

**Job Title: ADMISSIONS AND VACCINE CLINIC ASSISTANT**  
**Reports to: MEDICAL CENTER OPERATIONS MANAGER**  
**FLSA Classification: NON-EXEMPT**  
**Date Drafted: MARCH 2020**

## POSITION SUMMARY

The Admissions and Vaccine Clinic Assistant is responsible for assisting the Admissions and Vaccine Clinic teams in their daily operations including but not limited to data entry, animal handling, cleaning and inventory management.

## POSITION RESPONSIBILITIES - ESSENTIAL

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- 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.

## ESSENTIAL SKILLS AND EXPERIENCE

- Educational background—High school diploma or equivalent.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Excellent customer service skills
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills; interpersonal skills.
- Relationship management-- ability to be persuasive and provide leadership to subordinates.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.

## BENEFICIAL SKILLS AND EXPERIENCE

- General knowledge of animal health and welfare.
- Experience with animal handling and behavior.
- Prior customer service/retail/animal shelter experience.

## REPORTING RELATIONSHIPS

**REPORTS TO: MEDICAL CENTER OPERATIONS MANAGER**

**KEY MEASURES**

- Overall health of animals
- Facility cleanliness
- Teamwork
- Time Management
- Decision Making
- Accountability

<b>ORGANIZATIONAL COMPETENCIES</b>	
<b>Transparency and Integrity</b>	Behaves consistently across situations and ensures that words and actions are aligned. Admits mistakes and accepts responsibility.
<b>Decision-Making</b>	Seeks to discover the root causes of problems, rather than addressing symptoms. Avoids over or under analyzing problems/issues. Makes decisions by weighing multiple factors, some of which may not fully defined. Considers the risks and consequences of action and/or decisions.
<b>Teamwork and Collaboration</b>	Builds and maintains routine business relationships with peers and others inside and outside of the organization. Adds value to the team environment and interacts with a positive attitude.
<b>Innovation</b>	Respectfully challenges the status quo by analyzing the strengths and weaknesses of current approaches. Modifies and adapts current methods and approaches to better meet needs.

<b>MENTAL &amp; PHYSICAL DEMANDS - ADA GUIDELINES</b>				
<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

