

Capital Humane Society
Lincoln, Nebraska
“Shelter – Protect – Educate”

Job Title:	Veterinary Assistant
Responsible to:	Director of Veterinary Medicine
Position summary:	Under the supervision of the Director of Veterinary Medicine, the Veterinary Assistant assists with routine health examinations and health maintenance for all animals sheltered at Capital Humane Society, assists with surgery, ensures efficient operation of work areas and efficient use of resources.

Responsibilities include but are not limited to:

1. Has the surgery area prepared on time for daily surgery. Has the surgical supplies out and ready for surgery, ensures that proper paperwork is available and completed and animals are clean and ready for surgery.
2. Is responsible for the overall cleanliness of the surgery center, all equipment, and kennels. Is responsible for the overall cleanliness of the exam room, all equipment, and kennels.
3. Assists the veterinarian and veterinary technicians in the treatment of shelter animals. Assists with and documents routine health checks on animals, properly isolates those that need further checking by the veterinarian and those that are not in good health. Be able to recognize, document and treat common/minor conditions. Properly conducts procedures such as heartworm tests, FeLv/FIV tests, skin scrapes, stool checks, vaccinations, parasite treatment, etc.
4. Provide routine and minor health care for animals housed at the shelter, keep records of the treatments, monitor and report progress of treatments.
5. Ensures that sufficient supplies are on hand to prevent critical shortages. Ensures supplies are properly inventoried when received, properly stored, and used efficiently.
6. Supervises and oversees volunteers in the veterinary department including pre-vet and veterinary students.
7. Provides support to veterinarian and veterinary technicians.
8. Other duties as assigned.
9. Must work cooperatively to create a positive team environment to ensure efficient and courteous communication and support with coworkers, supervisors, and the public.

Qualification: Must be familiar with animal care, diseases, and behavior. Previous experience is important but not required. Ability to get along well with people and animals. Must demonstrate ability to communicate and work well with the public and co-workers. Must possess, or be able to obtain within 90 days of employment, a valid Nebraska driver's license and be insurable by the Capital Humane Society's insurance carrier. Must be able to lift up to 25 lbs. throughout the day. Must be willing to undergo pre-rabies vaccinations at the expense of Capital Humane Society.