



Humane Society of Mason County

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

Job Description -Vet Assistant

Job Title: Vet Assistant	Organization: Humane Society of Mason County	Hourly: \$18 - \$20
Location: Mason County	Hours: Part Time - Full Time	Benefits: PTO, Medical

Job Summary

The Veterinary Assistant at the Humane Society of Mason County (HSMC) plays a critical hands-on role in delivering high-quality, compassionate medical care to both community-owned pets and animals in our rescue and foster programs. Working closely with veterinarians, licensed veterinary technicians, and fellow assistants, this position supports daily clinic operations including high-volume spay/neuter surgery days, wellness exams, and medical care for shelter animals.

Veterinary Assistants at HSMC are deeply involved in patient care, from intake and preparation, to anesthesia support, recovery, treatments, and client communication. This role is ideal for someone who is adaptable, detail-oriented, and passionate about animal welfare, shelter medicine, and community access to veterinary care. You will be a key part of a small but highly collaborative team that values learning, teamwork, and doing meaningful work that directly impacts animals and the people who love them.

Essential Job Functions:

- 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
- 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



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Knowledge, Skills and Abilities

- 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
- 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

Work Environment

HSMC operates a fast-paced, mission-driven veterinary clinic focused on high-volume spay/neuter and accessible care. The work environment can be busy, physically demanding, and emotionally meaningful. Our days often involve a mix of healthy animals, medical patients, foster animals, and public clients, requiring flexibility, focus, and strong communication.

While the pace can be intense at times, our culture is supportive and team-oriented. Veterinary Assistants work alongside staff and volunteers who are committed to learning, helping one another, and maintaining a positive, respectful environment, even on challenging days. Schedules may vary based on clinic needs and can occasionally include early mornings, longer surgery days, or schedule adjustments. This is a workplace for people who thrive in hands-on roles, care deeply about animals, and want to be part of an organization that is actively growing and evolving to meet community needs.

Benefits

This is full or part time. The 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

How to Apply

Please submit your resume and cover letter to Katherine Johnson at katherinej@hsmcwa.org.