

	Position Description	Number of Positions: 1
	Veterinary Assistant	

### **Description of Role:**

The Veterinary Assistant is a member of the Veterinary Services team within Feline Rescue, which also includes the Veterinary Director (DVM), the Veterinary Technician Manager, Veterinary Technicians, and trained medical volunteers. The Veterinary Assistant will work under the direction of the Veterinary Director and Veterinary Technician Manager to assist with cat handling, restraint, medical treatments, surgery, lab work, foster communication, appointment scheduling, reception duties, and other administrative tasks.

### **Duties and Responsibilities:**

- Utilize low-stress restraint and handling techniques to assist with physical exams and treatments on cats in intake, shelter, and foster populations.
- Participate in medical rounds at the shelter and intake areas to monitor cat health.
- Assist Veterinary Technicians and the Veterinary Director to record and enter accurate digital medical records in the Animal Shelter Manager (ASM) software, including all exam notes, diagnostics, treatments, and prescriptions.
- Communicate via email to schedule foster cat appointments, arrange volunteer transportation, and complete other foster communication needs under the direction of other Veterinary Services staff.
- Answer door when doorbell rings to accept deliveries, foster cat appointment drop-offs, medication pick-ups, and other needs.
- Help prepare and maintain surgical and dental suites by wrapping surgical packs, running autoclaves, and maintaining surgical equipment.
- Assist with surgery and recovery by setting up equipment, holding cats for sedation, intubation, and catheterization, practicing aseptic techniques, providing subcutaneous fluids, and monitoring patient recovery.
- Clean and maintain exam rooms, surgery, recovery, and other Veterinary Services areas, including keeping medical inventory items stocked and well-organized.
- Fill prescriptions as directed by the supervising veterinarian, including data entry, medication preparation, and providing instructions to foster caregivers.
- Collaborate and communicate with veterinary staff, leadership, volunteers, and external partners to maintain cleanliness standards and ensure the well-being of our cats.
- Adhere to proper procedures for handling and disposal of sharps, biohazard, and hazardous waste to maintain safety standards within the facility.
- Liaise with external partners regarding patients requiring emergency or specialty services, ensuring seamless coordination of care.

- Develop and maintain trusting relationships with volunteers, providing support, guidance, and training as needed to ensure effective collaboration in cat care efforts.

**Required skills/experience:**

- Passion for helping cats.
- 1+ years working, interning, or volunteering in an animal care role in a veterinary clinic or shelter setting (or equivalent related experience or education).
- 1+ years working, interning, or volunteering in an administrative role (or equivalent related experience or education).
- Strong written and verbal interpersonal communication skills for interaction with diverse stakeholders.
- Professional, approachable demeanor.
- Adept in critical thinking and priority management when work volume is high.
- Ability to work both independently and as part of a team.
- Ability to take direction and implement standardized protocols into daily workflow.
- Proficiency in documentation and basic Office365 programs (Outlook, Excel, scheduling software).

**Preferred skills/experience:**

- 1+ years working as a Veterinary Assistant in a veterinary clinic or animal shelter.
- 2- or 4-year degree in any post-secondary field of education.
- Knowledge of feline-specific health, medicine, behavior, and nutrition.
- Cat handling experience and practiced knowledge of low-stress feline restraint techniques.

**Work Environment:**

- Most duties performed on-site within standard operating hours (9AM-6PM Monday through Friday).
- Physical requirements include lifting and moving animals, bending, reaching, squatting, kneeling, lifting up to 50 pounds, and sitting at computer stations.
- Exposure to cleaning agents, allergens, and zoonotic diseases.
- Work may be subject to frequent interruptions and loud/frequent noise.
- Potential exposure to dangerous or fractious animals, bites, and scratches.
- Requires close attention to detail and ability to work in a fast-paced environment.
- Newly hired personnel will receive training in shelter protocols, medical procedures, and software systems as needed to fulfill job duties effectively.

**Time Commitment & Compensation:**

This is a full-time hourly position with the option to work five 8-hour days per week or four 10-hour days per week, Monday-Friday. Compensation is \$17-21/hr., depending on experience. To apply, please send a resume and cover letter to [kate.king@felineerescue.org](mailto:kate.king@felineerescue.org).