

lenawee humane society

Position Title: Clinic Assistant

Benefits: PTO and Holiday pay

Starting Salary Range: Based on experience

Status: Non-Exempt

Working Location: LHS Shelter

Employment Status: Part Time - Full Time

Workdays: Monday - Friday

Supervisor: Clinic Manager

Supervises: No one

Purpose Of Position

The Clinic Assistant will serve with the primary responsibility of assisting the Clinic Manager provide exceptional, humane medical care and treatment to all animals in our care regardless of diagnosis, prognosis, reason for intake or length of stay. The Clinic Assistant will be responsible for the input of medical records of all shelter residents and public patients. The Clinic Assistant will assist with surgical preparation in the on-site Hope Clinic performed on shelter, public and community animals. The Clinic Assistant reports to the Clinic Manager.

Responsibilities

Job Responsibilities include but are not limited to:

Public & Shelter Population Care (50%)

1. Provide compassionate and quality patient care at all times utilizing Fear Free/Low Stress handling.
2. Assists in practices and procedures of surgical support including patient check-in, patient prep, lifting and restraint, recovery of patient after surgery, and patient check-out.
3. Responsible for dispensing medications, providing pre- and post-operative care for all spayed and neutered animals.
4. Obtains weights of patients arriving for surgery, completes surgery forms and ensures that any additional requested procedures are added to surgery schedule prior to surgery.
5. Responsible for ensuring all animals are medically prepared for spay/neuter surgery.
6. Assists in all practices and procedures of surgical support.
7. Assists or performs laboratory tests, vaccinations, and treatments of animals as indicated by the surgery schedule and/or Clinic Manager.
8. Transfers animals to Recovery Area immediately after surgery, providing them with warm water bottle or heating pad. Ensure patients receive a small meal once they wake.
9. Provide public services such as nail trims, microchips, etc. according to appointments.
10. In the event an animal is physically suffering or is deemed a threat to society, the incumbent will be required to perform, witness, or participate in the humane euthanasia process.

Team & Administrative (30%)

1. Follow, support and model all departmental Standard Operating Procedures.
2. Inputs medical records for all clinic patients and shelter animals into computer record.
3. Accurately communicate information about an animal's condition to the staff.
4. Responsible for navigation and use of the PetPoint Data Management System and Clinic HQ software.
5. Attend all weekly staff meetings.
6. Exhibit a positive working attitude by demonstrating respect for fellow workers, donors, and customers.
7. Attend and assist with fundraising events and activities as needed on- and off-site.

Housekeeping & Maintenance (20%)

1. Cleans and maintains the recovery room.
2. Cleans and maintains instruments, wraps and sterilizes surgical packs when volunteer is unavailable.
3. Cleans and maintains surgical suite and associated equipment.
4. All other duties as assigned.

Requirements

- Possess a valid Driver's License
- Certification to perform euthanasia or ability to become certified.
- Ability to lift up to 50 pounds, 120 pounds with assistance, stand, squat, bend and climb on a daily basis.
- Must be flexible and able to change assignment when circumstances require.
- Must possess tact and patience necessary to work with the public.
- Ability to attend trainings and educational seminars (whether local or out of town).
- Ability to express and implement rules in regards to clinic patient medical needs.
- Ability to successfully restrain animals, complete clinical laboratory tests and procedures, calculate, dispense, and administer medications and necessary vaccines, monitor animals under anesthesia, and assist in surgery.

Work Conditions

- Ability to withstand excessive barking at times. May encounter strong odors, including chemicals used for disinfecting.
- Position may create emotional fatigue due to the number of abused and neglected animals entering and leaving the shelter.
- In the event an animal is physically suffering or is deemed a threat to society, the incumbent will be required to perform, witness, or participate in the humane euthanasia process.