

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 12,000 pets annually.

Position Overview:

Vet Assistants help the technicians, doctors, and receptionists in all duties of the clinic. Vet Assistants provide for the constant cleanliness of the clinic, as well as all patient wards, cages, and runs. The Vet Assistants are responsible for the daily care of our patients, including walking, feeding, and recording of animal weight, appetite, and other information as directed. Vet Assistants are required to assist the doctors and technicians with restraint and other responsibilities according to individual abilities and training. Vet Assistants also provide clients with information regarding discharge, treatments, and products.

Primary Responsibilities:

- Ensuring treatment areas, examination rooms, clinic areas, cages, and laboratories are clean and organized, including, but not limited to, duties such as sweeping, mopping, dusting, taking out the trash, and laundry.
- Cleaning surgical instruments and wrapping instrument packs 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 irritable, angry patients appropriately and safely where required.
- Prepping patients for surgery, i.e., shaving and scrubbing.
- Assisting with administering medication, drawing blood, cleaning patients' teeth, nail trimming, ear cleaning, and microchip implantation.
- Performing diagnostic imaging and laboratory tests.
- Assisting with basic anesthesia monitoring during surgery, and monitoring patients during anesthesia recovery.
- Liaising with veterinarians and veterinary technicians to ensure continuity of patient care.
- Complying with clinic standards, rules, regulations, and policies.
- Maintaining medical records.
- Communicating and interacting professionally with clients while assisting with check-in and check-out daily.
- Other duties as needed.

Ideal Candidate:

- Punctual and dependable
- Positive attitude
- Professional demeanor
- Can work well both independently and as part of a team
- Comfortable around both dogs and cats
- Can lift medium (≤ 30 lbs.) dogs alone; larger (> 30 lbs.) dogs as part of a team
- Can confidently interact with clients in a professional manner
- Can accurately record and relay medical information
- Can accept and apply constructive feedback
- Candidates with open availability preferred
- Candidates that are Bilingual (English/Spanish) preferred
- Some basic experience preferred, but willing to train the right candidate

Qualifications:

- Must be able to work in a fast-paced setting.
- Ability to be a supportive team member.
- Excellent communication and interpersonal skills.
- Ability to communicate clearly AAHS's mission and humane care and treatment of animals to the public.
- Knowledge of companion animals including behavior, appropriate care and housing, common health problems, diseases, symptoms, and handling techniques.



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 to 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 the health or safety of themselves or others. 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.

EEO Policy Statement:

It is the policy of AAHS to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, caste, age, physical or mental disability, citizen status, veteran status, gender identity or expression, bankruptcy status or any other characteristic or status that is protected by federal, state or local law.

How to Apply:

Please send a resume and cover letter to: Kelly Davidson, Clinic Manager at: kelly@athenshumanesociety.org.

No phone calls, please.