

Aggieland Humane Society - Job Description
Spay/Neuter Lead Veterinary Assistant

REPORTS TO: Spay/Neuter Veterinarian

STATUS: Non-exempt, Full Time

Summary

Responsible for the daily functions needed to support the Aggieland Humane Society's High-Volume, High-Quality Spay/Neuter (HVHQSN) program to ensure success and maximize community impact. This includes staff and volunteer oversight, task delegation, pre- and post-operative care, data collection and entry, scheduling, opening and closing procedures, and other duties as assigned.

General Duties

- Uphold the Code of Conduct at all times; follow protocols and standards of care set forth by the Aggieland Humane Society and Spay/Neuter Veterinarian.
- Maintain a professional and courteous demeanor at all times while working with shelter staff, volunteers, interns, and community members.
- Completion of tasks related to surgical prep, including but not limited to: creating surgical packs, collecting necessary supplies, administrative paperwork, collecting payment, preparing medications, etc.
- Interfacing with the public for surgical intake procedures, ensuring pets are eligible for S/N services.
- Preparing animals for surgery, including inducing anesthesia in cats and dogs.
- Washing instruments, wrapping packs, and autoclaving them each day for use the next day.
- Cleaning all supplies used for surgery and the spay/neuter unit at the end of each surgery day.
- Maintaining the spay/neuter unit and all equipment and supplies used for its operation.
- Supporting the Spay/Neuter Associate as needed with data entry, phone calls, client education, etc.
- Carrying the after-hours phone and responding to questions from clientele about surgery complications, with the coordination of the attending veterinarian.
- Supervising volunteers who assist with the spay/neuter team.
- Other duties as assigned.

Education/Experience

- High school diploma, or equivalent, required. Associate's degree in veterinary technology or related field preferred.
- Valid and current driver's license, in good standing, required.
- Strong desire to work in veterinary medicine with a specific focus on companion animal population control/shelter medicine, required.
- Bilingual English and Spanish, preferred.

Skills/Abilities/Other Requirements

- Applicant must be willing to work in confined spaces with little personal space.
- Applicant must be interested in animal welfare, animal population control, and serving low-income communities.
- Ability to handle the stress associated with euthanasia of animals, loud noises, and strong odors.
- Must gain proficiency in PetPoint Software.
- Available to work Monday through Friday within the hours of 7 AM to 5PM.