



**JOB TITLE:** Veterinary Assistant  
**DEPARTMENT:** My Best Friend Clinic & New Hampshire Humane Society  
**REPORTS TO:** Director of Medical Services and Animal Care Manager  
**CLASSIFICATION:** Full-Time, Benefited (Part-Time possible)  
**COMPENSATION:** \$16-20/hour depending on experience

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Responsible for the medical care and daily general care of animals, assisting the medical staff. Provides peri-operative and post-operative care of surgical patients and maintains general cleanliness of the medical

### **PRIMARY RESPONSIBILITIES**

- Working with both the Veterinarian and Veterinary Technician, assists with medical examinations of animals after intake. Helps provide care to sick animals and pre-surgical patients.
- Providing basic daily care and cleaning for public and shelter pets in our care.
- Records data in medical records for public pets and shelter pets.
- Assists in all aspects of medical care of shelter and public pets, providing initial first aid for injuries, mites, abscesses, and other conditions - all under the direction of the NHHS medical team.
- Demonstrates proficiency in appropriate safe animal handling and restraint.
- Possesses ability to read and understand animal behavior and body language.
- Follows all written and verbally communicated departmental standard operating procedures.
- Performs basic laboratory tests such as fecal flotations, SNAP tests, etc.
- Ensures prompt and accurate paperwork procedures are followed each day.
- Medical duties during surgery, assists with moving and recovery of patients, and general flow.
- Assists with daily upkeep of medical suite ensuring that both the treatment room and surgical suite are clean and all equipment is functioning and maintained correctly.
- Monitors post-surgical patients and cleans surgical recovery room at the end of surgery days. Cleans, packs, and correctly sterilizes surgical equipment.
- Monitors and provides care as prescribed for isolation patients and reports all findings to the NHHS Veterinarian. Provides appropriate supportive care to animals in isolation as indicated within the Upper Respiratory Protocol. Maintains cleanliness of quarantine areas.
- Always represents New Hampshire Humane Society in a professional and courteous manner.
- Maintains a high level of confidentiality.

**PERSONAL RELATIONS:** Treats all animals with compassion. Maintains a professional and collaborative approach interacting with staff, volunteers, and the public. Possesses a willingness to troubleshoot and work through difficult situations. Performs job duties in a professional, efficient, and positive manner at all times by communicating effectively with all departments within the shelter. Maintains strict confidentiality.

### **QUALIFICATIONS:**

- Ability to work with minimal supervision and direction and follow protocols correctly.
- Excellent organization and communication required.
- Good working knowledge of companion animal care in a hospital setting and/or eagerness to learn.
- Ability to maintain professionalism and compassion at all times.

**PHYSICAL REQUIREMENTS AND PREFERRED EXPERIENCE:** Candidate must be able to lift and carry 50lbs, bend and reach, work with a variety of cleaning agents. Two or more years of experience in a clinic, hospital, or animal shelter. Candidate should be a highly motivated, enthusiastic self-starter with a professional attitude, and eager to learn.

**SCHEDULE & WORK ENVIRONMENT:** Full-Time preferred, part-time possible. The shelter is a fast-paced, animal-dense environment with exposure to cleaning products, fractious animals, & many types of people. Multitasking is essential. This is a kind, progressive, and inclusive workplace. Find more at [nhhumane.org](http://nhhumane.org).

**TO APPLY:** Email a cover letter outlining your experience and interest to [Beth@NHHumane.org](mailto:Beth@NHHumane.org). No calls.