



JOB POSTING NOTICE

POSITION: VETERINARY ASSISTANT
DEPARTMENT: VETERINARY SERVICES
REPORTS TO: VETERINARY SERVICES COORDINATOR
STATUS: FULL TIME - NON-EXEMPT
DATE: OCTOBER 7, 2021

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

This position includes veterinary assistant duties in the shelter infirmary. Some core duties include: assist in treatments and examinations of animals; assist in preparing patients, medications and helping the veterinarian during surgery or treatment; assists with cleaning and disinfection of instruments, space used and equipment and office organizational skills.

The candidate will perform duties with great attention to detail and have the ability to effectively multi-task. This people-friendly person will be skilled on computers and be adaptable to change.

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

This position will be scheduled in 4, 10-hour shifts and the department schedule is released a month at a time. The ideal candidate will be available weekends and evenings until 8pm.

The successful candidate will possess the following competencies:

1. Organize and Planning Skills
2. Communication Skills
3. Demonstrate Patience
4. Problem Solving Skills

If you are interested in this position and meet the minimum qualifications, please submit your resume to Julie Schultz, Human Resources at julies@yoursPCA.org. Thank you!