



## Job Description

**Job Title:** Vet Assistant I

**Supervisor:** Medical Director DVM

**Classification:** Full Time/Hourly/Non-Exempt/Full Benefits

**Pay Rate:** \$13.00 to \$16.00

**Physical Demands:** Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

**Occupational Disclaimer:** This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

**Minimum Qualifications:**

- ✓ Should have a minimum 1 year work experience in the animal care field
- ✓ Must have intermediate writing and math skills
- ✓ Must have intermediate computer skills
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

**Specific Duties:**

- ❖ To assist the Medical Director DVM to establish and maintain the Animal Care policies and procedures, as well as, learn and follow the Society's policies and procedures and city, county and state requirements in regards to animal care.
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To assist the Medical Director DVM in training new Animal Care staff and shelter volunteers.
- ❖ To assist the Medical Director DVM in the examination of incoming animals.
- ❖ To assist the Medical Director DVM in the administration of initial health tests, vaccinations and treatment for internal and external parasites of incoming animals.
- ❖ To assist the Medical Director DVM with surgery of shelter and SPOT animals.
- ❖ To assist the Medical Director DVM in the bathing and hygiene of shelter animals.
- ❖ To assist the Medical Director DVM in the exercise regimen and behavior modification of shelter animals.
- ❖ To assist the Medical Director DVM in overseeing and providing the daily care, feeding and cleaning of all the animals within the shelter.
- ❖ To assist the Medical Director DVM in the euthanasia of animals as to Society policy.
- ❖ To assist the Medical Director DVM in determining the adoptability of all animals as to Society policy.
- ❖ To counsel customers regarding the relinquishment, adoption and euthanasia of animals.
- ❖ To assist the Medical Director DVM in maintaining inventory of food, cleaning, and safety supplies needed for the shelter.
- ❖ To attend board meetings and fundraising events as needed.
- ❖ To perform other reasonable duties time to time, as assigned by the Medical Director DVM and the President/CEO

*~Auburn Valley Humane Society Vision Statement~*

*To be a model of excellence in the advancement of animal welfare.*

*~Auburn Valley Humane Society Mission Statement~*

*The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.*