



## POSITION SUMMARY

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### Wayside Waifs Inc.

**Title:** Veterinary Assistant  
**Reports To:** Veterinary Clinic Manager  
**Updated on:** June 2020  
**Status:** Full-Time Non-Exempt  
**Approved By:** VP, Animal Welfare & Operations

The Mission of  
**Wayside Waifs**

*Preparing pets and people for the bond of their lives.*

*We accomplish our mission by protecting and caring for the animals under our watch; by reaching out to the community for love and support; and by teaching others about the profound joy that pets bring to our lives.*

### POSITION SUMMARY

The Veterinary Assistant (VA) provides direct daily care to all types of animals within the shelter. A synopsis of duties includes adoption discharge rounds, assistance with universal vet clinic tasks, surgery preparation, surgery monitoring, venipuncture, kennel cleaning and other related duties. The position requires excellent animal handling skills. The VA will need to work closely with the vet clinic staff/volunteers and staff/volunteers in other departments.

#### Accountabilities:

- Ensure high level of care, compassion, and support to all animals.
- Ensure efficient operations of all animal care by completing tasks in a timely fashion.
- Ensure compliance with all regulatory, safety, security, and operational standards.
- Ensure disease control protocols are followed.
- Establish and demonstrate effective working relationships with all staff and volunteers, as well as the public. Effective customer relations is vital to Wayside Waifs.
- Attend required training to enhance knowledge and skills.
- Comply with all of Wayside Waifs policies and best practices.
- Demonstrate the ability to work within the vet clinic, but assist other departments to help achieve overall shelter efficiency.
- Demonstrate the ability to problem solve and offer options for improvement if there are areas to better serve the animals and organization.
- Demonstrate the ability to work efficiently as a team member in a fast paced, high stress environment.

#### Vet Clinic Universal Tasks:

- Upkeep of surgical and general laundry with restock in needed areas.
- Stocking depleted items within the vet clinic and isolation areas.
- Medicating dogs, cats, and small mammals.
- Animal movement into and out of the vet clinic for surgery and exams.
- Adoption discharging and basic common disease explanation.
- Entering surgery and medication information in the current computer system.
- Medication preparation.
- Cleaning of all areas within the vet clinic
- Use of the current computer system for tracking of shelter animals.



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*Wayside Waifs Inc.*

### **Veterinary Assistant Tasks:**

- Assistance with animal surgery preparation and anesthesia monitoring. This includes intubation and appropriate masking, preparation of surgical margins and field sanitizing, appropriate movement of surgical animals.
- Preparation for surgery: ability to make surgical packs, appropriate laundering of surgical cloths, sanitation and sterilization of surgical instruments.
- Surgical recovery of animals.
- Basic exam/surgical animal restraint for dogs, cats, and small mammals.
- Assistance with safe and appropriate radiographs.
- Basic knowledge of common and less common diseases to assist staff/volunteers and the public.
- Primary management of adoption discharges.
- The ability to learn, perform, and interpret fecal floats and ear cytology.
- Venipuncture of intake testing and ability to collect enough for laboratory blood work.
- Assistance to veterinarian for exams.
- Logging of controlled substances with RVT or manager oversight.
- Basic supportive care treatment and medicating of hospitalized/critical patients.
- The ability to learn and perform dental prophylaxis and radiographs.
- Clinic, kennel and isolation area cleaning.
- Assistance with Universal Vet Clinic Tasks.
- Any other reasonable tasks assigned by a Veterinarian or Veterinary Clinic Manager.

### **Position Requirements:**

- Education = High school diploma or GED.
- Six months veterinary assistance required.
- Demonstrates experience working effectively with people and animals in a variety of high-stress situations.
- Physical:
  - Must be able to lift 50 pounds to waist height in order to move animals from kennels, move bags, and a push-pull situations.
  - Repetitive bending, kneeling, stopping, and similar movements required.
  - Must be able to physically restrain animals weighing up to and including 125 pounds.
  - Able to work with exposure to wet and/or humid condition and outside weather conditions.
  - Must be able to perform a significant amount of standing during a typical day, exposure to fumes, airborne particles, and possible zoonotic diseases.
  - Noise level is moderate to high.
  - Exposure to animal waste.