

**Aggieland Humane Society- Job Description
Vet Assistant (non certified) Animal Care**

REPORTS TO: Operations Supervisor

EXEMPT/NON-EXEMPT: Non-exempt

SUMMARY

Responsible for the safe, sanitary, and humane operation of the animal care facilities, the health and welfare of the animals in the care of the shelter, and the other operational needs of the shelter.

GENERAL DUTIES

- Upholds the Base Code of Conduct of the Aggieland Humane Society and state laws at all times.
- Participate in humane care and treatment of animals, monitors shelter for signs of disease, and reports problems to the operations supervisor
- Participate in euthanasia
- Unpack/stock supplies as needed
- Customer Service including assisting customers with animals.
- Assist in monitoring shelter and shelter vehicles for regular repair and maintenance
- Transport specimens for Rabies testing submission both in and out of town
- Transport animals to veterinary clinics in the Bryan/College Station area
- Supervise community service workers and volunteers
- Assist in training new staff & volunteers in daily tasks including software
- Produce checklists of animals for adoption transfer, spay neuter, and pre-euthanasia evaluation
- Update PetPoint Database daily for newly available animals/medical updates/photos/dispositions.
- Assist with educational outreach as needed
- Over-see animal behavior evaluations.
- Perform other duties as assigned

EDUCATION/EXPERIENCE

Required

- High school diploma or GED
- Must be able to read and write the English Language

Preferred

- Building maintenance/repair skills
- Animal technician experience or related college courses
- Animal behavior/training experience/training

SKILLS/ABILITIES/OTHER REQUIREMENTS

- Ability to handle the stress associated with euthanasia of animals, loud noises, and strong odors
- Transportation to and from Aggieland Humane Society
- Cross train in spay/neuter surgery
- Ability to give generic and specific direction to volunteers and community service workers
- Ability to work as a member of a team to ensure smooth functioning and a positive public image of the Aggieland Humane Society with a heavy emphasis on customer service
- Good oral and written communication skills
- Must gain proficiency in PetPoint Software
- Ability to be ACO Basic Certified and Euthanasia certified within 12 months.