



**Position:** Veterinary Assistant - Medical Dept/Mobile Clinic

**Department:** Adoption Center/Mobile Clinic

**Exempt/Non-Exempt:** Non-Exempt, full-time position. Hours and days will vary depending on organizational needs. Includes weekend and holiday work.

**Immediate Supervisors:** Medical Manager; Mobile Clinic Manager

**Availability:** Brother Wolf operates 7 days a week, 365 days a year as animals need daily care. Animal caregivers must be available to be scheduled for work, any day, between the hours of 6 AM and 7 pm without other conflicts (other jobs, school, etc). This position will consist of four ten-hour days.

**General Position Summary:** The Veterinary Assistant position consists of working two days in the shelter animal medical clinic located at the Brother Wolf Animal Rescue Adoption Center and two days in the mobile spay and neuter clinic at various locations.

**Shelter Medical Clinic Essential Function/Major Responsibilities (2 days/week):**

- Performs physical examinations of animals, administers vaccinations, in-house diagnostic testing, and interprets results.
- Monitors and evaluates the overall health of the general animal population; identifies and addresses ill animals following established guidelines.
- Administers medication to animals in emergency and non-emergency situations as part of an established treatment plan.
- Answers on-call phone for limited overnight shifts and assist fosters with medical emergencies.
- Demonstrates a solution-focused approach and works collaboratively with all Brother Wolf team members.
- Treats all animals humanely, properly, and with compassion at all times, regardless of the situation. Maintains a friendly demeanor and provides excellent customer service.



**Mobile Spay/Neuter Clinic Essential Functions/Major Responsibilities (2 days/week):**

- Assists veterinarians with surgeries, including calculating drug doses, administering and monitoring anesthesia, responding to anesthetic emergencies, and performing pre and post-surgical procedures. Cleans and maintains surgical instruments, equipment, and surgical suite.
- Partner with Mobile Clinic Manager to ensure that the clinic is appropriately stocked and appropriately staffed, and that record keeping is completed and accurate.
- Liaison with the public to admit and discharge animals and convey aftercare instructions.
- Ability to drive 26' mobile clinic to locations and manage daily set up.
- Treats all animals humanely, properly, and with compassion at all times, regardless of the situation. Maintains a friendly demeanor and provides excellent customer service.

**Qualifications:**

- Experience caring for and handling animals in a safe, humane, and low-stress manner, especially large, fearful, or undersocialized animals.
- Excellent interpersonal, communication, customer service, and time management skills are essential.
- Computer skills, knowledge of google docs, and familiarity with web-based data software.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, excellent judgment, and a professional personal appearance.
- Rabies inoculations are required or must be waived.
- Must be at least 18 years of age and have a valid driver's license and, if hired, be able to bring a clean driving printout from DMV.
- Ability to read, write, and understand English is required. Bilingual skills a plus.
- Foster and nurture relationships and public relations beneficial to the organization and our programs. Demonstrate the Brother Wolf's mission, values, and vision.

**Physical Requirements:**

- Physical ability to walk and or stand on your feet throughout a normal workday required. Ability to bend and squat.
- Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and see clearly.
- Physical ability to push up to 150lbs and to carry up to 50lbs regularly and independently throughout a regular workday required.



- Allergic conditions, which may be aggravated when handling or working with animals, maybe a disqualification.

**Working conditions:**

Conditions may include working alone, working inside or outside during varying weather conditions, frequent interruptions, and some evenings/weekend meetings and classes.

**Potential environmental factors include:**

- Exposure to chemical and biological hazards, such as feces and blood
- Exposure to sharp objects
- Working in environments that include loud noises
- Working in environments that may have uneven, wet, and slippery surfaces

**Educational Requirements:**

High school education required.

RVT strongly preferred (or equivalent experience)

Fear Free Shelter Certification strongly preferred

**To Apply:**

Email resume and cover letter to [employment@bwar.org](mailto:employment@bwar.org)