



## Humane Society of Mason County

• Address: 24070 State Route 3, Belfair, Wa, 98528 • Phone:(360)275-9310

# Vet Assistant Position

### **Job Responsibilities**

- Responsible for greeting clients, determining needs of the clients and patients, completing check-in and check-out. Models a professional and courteous manner with staff and clients.
- Effectively communicate with clients and team members to maintain an efficient workflow
- Performs over-the-counter sales of merchandise such as special diets, shampoos, flea and tick control products. Demonstrates a technical knowledge of products and can assist clients with their product needs
- Invoices clients, collects fees, makes change
- Assist with patient care and treatment
- Assist with preparation of animals for surgical procedures
- Help technicians induce/monitor patients and recover anesthetic patients
- Maintain and sterilize surgical instruments/equipment
- Clean/disinfect cages, kennels, exam and treatment areas of clinic
- Administering medications under veterinarian/vet tech supervision
- Take patient history for wellness exams
- Administer vaccines, microchips, additional treatments as needed
- Follow all safety protocols to ensure safety of pets, clients and team members
- Restrain pets in a manner that allows necessary work to be performed, minimizes stress to pets, and ensures the safety of pets and people
- Train new clinic volunteers and employees
- Ensuring clinic is clean and prepped for next surgery clinic/wellness day, including but not limited to: laundry, cleaning floors, kennels, restocking
- Perform preliminary animal evaluations, including spay/neuter checks
- Assists the veterinarian with exams of animals in foster care, collects medical history from foster parents and communicates discharge instructions
- Assist euthanasia technician in performing euthanasia services

### **Skills and Basic Qualifications**

- High school diploma or GED required
- Basic computer skills (Microsoft Office, e-mail and Clinic HQ preferred)
- Proper telephone etiquette and client service excellence
- Basic veterinary medical knowledge, including products and services
- Excellent oral and written communication skills
- Strong organizational skills with ability to multi-task and still attend to details
- Veterinary Medication Clerk License preferred, but not required
- Ability to handle animals with care and patience
- Ability to work well with other and be comfortable with new technology
- Should possess a strong work ethic and be able to work well under pressure
- Experience in shelter medicine/HQHVSN preferred



## Humane Society of Mason County

• Address: 24070 State Route 3, Belfair, Wa, 98528 • Phone:(360)275-9310

- Ability to stand, walk or sit for extended periods of time; reach, bend or stoop, regularly lift and carry up to 50 lbs
- Must possess a valid Driver's license and clean driving record
- Must have reliable personal transportation

### **Benefits**

This is full or part time. Schedule will be determined based upon the needs of the clinic. Benefits include, but are not limited to:

- Paid Time Off and Paid Sick Leave
- 6 paid holidays
- Pet Healthcare Discounts
- Medical Insurance