

## VETERINARY TECHNICIAN ASSISTANT

**WORK LOCATION:** Humane Society of Charles County, 71 Industrial Park Drive, Waldorf MD 20602  
Off-site locations as required

**QUALIFICATIONS:** High School/GED required, College Level education preferred but not required  
Work Experience in the veterinary and/or shelter medicine field

**REPORTS TO:** Clinic Manager & Medical Director

The Veterinary Technician Assistant works as part of our clinic team to support the operations of the HSCC Veterinary Clinic. The HSCC Clinic provides low-cost spay/neuter and wellness appointments to the public, rescue groups, and our shelter animals. The Veterinary Technician Assistant must be comfortable in a fast-paced clinic setting and familiar with the process of high-quality high-volume spay/neuter and vaccine clinics. This position requires strong teamwork and communication skills. Responsibilities include client communication, admission and discharge of animals, medical duties as assigned by a veterinarian or Clinic Manager, medical record keeping, use of medical equipment, cleaning, and inventory.

### GENERAL REQUIREMENTS:

Be dedicated to the mission of HSCC and the welfare of animals, and:

- Have intermediate to advanced veterinary and animal handling knowledge
- Have basic knowledge regarding the care of various species of animals
- Have knowledge of use of standard office equipment
- Work weekends and evenings if needed
- Speak, read, and write in English
- Carry out oral and written instructions
- Possess positive attitude
- Perform duties under stress
- Be self-motivated
- Possess ability to safely lift and carry 30 pounds
- Be proficient in ShelterLuv and have basic working knowledge of ClinicHQ
- Communicate appropriately and effectively with co-workers, managers, and the public
- Possess valid driver's license, reliable transportation, clean driving record, current car insurance
- Be willing to drive HSCC van and/or truck
- Distinguish between breeds of animals
- Understand animal behavior enough to recognize normal and abnormal behavior
- Possess comfort/ability to work with animals of unknown disposition, medical concerns, size and strength, and aggressive tendencies

### SPECIFIC REQUIREMENTS:

This position requires maturity, good judgement, professional appearance, strong interpersonal and communication skills, empathy, and the ability to: lift/carry 30 pounds; sit for extended periods of time; maintain calm in stressful situations; multi-task; and provide excellent customer service. Must possess an affection for animals and concern for their welfare. Possible job hazards include exposure to corrosive chemicals and cleaning agents, exposure to feral and vicious animals, exposure to animals with an unknown health history and therefore, exposure to zoonotic diseases through the use of hypodermic needles, animal bites and scratches, airborne transmission, and physical contact.

### DUTIES:

- Performs veterinary assistant duties as assigned for that day - including but not limited to:
  - Check-in of animals (dogs, cats, rabbits, pigs)
  - Animal handling for weight, exam, injection, etc.
  - Induction and maintenance of anesthesia
  - Monitoring vital signs during and after anesthesia
  - Preparing the animal for surgery
  - Performing recovery duties
  - Handling for and providing wellness procedures
  - Obtain blood from peripheral veins
  - Use, disinfection, and sterilization of surgical tools
- Keeps accurate patient records.
- Keeps track of clinic inventory and supplies.
- Cleans the clinic at the end of each operating day.
- Assists veterinarian(s) in all aspects of procedures performed in-clinic areas.
- Assist with animal intake and discharge, including but not limited to animal handling and collecting and recording appropriate information.
- Maintains the animals' quarters and clinic environment in a clean, orderly manner.
- Cares for the animals in-clinic, including but not limited to: feeding, watering, medicating, vaccinations, bathing/grooming.
- Report indicators of animals' behavior and apparent health to other staff members and management.
- Handle animals and supplies as required, using proper equipment and precautions for safety of animals and personnel.
- Work with animals of unknown disposition who may exhibit medical and other problems, as well as aggressive tendencies.
- Works as an effective team player and provides outstanding customer service in support of the Humane Society.
- Provides accurate information and friendly service to the public.
- Notifies management of needed repairs, improvements, safety concerns.
- Treats animals humanely, with love and concern, both on and off the job and transmits these values to others.
- Performs other related duties as assigned.