

## Veterinary Technical Assistant

The Veterinary Technical Assistant at the SAFE Care Feline Spay/Neuter Clinic assists with surgical and shelter intake at two facilities. This fast-paced, high volume environment requires a professional who is comfortable with handling cats and is able to manage a variety of tasks efficiently and effectively.

Reports to: the Senior Veterinary Technical Assistant

Supervises: none

### Job Duties

- Handle, sedate, and monitor surgical feline patients.
- Document patient medical and behavioral issues.
- Assist Senior Veterinary Technician with triage.
- Assist with paperwork and charts for patients.
- Perform surgical intake.
- Observe all surgical protocols to prevent infection and increase successful patient outcomes.
- Participate in meetings and medical rounds.
- Assist with shelter intake.
- Other duties as assigned.

### Skills and Qualifications

- Three to five years' experience as a veterinary technician, veterinary technical assistant, or cat caretaker technician.
- Proficiency in, or willingness to learn, safe cat handling techniques.
- Familiarity with shelter and veterinary clinic software such as Shelter Manager and ClinicHQ.
- Adherence to the mission and core values of SAFE Haven for Cats.

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

## Other Information

- EOE – SAFE Haven for Cats and SAFE Care Feline Spay/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is an exempt position.
- Job Code – **SHFSPNC2018**
- Send cover letter and resume to: [patti@safehavenforcats.org](mailto:patti@safehavenforcats.org); reference the Job Code listed here.