Laurens County Humane Society Adoption Center
Veterinary Assistant/Tech

POSITION SUMMARY:
The Veterinary Assistant uses medical knowledge and clinical skills to provide routine and emergency nursing care to the pets at the Laurens County Humane Society. These duties include facilitating intake exams, administering age appropriate vaccines, and performing tests such as fecals, heartworm, FELV/FIV, Parvo, etc. and under the direction of a veterinarian make recommendations to the Adoption Center Manager as to the diagnostic and treatment needs of sick and healthy shelter animals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Perform basic physical examinations and diagnostic tests as per LCHS protocols.
- Document medical records of all shelter and foster care animals in Shelter Manager and in pet's folder as appropriate.
- Provide supportive care and treatment for sick and injured animals and advise kennel attendants of medication sheets as necessary.
- Maintain clean and sanitary conditions in the Vet room and Quarantine areas.
- Maintain inventory of all medical supplies and advise the Manager when supplies are needed.
- Maintain medical records to assure all pets are current on vaccines, flea/tick, HW prevention, etc.
- Notify the Adoption Center Manager of any pet illnesses so appropriate measures can be taken when scheduling intakes (such as postponing, etc.)
- Assist with training of new employees as per LCHS protocols
- Any other duties as may be assigned by the Manager.

QUALIFICATIONS:
- A minimum of two years' experience working as a Veterinary Technician or Veterinary Assistant with appropriate education.
- Experience in a surgical setting is a plus.
- Must pass SLED background check and possible drug testing

KNOWLEDGE, SKILLS AND ABILITIES:
- Knowledge of basic animal science, including the anatomy and physiology of dogs and cats, general animal health and knowledge of common animal diseases and animal behavior issues is required; ability to identify animal species, breeds, ages and sex is required.
- Genuine passion for and commitment to animal welfare is required.
- Ability to work well within frenetic nature of shelter environment.
- Effective written and verbal communication skills
- Ability to communicate skillfully and effectively with staff, volunteers, and community in a professional, pleasant, and respectful manner at all times.
- Detail-oriented.

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Employee signature Date