



## **Alley Cat Advocates Community Cat Complex Job Description**

**Position Title:** Veterinary Assistant

**Reports to:** Clinic Practice Manager

**Location:** 3524 Newburg Road, 40218

**Position Available:** Immediately

**Salary:** Competitive; based on qualifications and experience

### **Position Summary**

Responsible for daily care of all surgical patients as well as patients housed for short and long term care, assisting doctors and lead veterinary technician with per-, peri- and post-operative care of patients, general cleaning, and training others to utilize our patient care protocols.

This position is perfect for a candidate who is highly motivated to change the world for the better for community cats in our region. As a small non-profit, tasks will be varied and opportunities abundant to make positive change for the cats within a supportive team environment. Although primarily a high-volume, high-quality spay/neuter clinic for community cats, the clinic staff will also provide other needed surgical care such as dentals, amputations, enucleations, and wound treatment, for example, as well as providing full diagnostic workups for all cats in need.

### **Working Relationships**

Works closely with veterinarians, veterinary technicians, and other staff.

### **Essential Duties**

1. Share responsibility for prepping patients for surgery, observing all clinic procedures,

**ALLEY CAT ADVOCATES, INC.** 3524 Newburg Rd., Louisville, KY 40218 | (502) 634-8777 | [contactus@alleycatadvocates.org](mailto:contactus@alleycatadvocates.org)

Find more information about caring for your community cat at [alleycatadvocates.org](http://alleycatadvocates.org)

Alley Cat Advocates is a nonprofit, 501(c)(3) organization. EIN: 61-1343210. Donations are tax deductible to the extent provided by law.



- enforcing sterility and safety of patients
2. Support operating room staff, including veterinarians, during surgery, assisting with movement of patients, recovery of patients, and general patient flow
  3. Monitor sedated cats, with a clear understanding of abnormal conditions
  4. Clean and sanitize animal facility areas including exam rooms, kennels, cages, work areas and public areas
  5. Respond appropriately during an emergency, including taking directions from a veterinarian. Care may include intubating and implementing emergency care protocols.
  6. Share responsibility for cleaning, preparing, and sterilizing instruments and medical supplies.
  7. Share responsibility for data entry of patients' medical data
  8. Share responsibility for maintaining and restocking of all areas of the clinic
  9. Provide general care, including feed, clean, and medically treating (following veterinarian treatment plan) both short term and long term stay cats in our care
  10. Train veterinary assistants, new staff members, and volunteers to utilize our patient care protocols
  11. Effectively team lead, displaying a positive attitude and acting as a motivator for all staff members
  12. Other duties as assigned.

### **Education, Experience, Knowledge, Skills, Abilities**

1. Must have a high school diploma or equivalent
2. Client Education
  - a. Must be able to learn basic veterinary medical concepts, including but not limited to vaccine protocols and anesthetic risks
  - b. Must be able to communicate basic veterinary concepts to caretakers and be able to repeat information relayed by a veterinarian
  - c. Must be able to take medical histories
  - d. Must be able to communicate with the public in a professional manner
3. Animal Handling
  - a. Must be able to handle (on average) 50 cats per day
  - b. Must be able to learn characteristics of cat behavior
  - c. Must be able to use equipment appropriate for the handling of scared cats
  - d. Must become proficient at animal restraint for various procedures
4. Physical Requirements

**ALLEY CAT ADVOCATES, INC.** 3524 Newburg Rd., Louisville, KY 40218 | (502) 634-8777 | [contactus@alleycatadvocates.org](mailto:contactus@alleycatadvocates.org)

Find more information about caring for your community cat at [alleycatadvocates.org](http://alleycatadvocates.org)

Alley Cat Advocates is a nonprofit, 501(c)(3) organization. EIN: 61-1343210. Donations are tax deductible to the extent provided by law.



- a. Must possess excellent reflexes and possess excellent hand-eye coordination
  - b. Must be able to lift and carry up to 25 pounds repeatedly throughout the day
  - c. Must be able to bend, kneel, see fine detail, and have good hearing
  - d. Must have a reasonable degree of agility and have a sense of touch and smell
5. Emotional/Mental Requirements
- a. Must be able to respond quickly to a variety of medical situations (with training)
  - b. Must be able to cope with death either due to surgical complication or euthanasia
  - c. Must be able to rapidly and accurately process information
  - d. Must be able to ask for assistance when needed
  - e. Must be able to work both independently and as part of a team

### **Preferred**

Two or more years of experience in a veterinary clinic, veterinary hospital, animal shelter or high volume spay/neuter clinic with preference given to those with experience in a quick paced emergency veterinary practice.

### **Additional Information**

Work week: Monday-Friday, 1 Saturday morning per month on rotation with other staff  
Hours: 8am-1pm Monday and Friday; 8am-6pm Tuesday through Thursday

### **Benefits**

Leave: 10 days paid vacation, 6 days paid holiday, and 12 days paid sick leave per year  
Medical, dental, and vision insurance  
Retirement (anticipated by mid-2021)

### **To Apply**

Send resume and the names and e-mail addresses of three references to [contactus@alleycatadvocates.org](mailto:contactus@alleycatadvocates.org) for confidential consideration. Resumes will be received until the position is filled with a preference for resumes received by October 30.

**ALLEY CAT ADVOCATES, INC.** 3524 Newburg Rd., Louisville, KY 40218 | (502) 634-8777 | [contactus@alleycatadvocates.org](mailto:contactus@alleycatadvocates.org)

Find more information about caring for your community cat at [alleycatadvocates.org](http://alleycatadvocates.org)

Alley Cat Advocates is a nonprofit, 501(c)(3) organization. EIN: 61-1343210. Donations are tax deductible to the extent provided by law.



We desire a candidate who demonstrates a love of cats, outstanding veterinary skills, and the ability to work in a team environment as well as independently, with a high degree of integrity and accountability. The selected candidate will be a member of a highly motivated team determined to make life-saving changes for community cats throughout the country.

*Alley Cat Advocates is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status domestic partner status, or medical condition.*

**ALLEY CAT ADVOCATES, INC.** 3524 Newburg Rd., Louisville, KY 40218 | (502) 634-8777 | [contactus@alleycatadvocates.org](mailto:contactus@alleycatadvocates.org)

Find more information about caring for your community cat at [alleycatadvocates.org](http://alleycatadvocates.org)

Alley Cat Advocates is a nonprofit, 501(c)(3) organization. EIN: 61-1343210. Donations are tax deductible to the extent provided by law.