



## Idaho Humane Society Job Description

### **Student Program Veterinary Assistant**

The Idaho Humane Society is a community-supported open-door facility that provides shelter, medical care, adoption services, humane law enforcement services and much more to over 20,000 animals annually. Since its incorporation in 1945, the Idaho Humane Society has become one of the most recognized and beloved nonprofit organizations in the community.

Department:	Shelter
Classification:	Regular, non-exempt
Job Relationships:	Supervised by Director of Shelter Medicine
Salary:	DOE
Benefits:	Paid time off accrual, eight paid holidays, retirement plan, health insurance, dental insurance and supplemental insurance. All employees receive discounts on veterinary care and retail store pet supplies, as well as veterinary care credit and one free adoption annually.

#### **Position Summary:**

The Student Program Veterinary Assistant is responsible for the daily coordination of third and fourth year veterinary students participating in the hospital preceptorship program from Washington State University. Works directly with the student program veterinarian to provide assistance in surgeries as well as provide post-op surgical care for shelter animals.

#### **Duties and Responsibilities**

- Provide orientation to new student rotations, which includes explaining two week rotation schedule and a tour of the facility
- Coordinate shelter surgeries with the shelter staff and organizing daily student surgery schedule
- Transport scheduled surgeries to the clinic, ensuring all paperwork and medications are ready for the animal
- Assist with post-op care
- Maintain clean kennels and runs
- Prepare the prep stations and surgery room, which includes cleaning, restocking, and setting up surgery supplies; inventory of supplies, drugs, and anesthesia
- Assist students with pre-op blood draws, bloodwork, radiographs, and exams

- Provide assistance to the students and Student Program Veterinarian during surgery; assist with surgery monitoring when needed
- Responsible for recovery of patients after surgery
- Ensure all medications are filled, patient charges are input correctly, and corresponding paperwork follows the animal to and from clinic/shelter
- Teach students proper catheter placing skills, surgery prep protocol, and how to intubate/ prep patient for surgery
- Perform medical care as requested by Veterinarian in a timely manner
- Administer anesthesia and monitor animals under anesthesia during x-rays and exams
- Necessary veterinary technician skills including, but not limited to:
  - Checking vitals of patients
  - Taking radiographs
  - Restraining animals safely
  - Medicating patients properly
  - Dispensing written prescriptions without error
  - Drawing blood & running respective tests
  - Placing catheters
  - Monitoring animals under sedation
  - Giving subcutaneous fluids
  - Performing urinalyses

### **Qualifications**

- Required:
  - Prior veterinary technician experience
  - Excellent interpersonal and organizational skills, as well as the ability to work well in a fast-paced environment and handle multiple tasks at once
  - Strong communication skills and ability to maintain a professional demeanor as a liaison between shelter staff and student program
  - Ability to work independently, and follow instructions with attention to detail
  - Must have patience with frightened animals and basic understanding of animal behavior, while working with all species without bias
  - Sincere interest in IHS mission and vision
- Desired:
  - Experience working in a shelter/rescue environment
- Education/Training
  - High school diploma/ G.E.D.

### **Working Conditions**

Work is performed in an animal shelter and animal clinic. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Material Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

### **Mental, Physical and Communications Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stay standing or active during entire shift.
- Ability to lift and carry objects and animals of moderate weight.
- Ability to lift, bend, stop, kneel, crouch, push and other strenuous activities.
- Requires treating people and animals in a pleasant, courteous and professional manner.

**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.**

*Idaho Humane Society is an Equal Opportunity Employer*