

Juneau Animal Rescue

Veterinary Assistant Job Description

DESCRIPTION & ESSENTIAL FUNCTIONS:

DESCRIPTION:

The Veterinary Assistant works with the Veterinarian/Clinic Director and Licensed Veterinary Technician and is responsible for performing administrative tasks, assisting veterinary staff in examining and monitoring animal patients, maintaining animal medical records, administering medications and vaccinations, and maintaining clean and sanitary conditions in clinic areas. The ideal candidate will be willing to learn new skills and develop their talents as an assistant. Must have a passion for caring for animals, and excellent customer-service skills as the veterinary assistant will work directly with animal owners. Applicants must be reliable, compassionate, and willing to learn & follow specific protocols for cleaning, animal handling & confidentiality.

ESSENTIAL FUNCTIONS:

The Veterinary Assistant is responsible for working closely with the veterinary team to provide quality medical care to the animals entrusted to JAR's care. They must have a passion for caring for animals, and excellent customer-service skills as the veterinary assistant will work directly with animal owners. They must have strong initiative in collaborating within a multi-departmental team environment, working closely with all staff to provide veterinary services to internal and external customers.

DUTIES & RESPONSIBILITIES *includes the following. Other duties may be assigned.*

- Assist in holding and restraining animals during exams
- Clean and sterilize instruments, equipment, and tools
- Ensure clinic is stocked with appropriate supplies and medications
- Maintain clinic inventory
- Assist Veterinarian and Veterinary Technicians with procedures
- Provide care for animals after procedures
- Administer medications and vaccinations under veterinary supervision
- Assist in collecting samples such as blood or urine for testing
- Analyze fecal and urine samples
- Assist in emergency first aid
- Communicate with owners and families on surgery and recovery instructions
- Educate owners about animal health, conditions, and proper care
- Perform administrative duties such as medical record keeping and updating files.
- Work in partnership with Clinic Staff and Departmental Supervisors to ensure that records are properly maintained including: animal intake, disposition, adoption, euthanasia, and spay and neuter of shelter animals.

KNOWLEDGE, SKILLS & ABILITIES:

- Able to multitask, prioritize, and manage time efficiently
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Basic understanding of animal behavior and health care
- Passion for working with animals and people
- Strong interpersonal communication skills both verbal and written with ability to communicate with the public and other staff.
- Ability to prioritize and manage multiple patients/needs
- Attention to detail in order to maintain accurate patient records
- Physical ability to restrain larger pets when necessary
- Occasional need to work nights, weekends, extended hours, and holidays
- Ability to solve problems and multi-task with an attention to detail.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Work is performed in a shelter, office and occasional outdoor environment.
- Ability to frequently climb, balance, bend, reach, stoop, squat, kneel, crouch and crawl.
- Ability to stand for long periods, and perform moderately heavy physical labor.
- Work is subject to frequent interruption.
- Exposure to zoonotic disease, cleaning agents and allergens.
- Subject to loud/frequent noise.
- Subject to exposure of dangerous and fractious animals, animal bites and scratches.
- Manage the mental and emotional stress that may accompany working in a shelter environment where animals are euthanized.
- Ability to safely handle and restrain all types of domestic animals.
- Be able to lift up to 50 lbs. unassisted.
- Must have no serious allergies to dogs, cats, rabbits, birds or ferrets.

MINIMUM QUALIFICATIONS:

The Veterinary Assistant must have at least High school diploma or equivalent; Approved Veterinary Assistant Associate's degree or course credit in veterinary technology or animal science program preferred but not required.

SUPERVISION:

The Veterinary Assistant reports directly to the Veterinarian/Clinic Director, and indirectly to the Deputy Director and the Executive Director.

EMPLOYMENT DISCLAIMER: *This job description is not a contract. Management reserves the right to change the contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity, citizenship, pregnancy or veteran status, or any other status protected by applicable law. This organization is an Equal Opportunity Employer.*

Submit resumes to Clinic Director Dr. Tracy Ward at drward@akjar.org or at JAR front desk.