

## Job Description

*The Maui Humane Society's mission is: "To protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals."*

**Job/Position Title:** Veterinary Assistant

**STATUS :** Nonexempt

**DATE :** 2021

**Primary Purpose:** Under the supervision of the Vet Tech Manager, Shelter Tech Lead, and MHS Veterinarians, provides routine health examinations and health maintenance for all animals sheltered at the Maui Humane Society. Responsible to the Vet Tech Manager and the Director of Veterinary Services.

### **Essential Dues/Functions:**

1. Assists the Vet Techs and Veterinarians while learning how to independently provide routine and minor health care for animals in our shelter. Including but not limited to: examinations, medical treatments, diagnostics, document findings, logging medical treatments, and bringing any animals to the shelter Veterinarian that needs attention or rechecking.
2. Ability to learn and recognize, properly document, and treat necessary common medical conditions (ie. wounds, hernias, dewclaws, ulcers, conjunctivitis, demodectic and sarcoptic mange, ear mites, ringworm, etc).
3. Aid in properly assessing an injured or ill animal and provide supportive care if necessary. Assists the Vet Techs and Veterinarians in the treatment of shelter animals.
4. After sufficient training, be able to properly perform heartworm tests, Felv/Fiv tests, skin scrapes and stool checks. As well as administer vaccinations and treatments for internal parasites on all incoming animals.
5. Communicates with the ACA's and ACT's regarding the daily health status of shelter animals if needed and informs the ACT's of animals that need special baths or dips.
6. Have general knowledge of where supplies and medications are located, the proper doses, and indications for use. Notifies Lead Shelter Tech or the Vet Tech Manager if any supply of medication is critically low and will need ordering right away. Keeps the E-room and Cat building stocked with the necessary drugs and supplies. Keeps accurate logging and records for any controlled drugs.
7. Assists adopters and the general public with routine healthcare information. Retains knowledge and understanding of most diseases and conditions we commonly deal with. Is able to explain when necessary treatment/procedures to owners or potential adopters. Instructs Foster Care Volunteers in procedures related to the health and welfare of the animals entrusted to them. Represents MHS well by providing good customer service.
8. Assists with euthanasia and is responsible for getting euthanasia certified by injection on various species of animals including dogs, cats, birds, and pocket pets.
9. Makes spay/neuter appointments for animals adopted from the shelter if CSR is not available.
10. Assists Veterinarians with animal health exams and paperwork/computer work for animals flying off island, including WOA when assistance is needed.
11. Assists Veterinarians with DVM exams and provides proper animal restraint for the safety of the animals and Veterinarians.
12. May perform other duties as assigned by the Vet Tech Lead, Vet Tech Manager, or DVS.

**(See Shelter Tech SOP's for specific details based on daily position assignments)**

**General:**

1. Knows, understands and follows procedures and policies of the Maui Humane Society.
2. Must be sufficiently computer literate to be able to utilize our Animal Shelter software and any other program that the veterinary department needs to access. This includes but is not limited to, inputting microchip, surgery and owner information, veterinary procedures and findings, and creating health records and cage cards.
3. Maintain and promote a positive public image standard relevant to MHS.
4. Help promote fundraising activities and solicit support for the agency overall.
5. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
6. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
7. Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
8. Report any safety hazards, accidents or unsafe use of MHS equipment.
9. Performs other duties as required.

**Working Conditions:** Majority of the time will be spent in the surgery suite, hospital room, cat building, and exam rooms. However duties will involve working throughout the grounds of the Humane Society including the kennels and the front office.

**Equipment Used:** Stethoscope, autoclave, microscope, circulating heating pad, syringes/needles, fluid pump, computer, clippers, pole stick, loop sticks, microchip scanner, copier machine, weight scales and traps.

**Mental Demands:** Must have the ability to learn and retain medical knowledge and require self-confidence, decisiveness, alertness, ability to make split second decisions under stress, attention to detail and accuracy. Ability to multitask and handle stress is vital. There is a significant amount of responsibility regarding the well being of the animals. Must be able to educate, instruct, and empathize with owners.

**Uniforms:**

Must wear assigned scrub uniform with imprinted MHS logo and embroidered name or name tag and closed toe shoes. Jackets must be solid black.

**Physical Demands:**

- Must be able to lift at least 50 pounds and be able to hold and restrain dogs and cats of all sizes.
- Quick reflexes and familiarity with animals are helpful to avoid injury.
- Must be able to work at a fast pace with a significant amount of walking throughout the day between the various buildings as needed.
- Must be able to respond quickly to emergencies.
- Efficiency and expediency is required to fulfill required responsibilities.

**Qualification Requirements:**

- Familiarity with the handling of animals, particularly dogs and cats.
- Public relations, customer service skills, and basic computer skills.
- High school graduate or GED.
- Positive attitude is a must!

**General Requirements:**

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals.
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.

**Additional Qualifications that would benefit this position:**

- Veterinary related experience or veterinary assistant school.
- Previous experience and/or exposure to shelter medicine or spay and neuter programs.