



## **Veterinary Assistant** **Job Announcement**

Northwest Organization for Animal Help (The NOAH Center) is seeking a part-time Veterinary Assistant to join our High Quality, High Volume Spay/Neuter Clinic. This position is part-time, at approximately 20-30 hours/week. **MUST BE AVAILABLE TO WORK SOME WEEKENDS.**

### **Job Summary**

Under the direction of the licensed veterinary staff, assists with medical exams, treatments, surgical patient check-in, and discharge, pre and post-surgical patient care, autoclaving, and ensuring clinic areas are clean, safe, and organized. Supervises and trains volunteers.

*The Veterinary Assistant must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every NOAH staff member and volunteer. Performs duties safely and professionally according to The NOAH Center's Code of Conduct.*

### **Job Duties**

- Provides exceptional patient care
- Prepares the surgery room, the instrument cleaning station, and the cat neuter station
- Responsible for patient check-in and check-out
- Assists the Veterinarian and Veterinary Technician as needed
- Humanely and safely assists with pre-surgical exams
- Shave and prep patients for surgery while actively monitoring respiration and color of the patients
- Clean and prepare the kennel for the return of the pet after surgery, ensuring the pet will remain safe and warm
- Assist with administering medications, nail trims, and other minor procedures under the direction of the Veterinarian
- Assists with the documentation and accuracy of all animal medical records.
- Responsible for instrument pack cleaning and autoclaving
- Cleaning surgical suites, the treatment rooms, and all equipment as indicated by The NOAH Center's cleaning protocols and equipment manufacturer recommendations
- Re-stocking surgical supplies for the following day
- Supervise, train, and coach volunteers to assist with all the above duties
- Maintain a positive and stimulating environment for the volunteers and co-workers
- Ensure that all procedures are performed safely and using protective equipment. Adequately posts signs, markers, barriers, and alerts management immediately of any safety concerns

### **Qualifications**

- High School Diploma or GED Equivalent
- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- One year of animal medical care experience required – preferred veterinary clinic experience
- Preferred associate's degree in biological science, certified veterinary assistant course completion, or two years of clinic or shelter experience
- Computer literate in Windows environment
- Excellent interpersonal skills and ability to work in a team environment
- Ability to communicate effectively orally and in writing
- Working knowledge of current veterinary medical and surgical procedures
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment

## **Work Conditions**

Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Exposure to volatile anesthetic chemicals, controlled substances, drugs such as antibiotics, steroids, etc. Subject to animal, dander, bites, and scratches. Exposure to biological and potentially zoonotic agents. Requires frequent standing, bending, stooping, and lifting up to 50 lbs. with reasonable accommodations. They are required to adhere to the staff dress code at all times. May be required to work beyond the scheduled hours.

Starting Wage: \$18.00-\$20.00 per hour DOE  
Classification: Non-Exempt, Regular, Part Time  
Schedule: Must be available to work some weekends  
Benefits: Paid time off, Paid Sick Leave & retirement options  
Reports to: Clinic & Animal Care Director  
Reporting Staff: Volunteers

*The Noah Center is an equal-opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arise and as business requires. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.*

## **Instructions for Applying**

Please submit a resume to Julie Mowbray, Clinic & Animal Care Director,  
e-mail: [juliem@thenoahcenter.org](mailto:juliem@thenoahcenter.org)

Thank you for your interest in working for The NOAH Center!