

**The Humane Society for Tacoma & Pierce County**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b> Veterinary Technician Assistant (VTA)
<b>DEPARTMENT / CLASSIFICATION:</b> Veterinary Department
<b>REPORTS TO:</b> Veterinary Services Director & Head Veterinarian
<b>SUPERVISES:</b> None

**JOB SUMMARY:** The Veterinary Technician Assistant role is a vital member of The Humane Society for Tacoma & Pierce County team. As one of the state's largest animal welfare agencies, our mission is to champion the welfare of animals. This role is a union, full-time position that encompasses giving compassionate care to some of our communities most vulnerable animals!

As an Veterinary Technician Assistant, your job entails several important aspects of our shelter; animal care and treatment, surgical operations, and other related duties in the Veterinary Department. VTAs carry out daily assignments, follow through on matter using independent judgment take appropriate action when dealing with standard recurring situations. VTAs must build positive, professional relations with team members and the public.

We offer Health Benefits, PTO & Vacation, Paid Holidays, and Retirement! We also offer internal growth opportunities and competitive pay! Come join and our team and make a difference!

**ESSENTIAL DUTIES & FUNCTIONS :**

- Provide adequate food and water to designated shelter animals daily
- Assist the surgical doctor and technician, as a part of the surgical team, with pre-, peri-, and post-surgical animal care
- Aide in animal restraint during certain day-to-day situations
- Administer medication as directed
- Participate in stress and disease reduction efforts through purposeful and compassionate handling
- Perform animal bathing and basic grooming as needed
- Clean and sterilize surgical instruments
- Prepare surgical packs
- Create and maintain necessary animal records
- Follow established disease control protocols to daily clean, disinfect and maintain shelter kennels, cages, and general areas
- Operate laundry and cleaning equipment
- Restock veterinary areas with supplies and other required department needs
- Maintain equipment in working condition, report equipment or supply needs to the supervisor
- Maintain work and general areas in an organized manner
- Acknowledges, understands, and follow procedures and policies of the HSTPC
- Work with all team members efficiently and respectfully to ensure a cooperative team environment
- Monitor animals and immediately report health or behavior abnormalities to the supervisor
- Performs other duties as assigned/required

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Available to work weekends, holiday shifts and overtime as needed
- Friendly, polite and professional manner
- Team player, able to work in a fast-paced environment, and handle high levels of stress
- The ability to deal with a diverse public on the telephone and in-person is required
- Excellent organizational skills
- Basic computer skills to efficiently work in Shelter's program Chameleon

**Education/Certification:**

- High school diploma or equivalent.
- Computer skills in a Windows environment is a plus

**Experience:**

- Any acceptable combination of education, training and/or experience in animal welfare and/or customer service helpful

**Knowledge, Skills, and Abilities**

- Basic Math skills
- Speak, read, and write in the English language

**Skill and ability to:**

- Sit, Stand, Walk up to 100% of the time
- Lift 10-25 lbs 67%-100%
- Frequently lift between 25-75 lbs
- Twist, Reach, Push, Pull frequently