



Animal Shelter / Adoption Center
10705 Fulton Street
Brighton, CO 80601
Volunteer Supervisor 303.853.0303

Title: Clinic Assistant

Primary Responsibilities:

To assist veterinary staff with pre and post surgical procedures and to maintain supplies and the hygienic environment of the clinic.

Important and Essential Duties:

- Assist veterinary staff with stocking of supplies, cutting drapes, opening syringes, etc.
- Cleaning of kennels and instruments in clinic and recovery room, including laundry.
- Be with animals coming out of general anesthesia.
- Transport animals between kennels, surgery, recovery room, and for adopter pick-ups.
- Walking of dogs in recovery room for bathroom breaks
- Assist veterinary staff with medical procedures according to knowledge and skill level.
- Perform clerical and computer duties that relate to the clinic.
- Help assess sick or injured animals as directed by staff and according to skill level.
- Micro-chipping of animals.

Teams with:

- Veterinary staff, Kennel Manager, and Volunteer Supervisor.

Knowledge, Skills, and Abilities:

- Desiring experience for animal or veterinary-oriented career goals
- Detailed and service-oriented professional attitude.
- Clear written and verbal communication skills.
- Willingness to learn veterinary medical skills.
- Knowledge of, or willingness to learn, Chameleon software system.
- Willingness to learn animal body postures and behavioral cues and act accordingly.
- Comfortable working within a medical setting.

Requirements:

- Attendance at volunteer orientation and interview with Volunteer Supervisor, then interview with Veterinarian.
- Prior veterinary or other medical experience or equivalent life experience.
- Ability to follow directions exactly, work independently, and multi-task.

Time and Place:

- Onsite Monday, Tuesday, Thursday, and Friday 8-3:30 PM; schedule may fluctuate according to holidays and veterinarian's schedule.

Benefits:

- Satisfaction of helping animals and patrons with veterinary care. Gain medical, breed, and age recognition skills. Opportunity to work with animal professionals and animal lovers.