Animal Protective Foundation
Job Description

Shelter Veterinary Assistant

Position Status: Non-Exempt, Temporary, Part-Time
Reports to: APF Veterinarian
Date Revised: July 2020
Work Hours: Monday, Wednesday, Thursday, Friday. 8:00 am – 3:30 pm

PURPOSE OF THE POSITION
The Temporary, Part-Time, Shelter Veterinary Assistant (SVA) is responsible for being an important liaison between the medical team, the animal care and adoptions teams, and our volunteer and foster community. The Veterinary Care Assistant is an active participant in day-to-day functions which includes: aiding in daily care and treatment of shelter pets; having a strong grasp on shelter-acquired diseases and treatments; understanding, improving and contributing to the creation of protocols; dispensing and administering medications; answering questions about treatment from the animal care team as well as foster program volunteers. The SVA is involved in the daily care of shelter animals, which may include animal restraint, wellness and post-op checks, administration of treatments, and preparing animals for surgery. Through daily monitoring of health and behavior, the SVA be on the front-line of ensuring continued quality of life for the pets in care. In conjunction with the Lead SVA, the SVA will respond promptly to concerns noted by staff and volunteers regarding the health of shelter pets. The SVA is expected to utilize fear free and/or low-stress handling techniques with pets in care, and act as a role model to others with interactions with both people and pets. This position, as are all others, is required to work positively as a part of the team to seek optimal solutions for the pets of our community.

Internally, the SVA works in close coordination with the Lead SVA, APF Veterinarians, Clinic staff, Area Coordinators (Cat, Dog), Volunteers (including foster care providers), as well as the Operations Manager.

Externally, the SVA has consistent interactions with representatives of the community (volunteers, fosters, recent adopters).

The SVA must be a professional, self-motivated, positive, goal oriented, and organized individual with excellent interpersonal communication and problem solving skills. All employees are expected to exemplify, mentor, and reinforce the APF Mission, Vision and Values and all board policies.

DUTIES AND RESPONSIBILITIES

- In partnership with the Lead SVA, perform preliminary animal evaluations, and assist with veterinary exams, record exam/evaluation notes and instructions in shelter database on same day.
- Provide and dispense treatments and administer oral and injectable medications to animals (canine/feline/small companion mammal) as directed by the Veterinarian
- Serve as a point of contact between the veterinary team and others within the organization, such as animal care staff, client service staff and volunteers.
- Aid in the scheduling of surgeries and exams for APF shelter and foster pets
- Provide guidance to foster care providers and volunteers regarding animal care as outlined by APF SOPs
Animal Protective Foundation
Job Description

Shelter Veterinary Assistant

- Administer required treatments as scheduled and update the medical records of animals in the computer.
- Monitor and report any animal health concerns throughout the day.
- Monitor weights of animals and coordinate with veterinarian on any dietary adjustments.
- Ensure that the medical record of every shelter pet is kept up to date.
- Serve as a liaison between animal care staff and veterinary staff.
- Assist in regular inventory of medical supplies.
- Provide daily care to pets receiving treatment or under observation residing in the shelter treatment room.
- Assist with the training of foster volunteers, field questions and schedule vet checks and treatments.
- Assist euthanasia technician in performing euthanasia services.
- On occasion, assist with preparation of animals for surgical procedures, including dentals.
- If certified as a euthanasia technician, perform euthanasia services for owned animal requests as well as for shelter pets due to quality of life and/or safety concerns. Monitor and record drug usage and ensure proper storage and handling.
- May be assigned to work in other departments temporarily, permanently or for cross training.
- Provide a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSH Act.
- Perform other duties as assigned by the shelter director, supervising veterinarian, and/or acting supervisor.

SUPERVISORY RESPONSIBILITIES
None. Act as a role model to others. Contribute to the learning and growth of animal care staff and volunteers through sharing knowledge and working positively with others.

CONTACT WITH OTHERS
Requires strong interpersonal skills and a compassionate spirit. Has regular contact with other shelter employees, volunteers and with the public during their visits to the shelter. Must adopt and support a positive and team focused attitude. Must exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations. Is expected to maintain professional, accurate and consistent communication with the veterinary team, animal care team, clinic staff and leadership. Communicates in a way that demonstrates and promotes collaboration, cooperation, problem solving and interpersonal skills to foster a positive work environment, teamwork and productivity.

WORKING CONDITIONS & PHYSICAL DEMANDS
Ability to stay standing or active during entire shift. Must be able to lift a minimum of 50 lbs. Work performed both in and out of shelter requires lifting, bending, stooping, pushing and other strenuous activities. Must be willing and capable of working outdoors in all weather conditions.

Requires flexibility and high energy. Must be comfortable handling companion animals such as cats and dogs of varying sizes, temperaments, ages and backgrounds, as well as small animals (rabbits, mice, hamsters, etc). May have contact with animal wastes, kennel cleaners and disinfectants, soiled kennels, animal bedding and dishes. May be exposed to loud noises or exposed to zoonotic diseases. Will work
Animal Protective Foundation
Job Description

Shelter Veterinary Assistant
continuously with other shelter workers, volunteers and members of the public. Will have access to protective equipment such as gloves, protective eye and ear wear, etc.

REQUIREMENTS
• **Education and Experience:** Must be a high school graduate or educational equivalent and be able to read, write and speak clearly in English so that written and verbal instructions can be followed.

• **Knowledge:** Preferred candidates will have knowledge of health care, behavior, control and handling of dogs, cats and other companion animals.

• **Skills:** Must be able to communicate with the public in a positive, educational manner. Must have the ability to work cooperatively with people. Must be able to demonstrate safe working habits for self, the animals and the public. Must be comfortable using computer and have accuracy in entering data in shelter database.

• **Additional requirements:** Must be able to work holidays and weekends as assigned and meet the physical requirements of the job. Must have a valid New York State driver’s license.

NOTE:
The Animal Protective Foundation is an Equal Opportunity Employer. We do not discriminate on the grounds of age, race, religion, national origin, sex, sexual orientation, marital status, disability or any class protected by law.

The Animal Protective Foundation is an At-Will employer. This is not a contract for employment.

The Animal Protective Foundation reserves the right to change job descriptions and job schedules at any time without employee consent to meet changing needs of the organization.

By signing below, you are asserting that you are physically able to perform these duties with or without accommodations.

_________________________  ___________________________  _____________
Printed Name                  Signature                    Date

List any accommodations needed to assist you in successfully completing these duties.

____________________________________________________________________________________
____________________________________________________________________________________

____________________  ___________________________  ___________________________
Signature                   ___________________________  ___________________________

Page 3 of 3