



Job Opening: Part-Time Veterinary Assistant

Job Posting Date: January 19, 2018

Salary: \$10.00 hourly

Type: Part-time, 10-20 hours a week. Reports to Clinic Manager

Location: Memphis, TN

Employer: Spay Memphis

To Apply: Please send résumé to applicants@spaymemphis.org. No phone calls, please.

Start Date: ASAP

About Spay Memphis

Spay Memphis is a 501(c)3 non-profit clinic dedicated to reducing pet overpopulation and high euthanasia rates by offering high-quality, affordable spay and neuter surgeries to the public. The clinic has operated since 2005 and has performed over 47,000 spay and neuter procedures. Spay Memphis offers age-appropriate pet vaccinations and micro-chipping, which are done at time of surgery. The current clinic operates Tuesday through Friday and is located at 3787 Summer Avenue.

JOB DESCRIPTION

- Responsible for daily care of all surgical patients, assist veterinarians, and other vet assistants with surgical and anesthetic procedures, general housekeeping.
- Assists with public intake and release of patients.
- Responsible for prepping patients for surgery, observing all clinic procedures to enforce sterility and safety of patients.
- Able to monitor anesthesia, with a clear idea of abnormal conditions.
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner.
- General duties in the operating room during surgery to assist with movement of patients, recovery of patients, and general flow.
- Record accurate information about the animal, answer questions from the pet owners, take vitals and temperatures, administer vaccinations, draw blood and perform fecal examinations as requested.
- Restrain and handle animals, providing pre-operative and post-operative care.
- Keep records and charts updated and organized, invoice data, manage other clerical work.
- Be aware of local laws and ordinances and ensure customers and staff and in compliance with regulations while on clinic property.
- Other duties as assigned.

QUALIFICATIONS

- Flexible schedule
- Mission-oriented team player with a professional and personable attitude.
- Must be comfortable with animals and have excellent client service, communication, and multi-tasking skills.
- Must be able to work under stressful conditions and work efficiently and effectively under those conditions.
- Able to respond quickly to a variety of medical situations, with training.
- Enjoy working as part of a team in a high-energy, fast-paced environment.
- Ability to work early morning (7:15am) or late evenings (5:30pm).

EDUCATIONAL AND PHYSICAL REQUIREMENTS

- Experience in an animal shelter or veterinary practice required.
- High School Diploma or GED required. Vet Assistant Certification or equivalent experience preferred.
- This position involves bending, standing, lifting up to 50 lbs., manual dexterity of fingers, legs, back or other joints.