

Veterinary Assistant

The Veterinary Assistant completes many of the operational and administrative duties at both the SAFE Care Feline Spay/Neuter Clinic and SAFE Haven for Cats. This fast-paced, high volume environment requires a professional who is comfortable with handling cats and is able to manage a variety of tasks.

Reports to: The Medical Director

Supervises: none

Job Duties

- Assist with prepping and recovering shelter surgeries.
- Stock inventory.
- Clean medical supplies and equipment.
- Assist the Clinic Manager with patient discharge.
- Participate in special events and staff meetings.
- Other duties as assigned.

Skills and Qualifications

- Proficiency in, or willingness to learn, safe cat handling techniques.
- Adherence to the mission and core values of SAFE Haven for Cats.

Preferences

- Certificate, diploma, or Associate's degree in a Health Science discipline.
- One to three years' experience as a handler or technician in a veterinary practice.

Physical 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.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; and talk or hear. The employee is frequently required to reach with hands and arms and is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee in this position will be required to use disinfectants and other cleaning agents each day. Additionally, the employee may be required to perform work outdoors throughout the entire year and must be comfortable interpreting the body language of and handling cats of all temperaments.

The noise level in the work environment can be above average.

Other Information

- The mission of SAFE Haven for Cats is to use no-kill principles and education to save cats' lives through rescue, adoption, spay/neuter services and community programs.
- EOE – SAFE Haven for Cats and SAFE Care Feline Span/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is a full-time, exempt position.
- Typical hours: 9:00 am to 5:30 pm Monday through Friday.
- Some evening and weekend work required for special events.
- Job Code – **SHFSPNC2018A**
- Send cover letter and resume to: patti@safehavenforcats.org; reference the Job Code listed here.