



**JOB TITLE:** Veterinary Assistant

**DEPARTMENT:** ARLGP Community Clinic

**JOB CLASSIFICATION:** Fulltime, Hourly Non-Exempt

**ACCOUNTABILITY:** Clinic Practice Manager

We are seeking a compassionate and dedicated Veterinary Assistant to join our dynamic team at the Animal Refuge League of Greater Portland (ARLGP) Community Clinic. In this role, you will play a vital part in providing high-quality care to our animal patients, supporting veterinarians in clinical procedures, and ensuring the smooth operation of our Community Clinic.

**PRIMARY PURPOSE:** The ARLGP Community Clinic at Baxter has one mission; to keep pets and people together by providing access to affordable veterinary care to those who need it most. We provide high-quality, personalized wellness care, minor illness and injury care, and end-of-life care. We believe providing these services at affordable, low-cost prices will further our mission of keeping pets and people together. Removing the financial barriers that pet owners are experiencing makes for a happy workplace. Our priority is to provide exceptional veterinary care and customer service in a low-stress environment

#### **Responsibilities**

- Assist veterinarians during examinations, surgeries, and treatments, ensuring the comfort and safety of animals
- Prepare and maintain medical equipment and surgical instruments for procedures
- Administer medications and vaccinations as directed by the veterinarian
- Collect and process laboratory samples, including blood, urine, and feces
- Monitor and record patient vital signs and behavior, reporting any changes to the veterinary team
- Provide excellent customer service to pet owners, educating them on pet care and health
- Maintain a clean and organized workspace, adhering to health and safety regulations

#### **Required and Preferred Qualifications**

Required:

- High school diploma or equivalent; completion of a veterinary assistant program is a plus
- Previous experience in a veterinary clinic or animal care environment
- Strong interpersonal skills and the ability to communicate effectively with pet owners and team members
- Ability to handle animals safely and compassionately
- Physical stamina and the ability to perform repetitive tasks
- Good problem-solving skills and the ability to stay calm under pressure
- Basic knowledge of animal health and behavior
- Valid Maine driver's license with reliable transportation and a good driving record

**Preferred:**

- Certification or multiyear experience as a Veterinary Assistant (CVA) or similar credentials
- Proficiency in using veterinary practice management software – record keeping systems
- Strong interpersonal and communication skills
- Ability to multitask and work efficiently in a fast-paced environment
- Basic understanding of animal behavior and restraint techniques
- Knowledge of common veterinary pharmaceuticals and their uses
- Basic first aid and CPR certification for animals
- Comfortable handling a variety of animals, including those that are anxious or aggressive
- Knowledge of basic veterinary procedures and protocols

**Technical Skills and Relevant Technologies**

- Proficiency in using veterinary medical equipment and tools
- Familiarity with laboratory procedures and diagnostic testing
- Experience with inventory management and ordering supplies

**Soft Skills and Cultural Fit**

- Empathy and a genuine love for animals, ensuring their wellbeing
- Strong problem-solving skills and the ability to think critically in fast-paced environments
- Team-oriented mindset, capable of collaborating effectively with veterinary staff
- Detail-oriented with strong organizational skills

**Physical Requirements and work environment:**

- Duties of the job are performed in an animal clinic setting
- The employee is frequently exposed to odors or airborne particles including animal fur, disinfecting chemicals which can be toxic and zoonotic diseases
- Consistently exposed to animals and animal allergens under conditions without alterations available, due to the nature of our 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 and 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

**To apply:**

Please submit a **cover letter** outlining your qualifications, reasons for pursuing a career in animal welfare and **salary requirements**, along with your **resume** to **jobs@arlgp.org** with the subject "Clinical Supervisor."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings; follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.