

**Job Title:** Veterinary Assistant

**Department:** Veterinary Services

**Reports To:** Staff Veterinarian, Registered Veterinary Technicians

**Classification:** Full time, part time, hourly, non-exempt, non-seasonal

**SUMMARY**

First to respond to the mental and physical needs of sick and injured animals housed in the veterinary services department of Columbus Humane. Primary responsibility for ensuring a high quality of life and a clean, safe, and healthy living environment for animals in the care of Columbus Humane.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitors and reports changes or concerns in animal health or behavior to shelter management and Staff Veterinarians as necessary.
- Clean, sanitize, and disinfect animal living environments to ensure overall animal health and comfort.
- Administers vaccinations and treatments for healthy, sick, and injured animals as necessary.
- Follows proper safety protocols for people and animals and sets a high standard for quality animal handling.
- Assists with euthanasia in a secondary capacity as necessary.
- Performs other duties and special projects as assigned by the Staff Veterinarian and Registered Veterinary Technicians.
- Actively supports staff and promotes the development of skills related to the advancement of our goals and mission. Represents Columbus Humane in a professional and courteous manner at all times.
- Provides quality service to customers and staff recognizing their individual contribution to the success of our organization.

**SUPERVISORY RESPONSIBILITIES:**

N/A

**QUALIFICATIONS:**

Basic animal care and handling skills. Committed to maintaining a high standard of care for animals and supporting the mission of Columbus Humane. No allergies to animals.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent.

**LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Not applicable to this position.

**PHYSICAL DEMANDS**

Must be able to lift up to 50 pounds with reasonable accommodation. Position includes frequent bending and stretching as well as standing for long periods of time.

**WORK ENVIRONMENT:**

Work is performed in a normal shelter setting including exposure to hazardous chemicals and potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals.

Subject to animal bites and scratches while handling animals of questionable temperament. Must be able to lift up to 50 pounds with reasonable accommodation. Position includes frequent bending and stretching as well as standing for long periods of time.

---

**Prepared By:** DPC

**Prepared Date:** May 2018

**Approved By:** RDKF

**Approved Date:** May 2018