



# Cape Ann Animal Aid

Christopher Cutler Rich  
ANIMAL SHELTER

## VOLUNTEER JOB DESCRIPTION VETERINARY ASSISTANT

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C1	C2	C3

**REPORTS TO:** Director of Shelter Medicine, Lead Veterinary Technician, Veterinary Assistant.

**POSITION FUNCTION:** Responsible for assisting the veterinary team with spay/neuter days as well as processing paperwork and previous medical records.

**TIME COMMITMENT:** Must commit to at least one, 4 hour shift weekly for a minimum of 6 months.

Tuesdays, Wednesdays and Thursdays as the schedule dictates 8:30am to 12:30pm Schedule will be agreed upon in advance. At least 2 training days on a Tuesday or Wednesday (when we have a fuller staff) will also be necessary when the position starts.

**POSITION REQUIREMENTS / PREVIOUS REQUIRED EXPERIENCE** - the volunteer must be comfortable with the following:

- Basic animal restraint for injections and exams.
- Administering medications under the direction of the veterinary staff.
- An understanding of how to interact in a hospital and operating room setting
  - Being comfortable while surgery is performed in the room
  - An understanding of sterile and clean procedures
  - Safety around sharps (Needles and Blades)
- Previous experience in animal handling (shelter, groomer, veterinary setting) is required.
- Veterinary Technician training or current enrollment in a CVT course is strongly preferred
- A strong work ethic and dedication to animal well being in a hospital setting.
- Operating and clinical rooms can be a fast paced and stress filled environment. An ability to overcome stressful situations and react to emergencies in a calm manner are an important part of this position.



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## **CORE RESPONSIBILITIES:**

- Assist with preparation of surgery days, including moving animals from shelter area to vet room
- Assist during surgery, including weighing dogs and restraining dogs and cats under the supervision of the veterinarian and veterinary team
- Assist with post-operative care, including feeding animals, returning animals to their enclosures, and helping to clean the operating room.
- Assist with office work and processing medical records as needed

## **TRAINING REQUIREMENTS**

- Animal handling, restraint for injections and blood sampling, handling of anesthetized animals (All under direct veterinarian or veterinary team supervision)
- Proper operating room protocols (sterile areas, what is and isn't safe to handle)
- Use of disinfectants and autoclave supplies
- Stocking and restocking supplies

## **QUALIFICATIONS & REQUIREMENTS:**

- Good public service skills
- Must be able to lift 50 pounds
- Ability to follow specific written and verbal instructions from staff
- Ability to work independently and as part of a team
- Enjoys engaging with CAAA visitors, volunteers, founders, and staff
- Commitment to the philosophy of CAAA practices and policies
- Must be at least 16 years of age to volunteer for this position
- Track and input hours worked into the CAAA database
- Regular access to email to receive updates



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## VOLUNTEER GUIDE

### VETERINARY ASSISTANT

#### □ **Pre-Operative Duties:**

- Assist with making sure all surgery patients have appropriate signs
- Assist with weighing patients for medical care as needed
- Bringing animals from their enclosures to the surgery room
- Obtaining towels and other needed materials for surgery

#### □ **Medical Assistance:**

- Restraining dogs and cats (under the direction of the vet or technician) for injections and/or blood sampling
- Assisting the veterinary team with other procedures under the direction of the veterinarian or technicians.

#### □ **Post-Operative Duties:**

- Obtaining towels and bringing laundry to the laundry room as needed
- Cleaning kennels and rotating animals as needed
- Restocking supplies
- Assist with setting patients back up in kennels as needed
- Assisting with feeding of post operative patients
- Final cleanup of the operating room (sweeping, mopping, cleaning surfaces)
- Assisting with office work and processing/medical records

#### **REMINDERS:**

□ Due to the nature of the work, no controlled substances, emergency drugs, or anesthetic drugs will be handled by the volunteer staff. Medications such as dewormers or flea and tick preventative may be given under direct supervision of the veterinarian or veterinary technician. **No animal handling should be attempted without supervision and direction of one of the veterinary team members.**

□ We use isoflurane in surgery. This anesthetic is eliminated from the environment by activated charcoal canisters, but exposure may still be possible. **Exposure to this drug is not recommended for anyone that is pregnant or may be pregnant.**

□ No transferring of cats out of the carriers without staff supervision