

## Veterinary Assistant

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

**SUMMARY:** The Veterinary Assistant is responsible for providing high quality, humane veterinary care to all shelter animals; ensuring the proper administration of appropriate treatments as prescribed by shelter veterinarians; assisting with shelter population flow management; and maintaining accurate records of diagnostic tests and treatments administered. He/she is accountable for accomplishing department goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane.

**ACCOUNTABILITY:** Shelter Veterinarian

**HOURS:** 40 hours/week – Schedule to be determined

**STARTING SALARY:** \$18.64/hr to \$20.71/hr Depending on experience - Non Exempt

**Excellent Benefits\***

***Accepting internal and external applications until position is filled***

**To apply, please use the following link and create an applicant account to complete application and upload a resume:**

<https://secure.saashr.com/ta/i.MHS.careers>

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### MEDICAL ASSISTANCE

- Administer daily treatments as directed and update treatment records accordingly.
- Collect samples and perform diagnostics as needed.
- Recognize the signs of common illnesses and start treatment as appropriate or as directed by veterinarians.
- Monitor animals' response to treatment courses (if any) and communicate with veterinarians the results.
- Conduct daily rounds of all areas of the shelter to ensure the wellbeing of all species of animals in shelter care.
- Assist veterinarians with examination of animals.
- Fill prescriptions as directed by veterinarians.
- Move animals to isolation as necessary and maintain principles of biosecurity as warranted.
- Clean and disinfect animal areas as needed to maintain a safe and sanitary environment.
- Ability to assist with surgery prep and post anesthesia monitoring as needed.
- Perform euthanasia in accordance with Society policies & California laws.

#### SHELTER POPULATION FLOW

- Coordinate with other department managers to shorten the length of stay of all animals receiving medical care.

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- Monitor progress during and after prescribed treatment course and change the status of the animal in Shelter Buddy to continue the animal's flow through the shelter "process" as appropriate.
- Add medical indemnities to Shelter Buddy records for animals examined and/or treated for common issues as required prior to adoption.

## **RECORD KEEPING**

- Start monitor sheets and mark relevant signs and treatment courses.
- Update treatment communication board with correct animal ID, location, and medications.
- Update food board with correct animal ID, location, and feeding instructions.
- Add vet consults to Shelter Buddy for animals that need veterinary attention with essential information.
- Update treatments administered, diagnostics performed and results of tests, animal weights, and animal locations in Shelter Buddy record.
- Adheres to the files and records retention policies and procedures.
- Maintains appropriate files and records as assigned
- Create departmental standard operating procedures

## **CUSTOMER SERVICE**

- Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers.
- Fosters teamwork, creativity and a work culture aligned with Marin Humane mission and values.
- Works well with volunteers and provides training in procedures and protocols as needed.
- Assist with training of department volunteers as needed.

## **SAFETY AND SECURITY**

- Assists in department's compliance and focus on safety and security issues, especially as they pertain to DEA regulations
- Be proficient at reading animal body language and act accordingly towards fearful or aggressive animals
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel

## **QUALIFICATIONS:**

An ideal candidate will possess the following knowledge, skills and abilities:

- Registered Veterinary Technician preferred but not required
- Experience with animal handling
- Ability to perform venipuncture and general vet assistance skills such as the ability to administer injections, take vital signs of animals, and properly restrain animals for examination and treatment
- Basic knowledge of Microsoft Office and computer keyboarding skills (data entry)
- Working knowledge of the metric system units and basic mathematical skills for calculating drug dosages
- Ability to manage multiple tasks in a fast paced environment
- Detail oriented with good written and oral communications skills
- Capable of working both independently and as a member of a team
- Certified, or able to become certified, to perform humane euthanasia to Marin Humane standards
- Accumulated knowledge of and compassion for animals

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**EDUCATION AND EXPERIENCE:** A typical way of gaining the necessary knowledge, skill and ability for this position is a High school diploma or equivalent. Minimum two years experience working with animals and experience with basic medical treatment of animals is desired. Registered Veterinary Technician preferred but not required.

**Pre-employment Physical and Veterinary Assistant Control Substance Permit (VACSP)  
at Marin Humane's expense required**

**PHYSICAL DEMANDS:**

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

- The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds.
- While performing the duties of this job, the employee is *regularly required* to stand and/or walk, reach out from body, work above waist level, grip and/or grasp with hands, bend at waist, stoop, squat and kneel.
- The average amount of time spent performing rapid repetitive motions of hands/wrists/arms during a typical day is three hours per eight hour shift.
- The employee should have no known allergies to animals that would prevent him/her from performing the duties as required.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (pet dander) and toxic or caustic chemicals, Latex and cat litter dust. The employee is occasionally exposed to radiation (x-ray machines).
- When handling animals there is a potential for animal bites and exposure to zoonotic diseases (*diseases that can be transmitted from animals to people*)
- The noise level in the work environment can be loud.
- Willingness to work outside normal business hours

**\*BENEFITS:**

**FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):**

- Medical/Vision Plan
  - KAISER HMO
- Dental Plan
  - Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance
- Section 125 Cafeteria Plan

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**ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):**

- Employee Assistance Program
- 403(b) Retirement Plan
- Paid Holiday/Personal Days
- Paid Vacation
- Sabbatical Leave

**ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):**

- Paid Sick Leave
- Fitness Reimbursement Program

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Marin Humane Society reserves the right, at any time with or without notice, to alter or change job responsibilities, reassign or transfer employees, or assign additional job responsibilities. This job description does not constitute a written or implied contract of employment. Marin Humane is an equal opportunity employer.

**ACKNOWLEDGEMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

PRINT NAME

SIGNATURE

DATE

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