



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Animal Medical Services Veterinary Assistant

Reports to: Celest Alves, AMS Supervisor

Hours: Part Time 8am-1pm Monday-Friday. No weekends!

Pay Rate: \$15-\$17

Scope of Position: The AMS Veterinary Assistant is responsible for working closely with the technicians in assisting and supporting the Veterinarians and UW rotating Veterinary Students in examining, handling, restraining, and treating patients. Person is also responsible for daily care and record keeping of surgical and medical patients, administration of sedatives as directed by the veterinarians, surgical preparation, anesthetic monitoring, and patient recovery.

Please send **application** to **Celest Alves AMS Supervisor** by using the following link provided for the Dane County Humane Society Application process. <https://survey.alchemer.com/s3/7075458/DCHS-Employment-Application>

Duties and Responsibilities:

Daily Animal Care

45%

- Assist veterinarian in examining, handling, and treating patients humanely, properly, and with compassion.
- Administer vaccinations, treatments, and medications as directed by the veterinarians, as well as providing water, proper diet, and enrichment for all animals in veterinary care.
- Prepare patients for surgery, administer pre-surgical sedatives under the direction of the veterinarians, provide post-operative care.
- Perform and/or assist with euthanasia when needed and directed by the veterinarians.
- Assist in general health assessments and notify veterinarians of those animals in need of medical attention.
- Perform venipuncture, radiology and diagnostic laboratory tests.
- Clean cages and care for all animals housed in Animal Medical Services.
- Monitor status of all ICU patients and communicate changes in status to the veterinarian.

Communications with Staff, Volunteers, Interns, and Public

30%

- Admit and release animals from Animal Medical Services in a responsive, courteous, and tactful manner and inform the client of any pertinent medical information.

- Field general inquiries and serve as an education resource for the staff, volunteers, shelter/rescue partners and public in a calm, courteous manner.
- Foster an open and friendly atmosphere between Animal Medical Services and staff, interns, volunteers, students, shelter/rescue partners and public.
- Actively assist in improving volunteer retention and job satisfaction in AMS as well as the shelter as a whole.
- Work as a team with AMS staff, interns, students and volunteers, and within the shelter as a whole.

Maintenance of Veterinary Treatment Records

15%

- Maintain patient records by accurately recording exam notes, treatments and test results in PetPoint, the shelter's computer software.
- Maintain accurate surgical records by completing any related paperwork and computer entry.
- Assist in maintaining medical inventory and ordering of supplies.

Building Maintenance

15%

- Maintain a healthy, safe, sanitary, pleasant, and clean environment for the animals and people in the Animal Medical Services at all times.
- Daily and weekly cleaning, organization, and restocking in AMS.
- Follow proper guidelines for maintenance of all medical and surgical equipment.
- Follow established procedures governing safe work practices.

Qualifications/Requirements:

- High school diploma required with some advanced training and experience in the veterinary field preferred
- Skilled and experienced in handling and restraining a wide variety of animals including dogs, cats, small mammals, birds, reptiles, feral cats and wildlife animals in a safe, effective, and humane manner.
- Basic knowledge of preventative, diagnostic, and therapeutic veterinary treatment of domestic and exotic animals.
- Familiarity with current shelter accepted sanitary practices.
- Ability to provide leadership, education, supervision, and direction to summer interns, students, and volunteers.
- Polite and effective communication and public relations skills.
- Professional appearance including abiding by the dress code (scrubs).
- Critical evaluation and observational skills.
- Experience and ability to work effectively in a team atmosphere and independently without direct supervision.
- Commitment to the fulfillment of Dane County Humane Society's mission to *Help People Help Animals*.
- Acquire and possess thorough understanding and dedication to the philosophies of animal welfare and shelter veterinary clinic practices.
- Must be able to lift and carry 50 pounds safely.
- Must possess basic computer skills.

To Apply: For internal applications please email Celest at Calves@giveshelter.org

Please send **application, resume, and cover letter** to **Celest Alves, AMS Supervisor** by using the following link provided for the Dane County Humane Society Application process.

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Dane County Humane Society is an Equal Opportunity Employer. At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.