

Job Description

Admissions and Vaccine Clinic Assistant- Greenville Humane Society

Reports To: Medical Center Operations Manager

Requirements: High School Diploma or an equivalent. Shelter and/or veterinary assistance experience required. (Note: Any acceptable combination of education, training and experience that provides the Knowledge, abilities and skills may be substituted on a full-time year for year basis.) Valid driver's license.

Duties include but are not limited to:

- Performs technical and routine animal care and related duties cleaning and maintaining Admissions exam room and Medicove.
- Restraining animals safely so technicians can administer vaccine and do blood draws.
- Receives and evaluates animals.
- Maintains and updates data files with pertinent information on animal intake, health information etc. Handles animals and makes determinations regarding their disposition.
- Maintains proper inventory levels of cleaning and medical supplies. Informs supervisor/lead technician when reordering is necessary.
- Performs related work as required.

Knowledge of:

- Basic technical procedures used in restraint, performing health exams, and basic diagnostics.
- Basic animal care and identification of various animal species.

Ability to:

- Handle animals safely and effectively
- Properly administers temperament exams.
- Clean admissions exam rooms, lobby and Medicove.

Physical Demands:

- The work is performed in office and shelter surroundings.
- Typical positions require workers to walk or stand for long periods
- Lift and carry up to 70 pounds
- Climb stairs, bend, reach, hold, grasp and turn objects
- Properly restrain animals.
- Use fingers to operate computer or typewriter keyboards.
- The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Work is subject to frequent interruptions. Employee is occasionally required to work weekends, holidays and beyond the normal scheduled hours of work.