

Butte Humane Society is currently searching for a part time Veterinary Clinic and Surgical Assistant at our clinic in Chico!



Core Responsibilities:

- Assist the Veterinarian and surgical team with surgical procedures and pre/post-op care
- Post-operative recovery
- Discharge surgery patients
- Thoroughly explain post-surgical instructions to clients for surgical patients
- Explaining how to administer medications to clients for their pets
- Inspect animal's incision and physically prepare them to leave
- Remove any bandages.
- Correctly fill, label, and dispense medications as prescribed by the veterinarian
- Give both oral and injectable medications to multiple animals throughout the day
- Learn and apply both public and shelter preventative protocols
- Follows medical protocol
- Filing and data entry
- Patient surgery chart management
- Manage animal database to keep accurate, professional, and legible records, including all forms and data entry of animal information, status, location, etc.
- Customer service to vaccine appointments, surgery, and walk-in clients as needed
- Manage multi-line phone system
- Accurate financial transactions
- Demonstrate understanding of animal diseases and transmission to other animals and people
- Weigh, house, and prepare surgical charts for BHS animals
- Prepare surgical packs
- Sanitize surgery suite, prep room, and pre/post-op room cages

Requirements:

- Follow established safe and humane protocols in handling of animals
- Learn and apply both public and shelter preventative protocols.
- Ability to give both oral and injectable medications
- Follow cross contamination protocol.
- Follow medical protocol
- Has a clean driving record and current driver's license
- Follow all established safety procedures and protocols
- Model safe work practices by following all safety guidelines to ensure a safe work environment
- Demonstrate understanding of animal diseases and transmission to other animals and people.

Working Conditions:

Team member performs duties in all areas of BHS facilities. The environment can be dirty, smelly, noisy, stressful, and demanding. There is exposure to potentially dangerous chemicals, animals, parasites and infectious disease. Subject to animal bites and scratches while handling animals. Work can be physically and emotionally demanding.

Work Schedule: Must be available and willing to work evenings, holidays, and attend mandatory training and meetings as the employer determines necessary or desirable to meet business needs. Position schedule is currently Monday thru Friday from 12 p.m. - 6 p.m.

Physical Demands: Must be able to lift a maximum of 50 lb.

Additional Requirements:

- Prefer experience/certificate of courses completed in animal medical field
- This position description does not imply that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.