



Longmont Humane Society

Caring, serving, and educating to improve the lives of companion animals.

Job Title: Shelter Veterinary Assistant
FLSA Status: Part Time, Non-exempt
Date last reviewed: February 23, 2023

Position Summary

Assists the shelter clinic and Animal Care Team members with the daily medical care and treatment of shelter animals. This is a part-time position. This position reports to the Chief Medical Director.

Ideal Candidate

Our ideal Veterinary Assistant will be comfortable performing physical exams and identifying abnormalities, as well as monitoring and managing anesthesia with input from the Veterinarians. Ideally, he or she has obtained certification, but we encourage experienced candidates to apply. Our new Vet Assistant will be motivated, able to work independently in addition to being effective in a fast-paced team environment, respectful to other clinic team members, and sincerely compassionate with both clients and patients. This is a great opportunity to join a shelter associated practice with a hardworking, yet fun-loving atmosphere.

Essential Duties and Responsibilities

- Performs all pre-surgical duties; cleans and prepares surgical instruments, and ensures supplies are available and ready for use.
- Maintains communication with shelter clinic team members (including DVMs) about animal care and treatment.
- Performs initial health exams for new shelter animals.
- Performs or assists with daily scheduled medical examinations
- Assists in managing shelter animal weight management program.
- Assists in obtaining and preparing samples for submission to laboratory work including fecals, urinalysis, etc.
- Assists in euthanizing animals when indicated for medical and/or behavioral reasons.
- Administers and records medications and treatments as assigned.
- Cleans the clinic area and kennels as needed.
- Maintains appropriate records, including database data entry, for patients.

Job Qualifications

- At least 1 year of work experience; previous work experience in the animal welfare field preferred.
- Strong verbal and written communication skills.
- Shows initiative and is a conscientious worker.



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- Ability to handle multiple tasks at once in a fast-paced environment.
- Ability to lift and carry 50 pounds.

To Apply

Please email your resume and salary requirements to Crystal Reetz, Human Resources Manager, at creetz@longmonthumane.org. Be sure to reference the Veterinary Assistant position in the subject of your email. For more information, please visit our website at www.longmonthumane.org. Longmont Humane Society is an equal opportunity employer.