



# Humane Society

FOR SOUTHWEST WASHINGTON

## **Veterinary Assistant Full-time**

The Humane Society for Southwest Washington (HSSW) is in search of a **Veterinary Assistant** to join us on our Shelter Medicine Team. This position requires an individual who loves working with a team and strives for excellence.

HSSW is committed to enriching the lives of people and pets in our community. We have been completing families since 1897 and are committed to serving our community as it changes and grows. Through adoption, education, outreach, events, and support services for families in need, 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. Consider a change working toward a mission that will change you forever!

## **People + Dogs + Cats**

### **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.

### **Veterinary Assistant**

The mission of the Veterinary Assistant is to have the greatest positive impact on the continuity of care an animal receives during its stay at HSSW through daily monitoring and by treatment of health conditions and surgical procedures that keep in alignment 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.

This position is FLSA Nonexempt with a starting hourly pay rate of \$16.00. Pay increases are analyzed annually and are dependent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level, core competencies and organizational budget. Schedule may include one weekend day and holiday coverage.

### **Essential 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, making care adjustments as needed
- Assists Licensed Veterinary Technician and Surgeon as needed
- Enters surgery records into database; maintains paperwork
- Cleans and disinfects tables, floors, cages, and surgery equipment
- Monitors, treats, and medicates all animals under veterinary care
- Assists Veterinarian in examinations, treatments, diagnostics and other duties as requested
- Input data into Shelter Buddy regarding exams, medications, and treatments
- 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
- Assists with inventory and orders supplies
- 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 with volunteers and workforce partners, taking an active role in their training, safety, performance, and job satisfaction
- Responds to inquiries and concerns from Foster Care providers and volunteers, schedules and assists with appointments as needed
- Provides training to staff/volunteers on disease control standards, shelter medicine protocols, and foster care guidelines
- Provides advice and resources on HSSW programs and other animal welfare-related topics
- Provides orientation and training to veterinary students, veterinary assistants, and interns
- Attends continuing education and performs other duties and special projects as assigned

### **Required Attributes**

- Effective verbal and written communication skills
- Displays initiative and exercises good judgment
- Ability to handle multiple tasks in a fast-paced environment
- Displays compassion and confidence when communicating with the public, staff and volunteers
- Committed to the mission of the HSSW, and the importance of Spay/Neuter to end pet overpopulation
- Detail oriented with the ability to maintain and organize written and computerized records
- Must be competent in monitoring anesthesia and assisting surgeon
- Must remain mindful of how flexibility, professionalism, and teamwork contribute to the success of the organization

### **Required Qualifications**

- Effective communication and organization skills – ability to work as a team
- Excellent customer service skills

### **Preferred Qualifications**

- Previous work experience in an animal shelter or veterinary clinic
- Possession of valid driver's license and insurable driving record in accordance with HSSW policy.

### **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 can lead by setting an example of excellence, attitude, service, teamwork & collaboration.

### **Physical Demands and Working Conditions:**

The Veterinary Assistant must be able to safely work with a variety of animals. In addition, they 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, pull, lift and/or carry up to 50 pounds of weight, 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 with and 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. **HSSW participates in E-Verify.***

If you feel you are the ideal candidate and you meet the qualifications for this position, **please submit application by email to [edodson@southwesthumane.org](mailto:edodson@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 192<sup>nd</sup> Ave, Vancouver, WA 98684. You can find the link to our application here on our website [hssw.org/careers](https://hssw.org/careers).

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