

Job Description

JOB TITLE:	Veterinary Assistant	DEPARTMENT:	Animal Care		
SALARY RANGE:	\$10.00/hr	TYPE:	Nonexempt	REPORTS TO:	Animal Care Manager
PREPARED BY:	Megan Toeller, Animal Care Manager	DATE:	December, 2018		

ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE *include the following. Other duties may be assigned.*

Under general supervision & leadership of the Animal Care Manager, a Veterinary Assistant provides the daily care, cleaning and feeding to animals, both dog and cat, housed in the Clinic areas. Will assist Veterinarians and Animal Care Manager in providing medical care and treatment as directed and administer medications and other treatments under the direction of the Veterinarians. Will work to ensure the health, safety, comfort and well being of animals in our care. Will relay concerns regarding animal's health and well being to the Animal Care Manager and will ensure that special needs for feeding, cleaning, exercise, etc. of each animal are met and that all safety and cross contamination policies are adhered to. Duties include familiarity with animal handling and care, hard physical work and the ability to handle a wide variety of animals, including those that may be extremely shy or aggressive. Must demonstrate compassion for animals and an ability to work well as a team member and to serve as a positive representative of the Humane Society to both staff and the public.

REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES

1. Provide food and water to meet the specific needs of each animal in the clinic.
2. Conduct thorough and appropriate cleaning of cages, kennels, prep areas, surgery rooms, work areas and all other areas of the clinic, including food and water dishes, bedding, toys, litter pans, surgical equipment, etc. to the specifications prescribed to ensure a safe, clean environment and avoid cross contamination of disease and bacteria.
3. Observe and report changes in animal's conditions to the Animal Care Manager or other supervisors to provide for the health needs of all animals in the custody of the Humane Society of Memphis and Shelby County.
4. Assist with specific treatments and procedures as directed, including spay/neuter surgeries, emergency or trauma surgeries, vaccinations, maintenance treatments, testing, preparation of equipment, or other needs as indicated.
5. Administer medications, change bandages, or carry out other animal care instructions of Veterinarians or the Animal Care Manager, as directed.
6. Monitor food, litter, cleaning equipment and other supplies and notify the Animal Care Manager regarding all supply needs on a timely basis.
7. Other duties as assigned by Animal Care Manager, or Executive Director.

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

1. Must have general knowledge of animal care, preferably in a sheltering or veterinary practice environment and be able to handle cats and dogs in a safe and secure manner.
2. Must exercise good judgment and maintain calm and clear thinking under stressful and difficult situations.
3. Must be able to work in a positive manner with people and exhibit the ability to function as part of a team.
4. Must be able to lift and carry weight up to 50 lbs., stand for long periods of time, and perform hard physical tasks.
5. Must be able to pass random drug screening tests.

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion,*

national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.