

Agency Members
City of Campbell
City of Monte Sereno
City of Mountain View
City of Santa Clara
Town of Los Gatos

3370 Thomas Road Santa Clara, CA 95054 Telephone • (408) 764-0344 Facsimile • (408) 988-5411 Web site • www.svaca.com

JOB DESCRIPTION

VETERINARY ASSISTANT

THE P OSITION	Under direction from the Medical Clinic Manager, the Veterinary Assistant will assist with the health care needs of animals housed at the shelter which will include evaluation and treatment of illness and injuries ir order to ensure that all animals receive high quality and humane care. This is an at-will position.
EXAMPLES OF Duties	 Provide health care for all shelter animals. Assist medical staff with procedures and surgeries for shelter and public animals. Properly document and maintain shelter animal health and treatment records. Provide education and service to customers as required. Perform and assist with animal health evaluations. Perform euthanasia. Clean and disinfect housing for all shelter animals as required. Perform miscellaneous animal health care duties as required. Perform administrative duties as assigned. Perform related duties as assigned.
ESSENTIAL JOB FUNCTIONS and REQUIREMENTS	 Must have two years paid employment experience requiring independent decision making and high level of public contact. Must have at least one-year paid employment experience working in the veterinary field or its equivalent in an agency with the aforementioned responsibilities. Must hold a California State Euthanasia Certificate along with demonstrated ability and skill in humane euthanasia techniques or ability to obtain certification within six months of employment. Must have a high school diploma, G.E.D equivalency, or a high school proficiency certificate. Must have computer training and/or experience. Must have the ability to work quickly, efficiently and be well organized. Must have extensive knowledge and demonstrated ability to identify animal breeds, age and health conditions. Must have extensive knowledge and skills in the humane care and handling of animals. Must have knowledge of basic animal behavior. Must have the ability to communicate effectively both orally and in writing. Must possess a valid California driver's license with a clear driving record and be insurable. Will work both indoors and outdoors in all weather conditions during daylight and after dark. Will work both indoors and outdoors in all weather conditions during daylight and after dark. Will work with healthy, sick, dead and fractious animals. Will work with difficult and irate customers. Will work with difficult and irate customers. Will work with difficult and irate customers. Will perform euthanasia which may cause physical or emotional stress. Must work rotating shifts, weekends, holidays, overtime and be on-call after hours as needed.