

Full-Time and Part-Time Veterinary Assistant

Job description

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 5,000 pets annually.

Position Overview:

At the Athens Area Humane Society, we are passionate about connecting people and pets. As a trusted resource for our community, we create lasting adoptions, provide quality veterinary care and spaying/neutering, and inspire compassionate action through education and awareness. We are innovative, we are passionate, and we are committed. In partnership with our community, we end animal homelessness.

Veterinary Assistants are an integral part of the Veterinary Medical Team and assist the technicians, doctors, and receptionists in all areas of the clinic. Veterinary Assistants are responsible for the constant cleanliness of the clinic, as well as all patient wards, cages, and runs. The Veterinary Assistants provide for the daily care of our patients including walking, feeding, and recording of animal weight, medical notes, and other information as directed. Veterinary Assistants also provide clients with information regarding discharge, treatments, and products.

Job Summary:

Under the supervision of the Clinic Manager, Associate Veterinarians, and Registered Veterinary Technicians, the Veterinary Assistant assists in the care of all animals under the care of Athens Area Humane Society according to state laws and regulations.

Roles & Responsibilities:

- Ensure all areas of the clinic are always clean, including treatment areas, examination rooms, surgical suite, wards, restrooms, and hallways according to established cleaning and infection control procedures.
- Performing general housekeeping duties including cleaning cages, sweeping, mopping, dusting, laundry, cleaning windows, and taking out the trash and recycling.
- Cleaning surgical instruments and wrapping instrument packs according to established procedures for sterilization throughout the day.
- Ensuring clients and pets are comfortable in the waiting area.
- Providing empathetic care for hospitalized patients while also keeping patients and their cages clean.

- Restraining fearful and anxious patients appropriately and safely using Low-Stress Handling and Fear Free techniques (training provided.)
- Preparing patients for surgery, including shaving and aseptic scrubbing.
- Assisting with administering medication, drawing blood, nail trimming, ear cleaning, and microchip implantation.
- Assisting with basic anesthesia monitoring during surgery, and monitoring patients during anesthesia recovery.
- Professionally and effectively communicating with veterinarians and veterinary technicians to ensure continuity of patient care.
- Maintaining complete and accurate medical records.
- Professionally and effectively communicating with clients while assisting with check-in and check-out daily.
- Complying with clinic standards, rules, regulations, and policies.
- Some Saturdays required.
- Other duties as assigned.

The Preferred Candidate:

- Is punctual and dependable.
- Maintains a positive attitude.
- Has a professional demeanor.
- Can work well independently and as part of a team.
- Is comfortable around both dogs and cats.
- Can lift medium dogs (30lbs) as part of a team.
- Can confidently and professionally interact with clients.
- Can accurately record and relay medical information.
- Can accept and apply constructive feedback.
- Ideally has open availability.
- Is willing to work a rotating schedule to include some Saturdays.
- Bilingual is a plus.
- Has some experience, but we are willing to train the right candidate.
- experience in surgery setting a plus

Physical Demands & Work Environment:

- Ability to communicate effectively in English.
- Ability to restrain animals in a safe and appropriate manner.
- Potential/prolonged exposure to isoflurane gas.
- Ability to lift and/or move up to 30 pounds alone; >30 pounds as part of a team.
- Ability to tolerate working with various chemicals and cleaning solutions, loud noises, and offensive odors.
- Potential/prolonged exposure to various aqueous solutions, including, but not limited to, dish soap, chlorhexidine, isopropanol, hydrogen peroxide, and bleach.
- Ability to comfortably interact with companion animals.
- Ability to sit, stand, walk, bend, stoop, kneel, crouch, and crawl.
- Ability to see, read, write, talk, and hear.

- Ability use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance.
- Ability to move throughout the building as needed to meet the requirements of the job.

Diversity, Equity, & Inclusion Statement:

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.

Disclaimer:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.

Some requirements may exclude individuals who pose a direct threat or significant risk to themselves or others' health or safety. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Job Types: Full-time, Part-time

Pay: \$12.00 - \$14.00 per hour

Expected hours: 28 – 35 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible schedule

- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Medical specialties:

- Surgery

Schedule:

- 10 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- No nights
- Weekends as needed

Experience:

- Veterinary assistant: 1 year (Preferred)
- Veterinary experience: 1 year (Required)

Work Location: In person