



Alley Cat Advocates Community Cat Complex Job Description

Position Title: Veterinary Assistant
Reports to: Operations Director
Location: 3524 Newburg Road, 40218
Position Available: January 27, 2020
Salary: \$16.00/hr and up, depending on qualifications

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. Responsible for prepping patients for surgery, observing all clinic procedure, enforcing



- sterility and safety of patients
2. Support operating room staff 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 or lead veterinary technician
 6. Clean, prepare, and sterilize instruments and medical supplies
 7. Data entry of patient's medical data
 8. Maintain and restock 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. All 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) 30 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
 - 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.

Additional Information

Work week: Monday-Friday

Hours: 7am-3pm with some flexibility needed when patient needs dictate

Sunday cat care for in clinic and long-term stay cats on rotation with other team members

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-2020)

To Apply

Send resume and the names and e-mail addresses of three references to contactus@alleycatadvocates.org for confidential consideration. Resumes will be received until the position is filled with a preference for resumes received by December 20.

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.