

VETERINARY ASSISTANT

PURPOSE AND NATURE OF WORK

The purpose of this classification is to assist with the confront, health care, and management of animals cared for in the surgical suite at the Lafayette Animal Care Center. Work is performed directly with the Veterinarian under the general direction of the Animal Adoption, Foster and Rescue Supervisor and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares animals for surgery using proper aseptic technique including sedate, shave, surgical scrub, and intubate. Assist veterinarian during surgery and monitor patients under anesthesia. Provide support to patients recovering from anesthesia/surgery. Radiograph animals using the proper technique and settings. Facilitate high-volume spay/neuter events. Perform humane animal euthanasia. Perform dental cleaning on animals under anesthesia under veterinarian supervision.

Perform physical examinations on animals for routing and treatment purposes (including emergency cases). Administer vaccinations, draw blood, auscultation of heart/lungs. Perform diagnostic procedures/tests while utilizing proper PPE (culturing, heartworm, parvo, FeLV tests, etc). Analyze samples under microscope (fecal tests, heartworms, cytology). Properly and humanely restrain friendly and fractious animals ensuring minimum fear, anxiety, and stress. Groom animals with medical needs. Closely monitor and provide support for critical patients.

Prepares surgical suite (anesthesia machine, sterilizing agents). Disinfect, wrap, and sterilize surgical instruments in autoclave. Provide animal care by sanitizing animal housing areas, feeding, watering, etc. Perform routine cleaning of surgical suite. Clean laundry, dishes, cages, equipment, etc. Handle/dispose medical waste. Inventory/ order/ receive/ restock medical supplies. Perform maintenance on medical equipment (dental machine, autoclave, anesthesia machine) Coordinate repair/maintenance of specialized medical equipment with medical vendors. Set up/ update medical supply vendor accounts. Deep cleaning/organization of assigned area (foaming, scrubbing, disinfecting).

Use comprehensive animal shelter software to complete shelter processes and functions. Schedules appropriate medications in software. Moves animals throughout the facility according to their routing pathways. Submit radiation badges to vendor for radiological exposure. Perform intake and follow up medical services occasionally.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of medical and surgical methods used in veterinary clinic.

Considerable knowledge of animal anatomy, medical needs, surgical methods and related.

Knowledge of and the ability to recognize symptoms of common diseases in animals.

Ability to perform common veterinary procedures like taking blood samples, administering medications, laboratory skills, imaging, anesthesia, emergency procedures, and assisting with surgery.

Ability to learn computer software used by Animal Control.

Ability to prepare reports and to oversee the maintenance of files and records.

Ability to deal firmly, tactfully, and impartially with individuals contacted during the course of work.

Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in a veterinary or animal shelter as a veterinary assistant; or any equivalent combination of training and experience.

APPRENTICESHIP

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements established by the Chief Administrative Office, Animal Control division, in accordance with Louisiana state law, euthanasia personnel shall receive Euthanasia Certification by the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment for continued employment.