

**Humane Society of Washington County  
13011 Maugansville Road  
Hagerstown, MD 21740**

### **Job Description**

**Job Title: Vet Assistant  
Department: Veterinary Center  
Job Code: Non-Exempt  
Reports To: Medical Director  
Job Status: Full-Time  
Revision Date: August 1, 2024**

#### Essential Duties

Working under the direction of the Medical Director, the Veterinary Assistant is responsible for assisting the Veterinary Technicians with patient care, primary sanitation and disease control of the Veterinary Center. Duties include sterilizing surgical instruments, preparing surgical packs, assisting with preparing patients for surgery, maintaining veterinary center cleanliness throughout the day, preparing medications, basic animal husbandry, assisting with completion of laundry, and other general housekeeping. Working in cooperation with the Veterinary Team, the Veterinary Assistant maintains accurate medical records and communicates professionally with other HSWC departments. The Veterinary Assistant carries out all duties as outlined by HSWC Standard Operating Procedures and attending Medical Director.

#### Tasks and Responsibilities

- Assists the Veterinary Technicians with animal restraint for various procedures utilizing Fear Free Animal Handling.
- Prepares vaccinations, medications, and microchips as directed by the Veterinarian.
- Provides prompt and courteous service to staff and clients dropping off and picking up animals for surgery, or bringing their pets in for examination and vaccination through our public Wellness Clinic.
- Processes all paperwork for clients coming in through the Wellness Clinic, and receives payment for services rendered.
- Performs basic animal husbandry related to housing and feeding
- Perform blood draws, laboratory sample prep, basic fecal exams and in-house urinalysis.
- Maintain Vet Center cleanliness to high standards and HSWC sanitation protocols, thereby minimizing disease transmission.
- Cleans all surgical instruments and prepares surgical packs for the next day's surgeries.
- Assists the Veterinarian with shelter rounds, vaccination, and obtaining diagnostic samples.
- Possesses a working knowledge of basic veterinary medical concepts, including, but not limited to vaccine protocols, medication, and anesthetic risks. Communicates information professionally to clients and HSWC team members. When Veterinarian has documented information about an animal's condition, explains such information to clients thoroughly.
- Ensures Medical Director or their designee is aware of animals in need of medical care.
- Able to discuss euthanasia decisions and HSWC euthanasia protocols with co-workers, volunteers, and the public in a compassionate manner.
- Assists the EBI technicians with performing humane euthanasia.
- Assists with maintaining medical supplies inventory and restocking, including emergency drugs, and ensuring supplies are in-date.
- Ensures that anesthetic machines, monitoring equipment, autoclaves, scales, and other equipment are functional. When equipment is not working properly, reports this to the Veterinarian and Medical Director.
- Works with Veterinary Team to maintain all necessary logs and patient records.
- Communicates in an effective and professional manner with the public and all HSWC team members.
- Respects and follows HSWC chain of command.
- Represents HSWC in a professional and courteous manner at all times. Provides medical information to other HSWC departments as needed.
- Adheres to all protocols put forth by Occupational Safety and Health Administration.
- Follows all written and verbally communicated HSWC Standard Operating Procedures.
- Attends staff meetings and training sessions.

- Maintains proper opening and closing procedures for the Veterinary Center.
- Performs other duties as assigned.

#### Qualifications

- Experience in animal care and handling strongly preferred.
- Experience working in an animal shelter setting preferred.
- Basic comprehension and understanding of animal husbandry.
- Able to multi-task in a fast-paced environment.
- Able to learn basic laboratory techniques, basic animal grooming techniques, and animal first aid.
- Able to learn the use of anesthesia machines, IV pumps, and other monitoring equipment while under the supervision of a licensed veterinarian.
- Able to identify animal species, breeds, ages, sexes, and signs of illnesses, diseases, and injuries.
- Basic math skills to calculate medication dosage for animals and change for cash payments.
- Able to learn humane, low stress animal handling and restraint methods and animal body language.
- Able to work both independently and collaboratively with Veterinarians, Registered Veterinary Technicians, HSWC staff, and volunteers.
- Strong attention to detail, oral and written communication skills, and customer service skills.
- Available for flexible scheduling based on the needs of the organization and may include evenings and weekends.
- Commitment to treating animals with kindness and respect.
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the Medical Director, other department Directors, or their designee.
- Able to use computers to enter and maintain animal records and communication in a timely manner in MS Office, shelter software (Chameleon), and veterinary software programs.
- Follow all procedures established to maintain a safe work environment, including using Personnel Protective Equipment (PPE), safe animal and chemical handling, and reporting all near misses and accidents.
- Able to follow the HSWC Standards of Conduct.
- Able to ensure shelter, storage areas, animal housing areas, and prep room area are neat and orderly.
- Must possess a valid Driver's License and insurable driving record.

#### Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks and/or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*