



455 F. Edward Hebert Blvd., Belle Chasse, LA 70037

Job Title: PAWS Vet/Surgery Assistant

Department: Clinic

Pay: Salary To Be Determined

Work Hours: Part-time. This position has varying work hours and workdays depending on scheduling of Shelter Veterinarian, other staff, shelter events and programs.

Reports To: Executive Director and Shelter Veterinarian

JOB DESCRIPTION

SUMMARY:

The PAWS Vet/Surgery Assistant's primary responsibility is to assist the Shelter Veterinarian during surgery as well as ongoing medical analysis, procedures and overall care of all animals at the shelter. The PAWS Vet/Surgery Assistant is also responsible for the day-to-day, administration of medications, medical recordkeeping, and medical supply ordering as directed by the Executive Director or Shelter Veterinarian.

This position is part of a staff team that completes a high volume of spay/neuter surgeries, wellness appointments, shelter medication administration and all of the preparatory work, cleaning, and record keeping that is required to support those services.

The PAWS Vet/Surgery Assistant is also responsible for providing quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs and events.

JOB DUTIES INCLUDE:

To perform this job successfully, an individual must be able to implement each essential duty in a satisfactory manner. **All are required.**

1. Always put the health, well-being and safety of each animal at PAWS before all else.
2. Model and promote a compassionate, humane and caring attitude toward all animals.
3. Follow veterinary care protocols - including medical, behavior and general animal care protocols; individually and as a herd.
4. Schedule client appointments and place reminder calls for visits for surgery day patients, vaccine and heartworm appointments, etc.
5. Clean surgical instruments, prepare and sterilize surgery packs and prepare surgery room and recovery area for surgery.
6. Assist Veterinarian with animal exams, treatments and surgery.
7. Monitor recovery of animals from surgery/anesthesia.
8. Provide animals with food, water and potty breaks, as needed, during their stay in the PAWS clinic.
9. Inform clients of any pertinent medical information regarding animal care and provide clients with patient care information instruction documents.
10. Ensure that animals arriving at the shelter receive a thorough admissions exam and that care and vaccination protocols are followed consistently. Rapidly identify any health problems or conditions and immediately report them to the Shelter Veterinarian or Executive Director.
11. Assist Shelter Veterinarian with clinical diagnostic procedures, ear slides, fecal, blood work, skin scrapes, etc.
12. On a daily basis, administer medications to all animals in the shelter.
13. Create and maintain detailed medical records for each animal at the shelter.
14. Maintain medical supplies inventory in all clinic areas and comply with all laws pertaining to controlled substances.
15. Participate in medical rounds as directed by the Shelter Veterinarian
16. In conjunction with the Adoption Coordinator, assure all adoptable animals are "adoption ready". i.e., micro-chipped, vaccinated, rabies certificate (as needed), etc.
17. Maintain the highest standard of sanitation required of an animal shelter clinic. Assure the clinic and surgery room are kept clean, well organized and that cages and kennels are cleaned daily.
18. Ensure a safe work environment by following all safety guidelines.



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As needed, the PAWS Vet/Surgery Assistant performs the following duties:

1. Customer service including: facility tours, answering the shelter phone, instructing customers about proper animal care, dealing with complaints and assisting with adoptions.
2. Cleaning and maintaining kennels and facilities.
3. Treating all animals humanely, with compassion and concern, both on and off the job and transmit these values to others.
4. Assisting at special events.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability – **all are required**.

1. Experience in a clinic setting required, surgery experience preferred.
2. Treatment & medication administration.
3. Safe and humane animal restraint.
4. Ability to gather, monitor & record vitals.
5. Computer literate.
6. Ability to read, write and understand English.
7. Ability to work on own initiative, with minimal supervision and meet deadlines.
8. Knowledge of animal protection issues and commitment to the objectives of PAWS.
9. Dependable attendance is a must.
10. Commitment to a drug, alcohol and smoke-free environment.

EDUCATION/EXPERIENCE/SKILLS:

1. Must be high school graduate (or GED equivalent) and able to read and comprehend standard workplace and medical instructions in the English language.
2. Strong animal handling skills, restraint techniques of healthy, ill, and feral animals and, a knowledge of animal behavior as it relates to understanding the general health of animals.
3. Knowledge of animal handling, anatomy and physiology, medical math, medical terminology, phlebotomy and aseptic techniques in order to anticipate patient and doctor needs.
4. Ability to understand and communicate pertinent medical information with co-workers and clients.
5. Knowledge of contemporary clinic or shelter maintenance techniques and accepted sanitary practices.
6. Knowledge of preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
7. Good interpersonal, communication, and time management skills are essential.
8. Maturity, good judgment and a professional personal appearance are required.
9. Attention to detail is critical.
10. Must be at least 21 years of age.

LANGUAGE SKILLS:

Excellent verbal and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Pet CPR certification.
- Must have a valid and unrestricted driver's license with a clear driving record for at least one year prior to application and, if, requested, able to present a clean driving printout from DMV.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification.
- Physical ability to stand, walk, bend and stoop frequently to perform duties is required.
- Ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing



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- up to 40 pounds alone or up to 100 pounds with the help of fellow employees for short distances.
- Able to work in the busy, demanding environment of an animal shelter veterinary clinic.

WORKING CONDITIONS:

- May be exposed to hostile or abusive members of the public.
- Must be able to deal with an often times, emotionally-charged public and carry a fast paced and changing work load which at times can be stressful.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be available and willing to work weekends, holidays, overtime, and attend mandatory training and meetings as the Board determines necessary or desirable to meet shelter needs.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.
- Fast paced, high volume medical caseload.
- Animals may be fractious by nature or resulting from anesthesia induced disorientation.
- Tetanus and rabies (pre-exposure) inoculations are required or must be waived.