

Young-Williams Animal Center

**POSITION DESCRIPTION**

**TITLE:** Veterinary Assistant      **FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Spay/Neuter Solutions

**LOCATIONS:** Village Spay/Neuter; Spay Shuttle

**JOB SUMMARY:** Responsible for daily care of all surgical patients; assist doctors, surgical coordinator, and other medical support staff with surgical and anesthetic procedures; general housekeeping; Spay Shuttle only: maintaining the mobile spay/neuter clinic unit.

**ORGANIZATIONAL RELATIONSHIPS:**

This position is supervised by: Surgical Coordinator  
Veterinarian/Medical Director

The position identified below report to this position: Volunteers

**ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:**

**General Cleaning & Organizational support:**

1. Perform daily cleaning of cages and public areas when necessary, including spot cleaning throughout the day
2. Stock prep room and operating room
3. Clean prep room and operating room at the end of surgery
4. Assist with washing and sterilization of surgical packs daily, including operation of autoclave and water distiller
5. Assist with processing of laundry.
6. Clean break room, parking lot, or other areas as assigned

**Patient Care:**

1. Assist veterinarian and surgical coordinator with initial triage of patients as they are checked in. Report health concerns to veterinarian or surgical coordinator. Ensure accurate information is obtained and recorded regarding the patient.
2. Restrain patients during anesthesia induction and intubation.
3. Monitor all patients on gas anesthesia and in recovery, in coordination with other medical support staff.
4. Prepare patients for surgery.
5. Working with surgical coordinator, safely transport patients from prep to the operating room, and then to recovery and finally their cages.
6. Assist veterinarians in surgery as needed.
7. Keep supervisor informed of animal behavior, health or concerns.
8. Assist Surgical Coordinator with preparation & administration of patient vaccinations, tests, medications and treatments as directed by the veterinarian.
9. Provide excellent patient care.

10. Other duties as assigned.

**Client Service & Clinic Support:**

1. At check in:
  - a. Assist in obtaining history and information from pet owner when Client Care Coordinator is not available.
  - b. Be able answer questions about each procedure.
  - c. Obtain signed surgical consent form.
  - d. Schedule discharge time.
  - e. Assure pet is properly identified while in our custody
2. Performs all aspects of discharge, including distribution of patient records, post-op instructions, and educational materials.
3. Operate & maintain surgical equipment, anesthesia systems, lights, computer hardware and software, and animal containment systems.

**Spay Shuttle Surgical Unit Duties Only**

1. Perform full check of mobile unit using maintenance checklist on a daily basis, including fueling, tire, lights, water holding tanks and general maintenance.
2. Maintain fleet maintenance service schedule.
3. Drives mobile unit to and from off-site location, as well as parking, leveling, set-up, tear down and overnight storage.
4. Operate all operating systems on the mobile unit, including generator, batteries and HVAC systems, and coordinate repairs when needed.

**OTHER DUTIES/FUNCTIONS**

1. Communicate regularly with supervisors and coworkers to ensure that they are aware of any issues pertinent to their areas of responsibility
2. Participate in staff meetings to share ideas and suggestions for improving animal care and the quality of the organization as a whole

**Medical Support Staff Job Requirements**

**Client Education**

1. Must be able to learn basic veterinary medical concepts including but not limited to vaccine protocols and anesthetic risks
2. Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
3. Will be asked to take medical histories for surgical rechecks
4. Will be asked to communicate with the public on a daily basis in a professional manner

**Animal Handling**

1. Will be asked to handle dogs and cats.
2. Must be able to learn characteristics of animal behavior (for example: be able to identify

- aggressive or fearful behavior)
3. Must be able to use appropriate safety equipment for fractious or feral animals (will train), the use of safety equipment is mandatory
  4. Should possess excellent reflexes
  5. Should be able to identify own limitations and be willing to ask for help.
  6. Must be proficient at animal restraint for various procedures.

#### Potential and Prolonged Exposures

1. Prolonged exposure to various aqueous solutions such as chlorhexidine and spectra soap
2. Prolonged exposure to isopropanol, hydrogen peroxide
3. Potential exposure to formalin solution
4. Potential/Prolonged exposure to isoflurane gas
5. Prolonged exposure to quaternary ammonium cleaners and bleach
6. Prolonged exposure to pressurized steam
7. Potential exposure to sharps including needles and surgical blades
8. Must be able to stand for long periods of time (6-8 hours per day), and lift 40 pounds by self or more with assistance.

#### **Minimum Training & Qualifications:**

High School diploma, or GED is required; Associates degree is preferred.

Must have 1 to 2 years experience working in a veterinary or animal care setting,

Must be willing to learn new skills and have strict attention to details.

Computer skills are required.

Must have a valid TN Driver's License.