two years’ experience working in a veterinary practice or exceptionally mature and hard-working attitude.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

- Must be able to interact with animals.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment:

The employee is working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, bites, scratches, and animal waste. There is possible exposure to zoonotic diseases.

Background Investigation:

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date