

**Humane Society of Washington County  
13011 Maugansville Road  
Hagerstown, MD 21740**

### **Job Description**

**Job Title: Vet Assistant II  
Department: Veterinary Center  
Job Code: Non-Exempt  
Reports To: Veterinary Operations Director  
Job Status: Full-Time  
Revision Date: May 10, 2019**

#### Essential Duties

Working under the direction of the Veterinary Operations Director, the Veterinary Assistant is responsible for the primary sanitation and disease control of the Veterinary Center, as well as assisting the Veterinary Technicians with patient care. Duties include cleaning, preparing wraps and sterilizing surgical instruments, assisting with preparing patients for surgery, monitoring patients in recovery, maintaining veterinary center cleanliness throughout the day, preparing medications, feeding and cleaning up after hospitalized patients, assisting with completion of laundry, and other general housekeeping. Working in cooperation with the Veterinary Team, the Veterinary Assistant maintains accurate medical records and communicates professionally with other HSWC departments. The Veterinary Assistant carries out all duties as outlined by HSWC Standard Operating Procedures and attending Veterinary Operations Director.

#### Tasks and Responsibilities

- Assists the Veterinary Technicians in the restraint, sedation, surgical preparation, monitoring, and recovery of surgical patients.
- Assists the Veterinary Technicians in animal first aid and CPR when needed.
- Prepares vaccinations, medications, and microchips and administers them as directed by the Veterinarian.
- Prepares diagnostic samples and submits them to Idexx for testing.
- Draws up, administers, and logs controlled substances in accordance with state and DEA regulations.
- Feeds all hospitalized patients in mornings and evenings and walks dogs as needed.
- Cleans hospital kennels, dishes and litter pans, and laundry in accordance with HSWC sanitation protocols.
- Cleans all surgical instruments and wraps and sterilizes all surgical packs for the next day's surgeries.
- Assists the Veterinarian with shelter rounds, vaccination, and obtaining diagnostic samples.
- Prepares and reads in-house diagnostic samples, such as fecals, ear cytologies, urinalysis, bloodwork, and skin cytologies.
- Possesses a working knowledge of basic veterinary medical concepts, including, but not limited to vaccine protocols, medication, surgical recovery, and anesthetic risks. Communicates such information to clients in a calm, professional manner. When Veterinarian has documented information about an animal's condition, explains such information to clients thoroughly.
- Able to discuss euthanasia decisions and HSWC euthanasia protocols with co-workers, volunteers, and the public in a compassionate manner.
- Assists with and, upon completion of EBI training, performs humane euthanasia.
- Assists with maintaining medical supplies inventory, including emergency drugs, and ensuring supplies are in-date.
- Ensures that anesthetic machines, pulse oximeters, autoclaves, scales, and other equipment are functional (when trained). When equipment is not working properly, reports this to the Veterinarian and Veterinary Operations Director.
- Works with Veterinary Team to maintain all necessary logs and patient records.
- Communicates in an effective and professional manner with the public and all HSWC staff and volunteers.
- Respects and follows HSWC chain of command.
- Represents HSWC in a professional and courteous manner at all times. Provides medical information to other HSWC departments as needed.
- Adheres to all protocols put forth by Occupational Safety and Health Administration.
- Follows all written and verbally communicated HSWC Standard Operating Procedures.
- Attends staff meetings and training sessions.

- Performs other duties as assigned.
- Maintains proper opening and closing procedures for the Veterinary Center.

#### Qualifications

- Minimum one year of experience as a Veterinary Assistant or equivalent role.
- Experience working in an animal shelter setting preferred.
- Basic comprehension and understanding of animal medical terminology and animal husbandry.
- Able to multi-task in a fast-paced environment.
- Able to translate veterinary medical terminology into laymen's terms.
- Able to perform basic laboratory techniques and basic animal grooming techniques, and to learn animal first aid and CPR.
- Knowledge in the use of anesthesia machines, IV pumps, and other surgical equipment while under the supervision of a licensed veterinarian.
- Able to identify animal species, breeds, ages, sexes, and signs of illnesses, diseases, and injuries.
- Basic math skills to calculate medication dosage for animals.
- Knowledge of humane, low stress animal capture and restraint methods and animal body language.
- Able to work both independently and collaboratively with Veterinarians, Registered Veterinary Technicians, HSWC staff, and volunteers.
- Strong attention to detail, oral and written communication skills, and customer service skills.
- Open availability. Schedule may vary based on the needs of the organization.
- Commitment to treating animals with kindness and respect.
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the Veterinary Center Director, other department Directors, or their designee.
- Successful completion of on the job training in the Veterinary Center.
- Able to use computers to enter and maintain animal records and communication in a timely manner in MS Office, shelter software (Chameleon), and veterinary software programs.
- Follow all procedures established to maintain a safe work environment, including using Personnel Protective Equipment (PPE), safe animal and chemical handling, and reporting all near misses and accidents.

#### Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks and/or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with 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. The Humane Society of Washington County is an at-will employer.*

