



300 Old Route 10, Enfield, NH 03748

Position Title: Veterinary Assistant
Reports to: Veterinary Medical Manager
Schedule: 36-40 hours/week

Primary Purpose: Working under the supervision of the Veterinary Medical Manager and/or a Veterinarian.

Core Priorities:

1. Examinations & Surgery - Provides skilled anesthesia monitoring and emergency support, monitors overall animal health and wellness.
2. Medical Inventory - Helps to manage medical inventory. Will work closely with the Medical Manager in this area.
3. Basic Restraint & First Aid - Able to safely restrain animals for venipuncture, IM injections, examinations, etc. Administer basic first aid to shelter animals, and triage medical cases which may need emergent Veterinary Care. Will work closely with the Medical Manager in determining when alternate Medical Care is needed.
4. Surgical Instrument and Surgical Suite Cleaning/Maintenance - Sterilize, prepare, and maintain medical and surgical instruments in accordance with established infection control and safety protocols. Performed thorough cleaning, disinfection, and sanitation of the Medical Department and surgical suites to ensure a safe, sterile, and compliant clinical environment.
5. Public Clinic Support & Direct Care - Participate in Veterinary Clinics provided to the public. This includes Public Spay/Neuter clinics, Dentistry and Alternative Surgery Clinics. Participate in advanced medical procedures such as surgery, dentistry and Humane Euthanasias.
6. Client Care & Communication - Respond to phone and email inquiries from members of the public, providing accurate information and assistance. Schedule and coordinate appointments for public clinics while maintaining efficient patient flow and confidentiality.
7. Laboratory Management and Maintenance - Assist with the preparation and performance of in-house laboratory diagnostics, including fecal testing, bloodwork, ear cytology, and SNAP testing (4DX, FeLV/FIV, etc.). Perform routine maintenance and quality control procedures on surgical and diagnostic equipment to ensure proper functionality and compliance with clinical standards.

8. Medical Records - Assist in maintaining accurate and organized medical records for public clinic patients and shelter animals, ensuring compliance, and timely documentation of treatments and procedures.
9. Additional responsibilities based on the needs of the organization and the growth of the individual.

Qualifications Required:

Knowledge & Experience:

- Experience working with and handling dogs and cats required, some Veterinary Experience preferred.
- Basic knowledge of animal behavior and positive reinforcement training principles.
- Interest in Veterinary Medicine and overall animal care and well being.
- Knowledge of and some experience of basic restraint in cats, dogs, rabbits, and guinea pigs (fear free methods preferred).
- Experience with anesthesia monitoring and venipuncture preferred.
- Minimum of one year experience required.

Key Competencies:

- Collaborative Engagement: Interact clearly and positively with other members of the organization to ensure alignment and understanding.
- Self-Motivated: Demonstrates initiative to take action, address problems & utilize time effectively, without requiring ongoing direction.
- Focus on Safety & Humane Treatment of Animals: Demonstrates a commitment to ensuring that tasks are completed with the highest regard for animal, personal, and staff safety, and the well-being of animals.
- Attention to Detail: Is thorough in ensuring work tasks are completed accurately.
- Communication: Articulates information effectively with staff, volunteers and members of the public. Recognizes when communication needs to take place.
- Adaptable/Flexible: Able and willing to modify work priorities in a given day based on customer or shelter needs.
- Time Management: Manages self to ensure all key tasks are completed.

Physical Requirements: Ability to lift 40 pounds and sit or stand for extended periods

Work Hours: To be determined based on the needs of the shelter

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this position description, nor by the completion of any

requirement of the job by the employee, is intended to create a contract of employment of any type.

All employment at Upper Valley Humane Society is at-will.

By signing below, I acknowledge that:

1. I have received, read, and understand my position as described in this job description
2. I will support the UVHS mission and policies and represent UVHS with positivity

Employee Signature

Date