**Veterinary Assistant**

**Location:** Berkeley Humane’s Clinic Inside PetSmart, Pinole, CA
**Type:** In-Office
**Reports to:** Veterinarian
**Pay Rate:** $20.00–$25.00 DOE
**Status:** Full-Time or Part-Time, Non-Exempt

**Make a Life-Saving Difference**

At Berkeley Humane, our veterinary team, is essential to the health and well-being of every animal in our care and to the community we serve. As a **Veterinary Assistant**, you’ll work side-by-side with our veterinarian and support staff to provide high-quality, compassionate medical care to shelter animals and public clinic patients alike.

This role combines clinical responsibilities with client service, ensuring both pets and their people receive the care and support they need. Whether you’re assisting with surgery, monitoring recovery, or helping a worried pet guardian feel at ease, you’ll be part of a mission-driven team saving lives every single day.

**What You’ll Do**

• Assist with medical treatments, vaccines, wound care, medications, and other procedures under the guidance of a Veterinarian or RVT
• Safely restrain animals for exams and procedures
• Monitor patients under anesthesia and assist with surgical recovery
• Maintain and sterilize surgical instruments; operate autoclave and ultrasonic cleaner
• Keep detailed and accurate medical records; enter clinical notes and updates daily
• Support client services by scheduling appointments, answering phones, and assisting with patient check-in and discharge
• Prepare take-home medications and collect payments during discharge
• Clean and disinfect kennels, bedding, and hospital spaces for hospitalized animals
• Track and log cleaning tasks to ensure a safe, sanitary environment
• Collaborate with the entire veterinary and animal care team to ensure each animal receives the best care possible

**What You Bring**

• High school diploma or equivalent (required)
• At least two years of experience as a Veterinary Assistant (preferred)
• Veterinary Assistant Controlled Substance Permit (VACSP) certification (preferred)
• Previous customer service experience, ideally in a veterinary or shelter setting
• Basic proficiency with Microsoft Office, Zoom, Google Workspace, and veterinary software (ShelterBuddy, Shepherd, etc., or willingness to learn)
• Familiarity with shelter medicine protocols, cleaning standards, and disease prevention

• Experience with potentially fractious cats.

• Knowledge of common illnesses and treatments in dogs and cats

**You’re a Great Fit If You…**

• Are passionate about animal welfare and committed to humane, compassionate care
• Work calmly and efficiently—even when things get hectic
• Are detail-oriented, organized, and able to keep accurate records
• Communicate clearly and respectfully with colleagues, clients, and volunteers
• Are eager to learn, take initiative, and contribute to a supportive team culture
• Are comfortable working around strong odors, allergens, and sometimes emotional situations

**Requirements**

• Ability to lift 50 lbs and humanely restrain animals
• Standing, walking, and bending for extended periods
• Regular exposure to animals, cleaning agents, and potential allergens
• Tetanus and rabies vaccinations strongly recommended
• Some weekend, holiday, and evening work may be required

**Why Berkeley Humane?**

Every animal deserves a chance at health and happiness—and that chance often starts in our hospital. As a Veterinary Assistant at Berkeley Humane, you’ll be part of a dedicated team committed to providing lifesaving care to the most vulnerable pets in our community.

**Berkeley Humane is an Equal Opportunity Employer**

We celebrate diversity and are committed to creating an inclusive and supportive workplace for all. Individuals of all backgrounds, abilities, and lived experiences are strongly encouraged to apply.