



## Berkeley Humane

**Position Title:** Relief Veterinary Hospital Assistant

**Department:** Hospital

**Reports to:** Shelter Veterinarian

**Pay Rate:** \$18-\$19.50

**FLSA Status:** Non-exempt

**Classification:** Part-time

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**SUMMARY:** The Veterinary Hospital Assistant works closely with the Veterinarian and is responsible for aiding the veterinary team in accordance with standard and acceptable veterinary practices, particularly in a shelter medicine environment. In addition, the Veterinary Hospital Assistant will perform certain duties of a non-medical nature that will facilitate Hospital administration and engender positive relations with public Hospital clients and ensure the highest possible standards of care for Berkeley Humane's animals.

**DUTIES & RESPONSIBILITIES:** This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

### Clinical Assisting

1. Perform, or assist in the performance of, treatments or prophylaxis as directed by DVM or RVT, including vaccination, wound care, administration of medication, nail trimming, ear cleaning, therapeutic grooming, and implantation of microchips.
2. Restrain patients for examination by DVM or RVT.
3. Monitor recovery of surgical patients under indirect supervision of DVM or RVT.
4. Process sterile resources and perform routine maintenance on autoclave and ultrasonic cleaner.
5. Maintain accurate records of all duties.
6. Responsible for daily data entry / records entry.
7. Other duties as assigned.

### Client Relations

1. Check hospital voicemail / email and respond to messages.
2. Schedule appointments.
3. Greet clients.
4. Discharge patients, including preparation of medication and receipt of payment from clients.
5. Maintain accurate records of all duties.
6. Responsible for daily data entry / records entry.
7. Other duties as assigned.

### Animal Care

1. Clean animal housing areas and bedding in use by hospital patients.
2. Clean clinic area floors, etc.
3. Maintain accurate records of all duties.
4. Other duties as assigned.

**EDUCATION & EXPERIENCE:**

1. High School diploma or equivalent.
2. One -two years veterinary assistant experience preferred.
3. Certification as a veterinary assistant / VACSP preferred.
4. Customer service experience.
5. Computer literate and proficient in Microsoft / Google applications.
6. PetPoint / Avimark or related database entry experience preferred or the ability to become proficient using computer programs required.

**PREFERRED KNOWLEDGE:**

1. Contemporary shelter maintenance techniques and accepted sanitary practices. Knowledge and understanding of the "Guidelines for Standards of Care in Animal Shelters."
2. Familiarity with symptoms of diseases common to dogs and cats in an animal shelter environment.
3. Preventive, diagnostic and therapeutic veterinary treatment of domestic animals.

**SKILLS & REQUIREMENTS:** Passionate about animal welfare and the humane treatment of all animals. Ability to professionally advocate for Berkeley Humane's programs and animals. Agreement to support Berkeley Humane's policies and procedures. Ability to work with a positive outlook; a desire to take initiative and be a team player; manage deadlines and be flexible under pressure; ability to communicate effectively and tactfully with the public.

**PHYSICAL DEMANDS:** This work is performed in office and shelter surroundings and requires workers to walk or stand for prolonged periods; lift and carry up to 50 pounds and to humanely restrain an animal when necessary; climb stairs; bend; reach; hold, grasp, and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing. Tetanus and rabies inoculations are highly recommended.

**WORK ENVIRONMENT:** Exposure to strong and/or unpleasant odors, including those from excrement, cleaning agents, and chemical compounds; frequent exposure to noise; possible exposure to parasites and infectious diseases that can be carried and transmitted by animals. Workers are subject to animal bites and scratches and constant exposure to animals, animal noises, and animal allergens under conditions with no alternatives available. Work is subject to frequent interruptions. Although all efforts are made to adopt out all the animals we take into our care, some animals will be euthanized for disease, quality of life, or behaviors unsuitable for adoption into our community.

**Berkeley Humane is an Equal Opportunity Employer**

Berkeley Humane is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of volunteers and staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our volunteers and staff invest in their work represents not only part of our culture, but our reputation and Berkeley Humane's achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.