



## Central Brevard Humane Society Employee Position Description

**POSITION: Veterinary Assistant**

**DEPARTMENT: Spay/Neuter Clinic**

**REPORT TO: Clinic Manager**

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

To assist the certified veterinary technician, lead certified veterinary technician, and/or the veterinarian with the spay/neuter surgeries, and treatment of all animals brought to the CBHS Spay/Neuter and Wellness Clinic. To handle all animals in a kind, compassionate, and gentle manner.

### **SPECIFIC DUTIES:**

- **Customer Service:** ability to answer questions pertaining to flea/tick/heartworm products, vaccines, basic policies and procedures, ability to maintain a relaxed pleasant tone and always treat the customer with respect, and patience
- **Technical Skills:** draw up vaccines, fill prescriptions, run fecal tests, run various blood tests, phlebotomy, stain slides for cytology, and other tasks
- **Surgical Skills:** restraint, ability to draw up precise amounts of medication, basic knowledge of the drugs used, basic knowledge of the surgical procedure
- **Clerical Skills:** ability to neatly, concisely, and in proper medical terms make notations on records, ability to write up prescription labels, ability to use computers with proficiency

### **ADDITIONAL DUTIES THAT MAY BE REQUIRED:**

- Assist in the appropriateness of surgical candidates
- Assemble paperwork including rabies certificates
- Must possess basic mathematical skills with use of a calculator including but not limited to addition, subtraction, multiplication and division
- Prepare animals for pre-surgical workup and pre-medication
- Keep animals on table at all times
- Report all health concerns to the Veterinarian
- Properly perform intubations or restrain animals for induction and intubation
- Prepare animals for surgery by shaving, vacuuming, expressing bladder/palpation, scrubbing surgical area
- Set up animals for surgery including hooking endotracheal tube to anesthesia machine, setting appropriate sized bag
- Transport animals into surgery
- Remove patients from surgery table
- Assist in monitoring recovering animals
- Transport patient back to appropriate kennel after recovery
- Monitor recovery of animals in post-op rooms
- Communicate both in written and oral for administration of post operative pain medication or antibiotics
- Maintain medical records
- Sort incoming inventory
- Maintain stock within the OR
- Maintain exam rooms and restock
- Clean instruments

- Assemble and sterilize surgical packs
- Clean endotracheal tubes and sort by size
- Clean and disinfect any muzzles used
- Clean and disinfect kennels and transport carriers
- Sweep and mop appropriate areas and empty garbage
- Communicate additional charges with office receptionist
- Communicate post-op instructions to owners at pick up
- Maintain stock of medication and inventory
- Supply wish list order for medication, supplies and all other essential items
- **All other duties as assigned**

## **IDEAL POSITION REQUIREMENTS:**

### **Education:**

- High school diploma or equivalency
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### **Experience:**

- We prefer skilled employees, with animal handling experience with dogs and cats in a professional setting. Additional experience running blood tests, monitoring surgical patients, and performing subcutaneous injections is also preferred.

### **Skills:**

- Working knowledge of laboratory procedures such as: the use and care of a microscope, running snap tests, running fecal tests, etc.
- Working knowledge of surgery skills: restraint, anesthesia, monitoring and recovery.
- Communications skills with co-workers, public and other veterinary professionals. Must be personable and able to work with others, accept direction, and work as a member of a team.
- Must be able to lift and carry up to 50 lbs.
- Must be able to bend and kneel repeatedly

### **Uniforms:**

- Scrubs (shirt & pants) - no rips, tears, or stains
- Non-skid rubber-bottom shoes
- Nametag