

**MONROE COUNTY
HUMANE ASSOCIATION**
CLINIC • EDUCATION • OUTREACH

Veterinary Technician / Veterinary Assistant

Status: Exempt

Hours: Full time / 30 hours, weekly

Salary: Hourly / Commensurate with applicant qualifications

Benefits: Flexible Work Schedule; Animals

Primary Purpose: Monroe County Humane Association is seeking to add an experienced, professional Veterinary Technician / Veterinary Assistant to join our exceptional team. We are a private, nonprofit veterinary clinic and outreach center with an excellent reputation for practicing high quality medicine while building a strong relationship with the community and our clients.

Your role in the clinic will be to assist the veterinarians, responsible for client and patient care and ensuring that our clients continue to be served by a strong, service oriented team.

You will report to the Clinic Admin Team Lead.

Compassion, common sense and empathy are a must.

PREVIOUS EMPLOYMENT IN A VETERINARY PRACTICE IS REQUIRED.

Equipment Use:

Telephone, computer, fax machine, copier, and other related office equipment.

Microscope, Centrifuge, lab equipment, x-ray machine, animal care and restraint, handling and equipment.

Work Hours: The

Hours available will require weekdays, weekend and/or evening work.

Mental Demands: Position requires self-starter able to work independently and as a team. Must have ability to multi task, prioritize and organize tasks etc. Must have adequate judgment and self-confidence to handle questions and issues from the public. Must be punctual and able to remain professional under stress.

Physical Demands: This position involves desk & computer work, but could also require being on your feet for extended periods of time. Must be able to work at a fast and efficient pace. Must be able to safely handle and control animals.

Qualification Requirements

- Associates Degree or higher in related field, or equitable experience in a professional setting.
- Prior experience in animal welfare field.
- Excellent public relation skills, strong written and oral communication skills.
- Professional in appearance and behavior.
- Ability to be flexible, and think quickly
- Proficient in understanding the basic areas of veterinary knowledge and animal care
- Strong desire to serve, and work with people (client, team, patient)
- Be comfortable with animals of all sizes
- Must be proficient with Microsoft Office and general computing skills.

- Should have a passion for animals and support the mission of the MCHA including treating animals humanely both on and off the job.
- Present a positive and professional image of the Monroe County Humane Association to the public.
- Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Must adhere to all local laws regarding personally owned animals.
- Other duties as assigned.

This position will work alongside both volunteers and the veterinary team.

Examples of tasks include:

- Scheduling of appointments
- Handle special client needs
- Manage inventory of office and veterinary supplies
- Troubleshoot office and veterinary equipment issues
- Ensures facility cleanliness

To apply: Please email a cover letter that details how your qualifications would contribute to our team, along with a detailed resume with dates of previous experience, duties, and hourly wage. Please email to rwarren@monroehumane.org.

Feel free to attach any letters of recommendation you may have. Only qualified applicants will be contacted to schedule an interview.