



Job title: Veterinary Assistant
Reports to: Licensed Veterinary Technician
FLSA Status: Hourly, Non-Exempt
Employment Status: Full-time regular
Oversees/Manages: N/A

Summary of Responsibilities

The Veterinary Assistant is a key member of the veterinary team. He/she/they is/are responsible for animal restraint, administration of medication, preparing medical instruments, entering information into medical records, cleaning and sanitizing medical treatment animal housing areas, feeding and caring for the animals in medical treatment, and assisting in wellness visits and intake exams.

Essential Duties

- Assists with monitoring and recovery of patients
- Cleans/maintains veterinary equipment, kennels, and exam rooms
- Feeds, grooms, exercises (as appropriate) animals in treatment and/or recovering from surgery
- Restrains animals during medical procedures
- Assists with outpatient clinic appointments and intake exams
- Provides physical therapy to animals following injury or orthopedic surgery
- Administers medications, vaccines, and preventatives as directed by the veterinarian
- Provides ongoing behavioral feedback to the Director of Behavior and Enrichment
- Organizes and stocks treatment rooms, surgery and recovery, and exam rooms
- Inputs data into patient medical record
- Washes laundry and shelter dishes throughout the day, as needed
- Maintains an up-to-date understanding of the relationship between animal health and sanitation
- Follows safe handling practices at all times, working to learn as much as possible about animal body language
- Collaborates with all members of the veterinary and animal care teams to ensure the best outcomes for the pets in our care
- Other duties as assigned

Qualifications

- Must be reliable and able to adhere to strict medical protocols
- High school diploma or equivalent required; two years of college preferred
- Excellent computer skills and the ability to quickly adjust to new platforms
- Valid New York State Driver's License

Physical Requirements

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

- This position is regularly required to use hands to fingers, handle, talk and hear. The incumbent is frequently required to stand, walks, sit, reach with hands and arms, and stoop, kneel, or crouch. The position holder must be able to regularly lift and/or move up to 40lbs.
- Specific vision abilities for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Evenings and holidays may sometimes be required.
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors.
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels.
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles