**Relief Veterinary Hospital Assistant**
**Location:** Berkeley Humane Veterinary Hospital, Pinole, CA
**Type:** In-Office
**Reports to:** Shelter Veterinarian
**Pay Rate:** $20.00–$25.00 DOE
**Status:** Part-Time, Non-Exempt

**Support Healing. Serve with Compassion.**
At Berkeley Humane, our veterinary hospital provides high-quality, life-saving care to animals in need. As a **Relief Veterinary Hospital Assistant**, you’ll work closely with our veterinary team to provide medical support, care for hospitalized animals, and assist with client services.

This part-time, on-call role is perfect for someone passionate about animal welfare, skilled in both people and patient care, and eager to contribute to a team dedicated to saving lives.

**What You’ll Do**
*Clinical Assisting*
• Support veterinarians and RVTs with treatments and procedures (vaccines, medications, wound care, nail trims, microchipping, etc.)
• Restrain animals safely for exams and procedures
• Monitor post-surgical recovery under guidance
• Maintain sterile instruments and operate autoclave and ultrasonic cleaner
• Accurately complete daily records and data entry

*Client Support*
• Respond to voicemails, emails, and schedule appointments
• Greet and assist clients with check-in and discharge
• Prepare medications, process payments, and share post-care instructions
• Maintain accurate and timely client records

*Animal Care & Facility Cleanliness*
• Clean and disinfect kennels, bedding, and hospital spaces
• Follow cleaning protocols to ensure a safe, sanitary environment
• Assist in maintaining a well-organized and welcoming clinic

**What You Bring**
• High school diploma or equivalent (required)
• 1–2 years of experience as a veterinary assistant (preferred)
• Certification as a veterinary assistant or VACSP (preferred)
• Customer service experience, ideally in a veterinary or shelter setting
• Basic computer proficiency (Google Workspace, Microsoft Office)
• Experience with veterinary databases (Shepherd, ShelterBuddy, or similar)

**You’re a Great Fit If You…**
• Are passionate about helping animals and their people
• Communicate kindly and clearly—even in stressful situations
• Thrive in a fast-paced, team-centered environment
• Show empathy, patience, and professionalism with every interaction
• Stay organized and focused while juggling multiple tasks

**Requirements**
• Ability to lift up to 50 lbs and humanely restrain animals
• Standing, walking, bending, stair climbing for extended periods
• Regular exposure to cleaning agents, strong odors, noise, and animal allergens
• Potential exposure to bites, scratches, and zoonotic diseases
• Tetanus and rabies vaccinations strongly recommended

**Why Berkeley Humane?**
You’ll be part of a mission-driven organization where every task you perform—no matter how small—helps save lives. From comforting a nervous pet to supporting the veterinary team during critical procedures, your care makes a difference.

**Berkeley Humane is an Equal Opportunity Employer**
We value diversity and are committed to building an inclusive, supportive workplace. We welcome individuals of all backgrounds, abilities, and identities to apply.