

TITLE: VETERINARY MEDICAL ASSISTANT (VMA)

FUNCTION: Under the supervision of the Kennel Supervisor, the VMA is responsible for the overall animal welfare, performing the routine cleaning and animal care in a sanitary, humane, and efficient manner in accordance with industry standards as well as provide the animals with enrichment. Assist the public with adoptions, in-take and processing of animals in adherence to Border Paws Animal Shelter Society policies and procedures.

HOURS: Part-time, 20-30 hours, hourly wage

DUTIES & RESPONSIBILITIES:

1. Administration of medical treatments and animal-health related care of all shelter animals, in coordination with the Kennel Supervisor, and Veterinarians.
2. Medical treatments and animal health includes; visual intake examinations, scheduling additional resources when needed, such as a RVT or Veterinarian, vaccinations, medicines, and routine weight checks on all shelter animals. Medications or treatments are not to be given without consultation with a Veterinarian or RVT.
3. Updating and maintaining all medical history records for all shelter animals in shelter software system.
4. Maintaining inventory and informing Kennel Supervisor of any inventory requirements.
5. Scheduling surgeries and coordinating transportation with the Kennel Supervisor.
6. Management of incoming and outgoing animal records through electronic system.
7. Clean kennels and perform related housekeeping duties based on shelter.
8. Feed all animals according to guidelines and record daily consumption.
9. Identify medical or behaviour concerns with animals, and record information using shelter database.
10. Adequately socialize or provide enrichment to animals in care.
11. Ensure computer data on animals in shelter are kept up to date.
12. Greet customers and answer phones in professional manner.
13. Coordinate and make appointments for incoming animals.
14. Conduct adoption interviews and process paperwork including data entry.

15. Process all fees, donations or financial transactions into computer system, balance daily receipts and cash outs.
16. Intake animals including data entry and basic handling of animals.
17. Additional tasks assigned as required.

REQUIREMENTS:

- Must have received High School Diploma or GED
- Able to multitask and prioritize tasks accordingly
- Able to work independently and with a team
- Proven ability to communicate effectively orally and in writing
- Strong computer and data entry skills
- Previous animal handling experience in an animal shelter or veterinarian clinic an asset

PHYSICAL REQUIREMENTS:

- Frequent standing, walking, sitting, reaching with hands and arms, and stooping, kneeling, or crouching.
- The position holder must be able to regularly lift and/or move up to 50 pounds.
- While performing the duties of this job this position may be exposed to animal odors or airborne particles.
- The noise level in the work environment is usually moderate.