

Veterinary Assistant



Position Description

Status

Regular Full-time

Compensation

A13

Bargaining Unit

Non-bargaining

Reports to

Shelter Medical Coordinator

Supervises

none

Position Category

Assistant

Summary

The Veterinary Assistant will be responsible for individual animal and overall population health through knowledge of normal physical and behavioral characteristics; Observes and identifies conditions outside normal limits and follows established veterinary protocols for reporting and addressing issues; Administers appropriate medical care, as directed by medical professionals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists Licensed Veterinary Technician with all weekly animal medical exams by restraining animals for blood draws or injections, administering vaccines or medical treatments, assisting with weekly surgeries and recording patient history on medical forms.
- Cares for shelter animals by administering monthly heartworm and flea/tick prevention, monitoring post-surgery healing, taking weekly weights, nail trimming, ear cleaning, giving medicated baths and giving vaccinations.
- Administers treatments and medication to animals when medical professionals are off-site, recording animal health information, keeping medical team apprised of animal medical concerns reported by staff/volunteers.
- Assists with euthanasia by restraining animals during premedication and final injection.
- Assigns tasks to VoTech students working at the animal shelter.
- Sterilizes medical equipment and notifies medical staff of medical inventory needs.
- Provides recommendations to pet owners during adoption for any continued health care needed as directed by medical professionals.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position cares for animals in an animal shelter setting; Indoor and outdoor work is required; Outside work can occur in all types of weather; Exposure to a variety of foul odors and bodily fluid of animals; Potential for being occasionally scratched or bitten by animals.

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.

Ability to physically manage potentially aggressive animals; lift under 50 lbs without assistance, lift 50 lbs with assistance, carry, and otherwise assist injured animals; climb stairs, and other obstacles; walk and run over all types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.).
2. Previous experience in animal care and animal restraining preferred

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____