



## **Medical Assistant**

Full-Time Position | Reports to Shelter Medicine Coordinator

### **Position Summary**

The Medical Assistant (MA) primarily assists with veterinary care for shelter animals. Primary duties include performing physical exams, administering vaccinations, dispensing medications, providing care and treatment for sick shelter animals, communicating about medical situations, and assisting as requested with medical services and shelter medicine tasks as directed by the Shelter Medicine Coordinator (SMC) in partnership with the Director of Shelter Medicine (DSM)

### **Shelter Medicine**

- Ensure that animals arriving at the shelter receive a thorough intake exam, deworming, and vaccinations in a timely manner.
- Monitor the health of the animals, identify any health problems or conditions needing examination, and carry out treatment as directed by veterinarian(s)
- Create and maintain detailed medical records for each animal using Shelterluv animal management software
- Prepare and administer medications.
- Perform venipuncture to obtain blood samples and administer subcutaneous vaccines and medications
- Perform and interpret diagnostic tests such as fecals and cytologies
- Participate as member of Foster Care Team; schedule recheck appointments and ensure that foster animals are kept up-to-date with vaccines and medical needs.
- Schedule specialist appointments
- Monitor inventory of medical supplies
- Discuss medical conditions and treatment plans with staff, volunteers, foster homes and adopters
- Assist medical services manager on special tasks and projects as requested

### **General Medical Assistance**

- Fill in for/assist medical services assistants as needed/requested in medical service tasks; Responsibilities include but are not limited to:
  - Appointment intakes/discharges and appointment scheduling
  - Assist with low cost clinic services such as wellness clinics and microchip/nail trim appointments
  - Assist with surgical exams/surgical prep, vaccinations, anesthesia, recovery, etc. (additional training provided)
- Participate in required team and individual supervision meetings on a regular basis
- Work closely alongside and provide guidance to volunteers; participate in their training as requested
- Abide by all regular and special cleaning policies and protocols in place
- Other duties as assigned

### **Requirements/Qualifications**

- At least one year of experience as a Veterinary Technician/Assistant in a veterinary clinic or animal welfare field; or similar training strongly preferred.
- Experience volunteering or working in an animal shelter is a plus.



- Must be at least 18 years of age and have valid driver's license; must be able to safely drive the organization's cargo van.
- Comfortable and able to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Knowledge of contemporary clinic or shelter maintenance techniques and accepted sanitary practices.
- Knowledge of preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
- Exercises maturity and good judgment; remains calm in stressful situations and when dealing with the public, staff, and volunteers.
- Excellent written and oral communications skills; Able to read, write and understand English.
- Generalized computer skills; Able to maintain and use a variety of applications for recordkeeping
- Is flexible; Can work independently and prioritize multiple tasks appropriately in a fast-paced environment
- Practices humane and compassionate treatment of animals and people at all time
- Promotes the safety of animals, other staff, and shelter visitors as a top priority.

### **Benefits & Pay**

Hourly rate is commensurate with experience and certifications. Entry level rate starts at \$13.50/hour. Benefits include medical insurance (including dental and vision plans) at 80% paid by organization, Simple IRA with 3% company match, employee discounts, professional development support, and up to 80 hours of paid time off per year.

**To Apply:** Please send resume and cover letter to Dr. Kendall Polansky at [kpolansy@parl.org](mailto:kpolansy@parl.org).

### **Working Conditions**

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Responsible for handling animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Occasionally moves animals weighing up to 75 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Working conditions include working outside in varying weather conditions, and frequent interruptions.

### **Equal Employment Opportunity**

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.