

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

### **Job Description**

**Job Title: Vet Assistant I  
Department: Veterinary Center  
Job Code: Non-Exempt  
Reports To: Veterinary Operations Director  
Job Status: Part-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, 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 for sedation, surgical preparation, and recovery of surgical patients.
- Prepares vaccinations, medications, and microchips as directed by the Veterinarian.
- Provides prompt and courteous service to clients dropping off and picking up animals for surgery, or bringing their pets in for examination and vaccination through our public Wellness Clinic.
- Processes all paperwork for clients coming in through the Wellness Clinic, and receives payment for services rendered.
- 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 the high standards of cleanliness in HSWC sanitation protocols, thereby minimizing disease transmission.
- 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.
- Possesses a working knowledge of basic veterinary medical concepts, including, but not limited to vaccine protocols, medication, 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.
- Ensures Veterinary Operations Director or their designee is aware of animals in need of medical care.
- Able to discuss euthanasia decisions and HSWC euthanasia protocols with co-workers, volunteers, and the public in a compassionate manner.
- Assists the EBI technicians with performing humane euthanasia.
- Assists with maintaining medical supplies inventory and restocking, 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

- Experience in animal care and handling strongly preferred.
- Experience working in an animal shelter setting preferred.
- Basic comprehension and understanding of animal husbandry.
- Able to multi-task in a fast-paced environment.
- Able to learn basic laboratory techniques, basic animal grooming techniques, and animal first aid.
- Able to learn 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 and change for cash payments.
- Able to learn 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 and may include evenings and weekends.
- 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.
- Able to follow the HSWC Standards of Conduct.
- Able to ensure shelter, storage areas, animal housing areas, and prep room area are neat and orderly.
- Must possess a valid Driver's License and insurable driving record.

#### 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.*

#### Qualifications for Promotion to Vet Assistant II

- Minimum of one year experience as Vet Assistant I.
- Demonstrated ability to perform the following: blood draw, sample prep and interpretation, identification of parasites/bacteria/fungi on fecals/ear cytologies, patient prep, monitoring, vaccine administration.
- Demonstrated knowledge of the following: vaccine protocols, anesthetic risk, patient vital sign ranges and monitoring, disease control.
- Demonstrated ability to lead other Vet Assistants and direct workflow.
- Demonstrated ability to train other Vet Assistant I in protocols and procedures and lead other Vet Assistants.