



## **Veterinary Assistant**

### **Reports To**

The Veterinary Assistant (VA) will report to the Clinic Supervisor.

### **Job Overview**

The VA will work in the clinic with sick, injured, and orphaned wildlife. The position will provide triage of incoming patients, medical care and treatment to both new and current patients, and will assist the Veterinarian during standard procedures.

We are seeking an energetic professional who does not mind wearing multiple hats. The VA will handle a wide range of responsibilities and must therefore be well organized and flexible. The VA, in conjunction with all staff, will support the overall mission of the SFWC- to rescue, rehabilitate, release, and educate.

### **Responsibilities and Duties**

#### **Veterinary technical support**

- Work with the triage team to admit and care for sick and injured animals, including euthanasia; under the supervision of veterinarian, dispense and apply treatments and medications as indicated.
- Perform laboratory and other diagnostic tests, inclusive of equipment maintenance
- Keep medical records appropriately including logs for surgery, medical notes, case dispositions, euthanasia, controlled substances, and other logs pertaining to veterinary or general care of animal patients, consistent with SFWC's policies and all State and Federal regulations. Update treatment sheet.

#### **Animal care, husbandry, and rehabilitation**

- Ensure the performance of safe and humane handling of animals during treatments and other standard practices, including the supervision of volunteers, interns, and externs.
- Support the rehabilitation process inclusive of cleaning, feeding, treatments, and daily husbandry as needed.

#### **Lead and train volunteers as well as student externs and interns**

- Assist with development of operation's training materials as relates to center medical operations, veterinary technical practices, and the volunteer program.
- Help train, coach, motivate, and support other SFWC staff, volunteers, interns, and externs in medical techniques used in the delivery of prescribed medication.

#### **Administration**

- Coordinate with the Office Manager in managing inventories and purchasing veterinary supplies, medical diets, foods, and formulas.

- Assist with equipment upkeep and maintenance records; update medical and rehabilitation SOPs

#### Cleaning and organization

- Ensure maintenance of cleanliness and orderliness of all medical areas
- Ensure veterinary supplies and equipment are kept in repaired, functional, organized, and orderly manner and easy to find, access, and use.

#### Qualifications

- Bachelor's degree in a related field
- Veterinary experience highly desired
- Experienced in humane animal handling and restraint
- Experience with animal care and husbandry
- Knowledge of drug calculations and administration
- Must be comfortable performing euthanasia
- Knowledge of anesthesia and radiology
- Ability to follow written directions and record observations
- Reliable attendance is essential to providing optimum animal care
- Keenly observant- ability to identify changes in animal behavior or medical status
- Excellent verbal and written communications, detailed recordkeeping
- Well organized and detail oriented
- Knowledge of species indigenous to South Florida area highly desired
- Must have or obtain and maintain an up-to-date rabies prophylaxis and titer.
- Must be able to lift/move 30-50 pounds and stand for extended periods
- Must be able to work outdoors in variable and sometimes extreme weather conditions.

#### Work Hours

The Center operates 365 days per year, as such staff can be scheduled to work weekends on a regular or recurring basis. Scheduled hours are typically 8:30 to 5:30, with one-hour non-paid lunch, overtime pre-approved, as necessary. Since all staff are considered ambassadors of the Center, there may be requirements to participate in direct customer interactions, after hours functions, or offsite activities and events.

**Benefits:** The South Florida Wildlife Center offers an exciting, stable career with great employee benefits such as 10 annual paid holidays, 3 weeks of accrued annual/vacation, health, dental and vision insurance, and a tuition reimbursement program.