



Humane Society

FOR SOUTHWEST WASHINGTON

Job Title: Veterinary Assistant

Completing families since 1897; we are committed to enriching the lives of people and pets through serving our community as it changes and grows. Through education, outreach, adoption, events and support services for families, we're expanding our HSSW family every day! Imagine working with people to care for the dogs and cats in our community of Southwest Washington.

The Humane Society for Southwest Washington (HSSW) is in search of **The Ideal Team Player*© to join our team as **Veterinary Assistant** on the Shelter Medicine Team. This position requires an individual who wants to make a difference in animals lives and loves working with people, teams of people and strives for excellence. Consider a change working toward a mission that will change you forever!

People + Dogs + Cats

Veterinary Assistant

The mission of the Veterinary Assistant is to have the greatest impact on the continuity of care an animal receives during its stay at the shelter by daily monitoring and treatment of health conditions and surgical procedures that will boost the impact the Shelter Medicine Team has and keep in alliance with HSSW's vision, mission, values and standard operating procedures.

The Veterinary Assistant is responsible for monitoring and treating all animals under veterinary care and assisting the Surgery Team with providing excellent quality, high volume spay/neuter surgery.

The Veterinary Assistant is an FLSA Nonexempt status position with an hourly pay rate of \$14.50. Pay increases are analyzed annually and are dependent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level and core competencies

Benefits

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits that become effective the first of the month after hire, paid time off that includes floating holidays, matching percentage 401 (k) retirement plan that begins the first of the month after hire and has a 3-year graded vestment schedule, employee assistance program that includes all household member access, Section 125 FSA Cafeteria Plan for out of pocket health and/or dependent day care expenses, numerous employee discounts that include partner organizations and access to affordable life, disability and accidental supplemental insurance through our partnership with Colonial Life which offers a guaranteed-issue life insurance coverage option to new employees, which means no medical questions or exams are required to be eligible for coverage.

The Ideal Applicant

- Displays interest, enthusiasm, and an affinity for shelter medicine and working with both animals and the people who love them.
- Demonstrates an attitude of being in service; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- Is committed to achieving excellence individually and as a part of the team.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- Is committed to personal and professional development through life-long learning.

Primary Duties and Responsibilities

- Helps organize the daily surgery schedule
- Assist with daily pre and post-op care of surgical patients and disease control protocols
- Maintains a clean, sterile and functioning prep and surgery room
- Cleans and maintains surgical instruments; prepares surgical packs
- Restrains animals for exams and anesthetic induction; assists in surgical prep
- Monitors physiological parameters of patients during anesthesia, and post-surgery
- Assists Certified Veterinary Technician and Surgeon as needed
- Takes post-operative temperatures and gives additional warmth as needed
- Enters surgery records into database; maintains paperwork
- Cleans and disinfects tables, floors, cages and surgery equipment
- Discharge patients and providing education to clients as needed
- Monitors, treats and medicates all animals under veterinary care
- Assists veterinarian in examinations, treatments and diagnostics
- Maintain (clean/feed) feline isolation wards and its patients
- Inputs data into Shelter Buddy regarding exams, medications and treatments
- Schedules and assist foster exam appointments
- Demonstrates and teaches technical skills and proper sanitation protocols and procedures to other staff members of HSSW who are involved in animal care as requested
- Cleans and maintains areas of shelter clinic as assigned
- Other duties as needed by veterinarian

- Assists with inventory and orders supplies
- Maintains appropriate records and documents
- Promotes a safe working environment and follows safety protocols
- Maintains equipment in good working condition
- Educates clients on pre and post-surgical care of their animals
- Integrates volunteers and takes an active role in their training, integration, safety, performance, and job satisfaction
- Responds to inquires and concerns from Foster Care Providers and Volunteers
- Provides training to staff/volunteers on disease control standards, shelter medicine protocols, and foster care guidelines
- Provides advice and resources on HSSW programs & other animal welfare-related topics
- Provides orientation and training to veterinary students, veterinary assistants and interns
- Attends Continuing Education as assigned
- Perform other duties and special projects as assigned.

Required Attributes

- Strong verbal and written communication skills
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Detail oriented and exercises good judgment when dealing with the public and animal-related concerns
- Committed to the mission of the HSSW, and the importance of Spay/Neuter as a means to end pet overpopulation
- Ability to maintain and organize written and computerized records
- Must be comfortable monitoring anesthesia and assisting surgeon
- Must remain aware of how flexibility, professionalism, and teamwork contribute to the success of the organization

Required Qualifications

- Must possess a valid driver's license and insurable driving record.
- Previous work experience in an animal shelter or veterinary clinic preferred
- Effective communication and organization skills – ability to work as a team
- Strong customer service skills
- Ability to lift and carry up to 50 pounds

The HSSW Culture

Vision: A community where everyone loves and cares for animals.

Mission: Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.

Values: Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value we recognize that everyone has the opportunity to lead by setting an example of excellence, attitude, service, teamwork & collaboration.

We seek to hire and surround HSSW with team members that are *humble, hungry and smart;

- Humble team members are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self and define success collectively rather than individually.
- Hungry team members are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity.
- Smart team members are interpersonally appropriate and aware. They have good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions.

Physical Demands and Working Conditions:

The Veterinary Assistant must be able to stand, walk, sit, talk and hear, stoop, bend, squat, kneel, stretch, grasp and grip, put fingers together firmly and reach above and below shoulder level and lift, push or pull 50 pounds, repetitively use hands to operate computers, flex the neck upward and downward; twist the neck and the waist.

Work is performed in a standard office environment, with exposure to environmental conditions that include working near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals; high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals and allergens. Potential exposure of infectious diseases to owned animals.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. **The HSSW participates in E-Verify and requires passing a pre-employment drug screen.***

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If you feel you are the ideal candidate and you meet the qualifications for this position, **please submit application by email to jobs@southwesthumane.org with your first and last name in the subject line followed by"; Veterinary Assistant"**. If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192nd Ave, Vancouver, WA 98684. You can find the link to our application here on our website

<https://southwesthumane.org/contact-us/careers/>

Current HSSW staff will be required to submit an interdepartmental application.