



**JOB TITLE:** Clinic Assistant

**DEPARTMENT:** Clinic

**JOB CLASSIFICATION:** Full time, non-exempt, 40 hours per week

**ACCOUNTABILITY:** Staff Veterinarians / Director of Operations

Under the general supervision of the staff veterinarians at the Animal Refuge League of Greater Portland (ARLGP), the Clinic Assistant is responsible for assisting with the daily operations of the ARLGP veterinary clinic. The Clinic Assistant will assist with medical care of shelter and publicly owned animals, ensure cleanliness of clinic areas, and maintain accurate medical records.

**Duties and responsibilities of position:**

- Perform animal restraint for procedures and sample collection (e.g. fecal, urine, blood testing)
- Assist with pre-surgical prep as needed – opening and stocking the clinic, performing drug calculations, drawing up medications
- Work with volunteers and fosters to admit animals into the clinic
- Administer medications and fill prescriptions at the direction of the veterinarians
- Assist technicians with medical management of patients
- Clean kennels and provide fresh bedding/food for animals in the clinic
- Provide care and maintenance of medical equipment
- Maintain / obtain accurate medical information for clients and patients and enter records as directed
- Work with veterinary technician or veterinarian to complete intake exams and associated medical care on new intakes when necessary
- Assist inventory and restocking of all veterinary supplies in the clinic
- Assist with on and offsite vaccination clinics
- Ensure clinic is kept clean, sanitary, and organized
- Once trained, helping to respond to medical questions as directed by a veterinarian
- Be able to interact professionally and positively with the owners of public pets, providing post-operative care information and information on routine care (vaccines, heartworm prevention, flea, and tick prevention, etc.)
- Other duties as assigned

**Necessary skills:**

- Knowledge of infectious disease, zoonotic disease
- Exceptional attention to detail
- Able to interact safely with pets who are in pain or under stress

- Be able to work as part of an interdependent group, while being self-motivated to execute one's share of the responsibilities
- Pleasant and professional demeanor
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others, as coordination with multiple departments within the organization is frequently required
- Computer skills required including Word, Excel, email, and all other forms of electronic communication
- Proactive, positive, 'recycle, reuse and repurpose' attitude

**Qualifications:**

- GED, high school diploma or higher education
- 1-2 years animal care experience
- Working knowledge and understanding of veterinary practice, prior shelter experience preferred
- Must be available to work evenings, weekends, and holidays, as needed

**Work environment:**

- Duties of the job are performed in an animal shelter/animal clinic setting.
- Some exposure to infectious organisms, animal waste, allergens, and cleaning materials requiring OSHA Material Safety Data sheets.
- Must be able to handle stressful situations and sensitive information.
- Due to the nature of shelter work, the employee may be exposed to fractious animals, deceased animals, or animals in poor physical or mental health.
- The noise level in the work environment can be very loud.
- Must be able to lift at least 50 lbs. with reasonable accommodations.
- Able to climb stairs unassisted.
- Able to scoop, bend, twist, lift, squat, kneel, grip and reach.
- Able to stand for several hours up to an 8-hour shift.
- Able to sit at a computer workstation and type and use a mouse for 2-4 hours at a time as part of normal job functions.
- Move about the building and campus consistently.