

# FLORIDA KEYS SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS, INC.

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## *Job Description*

<b>JOB TITLE:</b>	Veterinary assistant	<b>DEPARTMENT:</b>	Clinic
<b>JOB CODE:</b>	Non-Exempt	<b>PAY:</b>	\$18p/h
		<b>REPORTS TO:</b>	Clinic Manager
<b>JOB-STATUS:</b>	Full Time	<b>WORKDAYS:</b>	Tuesday-Saturday, some weekends required.
<b>EDUCATION/ EXPERIENCE: (Required)</b>	21 yrs. old minimum High School Equivalent	<b>EDUCATION/ EXPERIENCE: (Preferred)</b>	Euthanasia Certified, animal handling skills.

**ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE** includes the following. **(Other duties may be assigned.)**

Attention to detail and the ability to convey correct information clearly to both clients and staff are critical.

Provide assistance to the veterinarian, staff, and volunteers with animal care, including but not limited to animal restraint, surgical preparation, vaccine and/or medication administration, physical examinations, and basic janitorial duties needed in the clinic.

Provide intake exams and medical care for shelter animals on Saturdays and other days as necessary. Ensure the clinic is ready for the upcoming week by cleaning and stocking the exam room and prep room, sterilizing instruments, packing surgical packs and sterilizing surgery room on Saturdays.

Ensuring our mission is carried out in an effective, efficient, professional, and humane manner in accordance with established FKSPCA policies and procedures as well as any contractual obligations and/or any County, State, and/or Federal regulations.

**REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES. (Other duties may be assigned.)**

1. Serve as a representative of The Florida Keys SPCA demonstrating a positive attitude, and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

### ***Protecting Pets in Paradise***

The Florida Keys SPCA, Inc. is a non-profit 501(c)(3) corporation, ID#65-0891564. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free 1-800-435-7352 within the state. Registration does not imply endorsement, approval or recommendation by the state.

2. Enter medical records in the shelter database (pet point) when necessary.
3. Performs basic examinations, diagnostic tests, administers vaccinations, and takes radiographs when required.
4. Ensures the safety of animals, employees, and customers during animal restraint
5. Surgical prep and monitoring animals under anesthesia.
6. Assist and perform humane euthanasia.
7. Maintain pharmacy inventory logs.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrates exceptional attention to detail, courteous and professional demeanor, and the ability to deal with difficult, stressful, emotional, demanding, uncooperative, and sometimes uncooperative animals and/or situations.
2. Ability to think clearly, act quickly and utilize sound judgment in emergency situations.
3. Excellent verbal, written, and observational skills and ability to communicate effectively the policies & medical procedures of the FKSPCA internally and externally.
4. Ability to be self-disciplined, self-motivated, and dedicated to following through on tasks assigned.
5. Ability to lift 50 pounds and operate all common office equipment and possess basic computer usage knowledge.
6. Ability to work in environments with possible exposure to adverse environmental conditions, such as blood, bodily fluids, anesthetic gasses, radiation, pathogenic substances, animal attacks, or animal bites.
7. Ability to follow direction and/or instruction as given either orally or written.
8. Ability to work daytimes and weekends as assigned. Somedays may exceed 8 hours.
9. Give non-bias recommendations on animal care exceeding the shelter's ability.

**EMPLOYMENT DISCLAIMER:** This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the 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.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_