



- Provide after-hours phone support to ARF staff and foster families via the stand-by Clinic cell phone. Will occasionally be assigned to carry and respond to the Clinic stand-by phone for a week at a time.
- Schedule appointments for public program clients and foster and shelter animals, including mobile spay/neuter services.
- Provide data entry of treatments done for ARF Shelter Guests, EMF clients and public/mobile spay/neuter clients and other Clinic programs as needed.
- Handle cash and credit card payments from EMF and public/mobile spay/neuter clients. Reconcile receipts from public clients and other Clinic transactions.
- Maintain patient records by accurately recording treatments and test results in patient charts and other medical records.
- Assist in maintaining healthy, safe, sanitary, pleasant and clean facilities at all times for the animals under the care of the Veterinary Clinic.
- Assist ARF personnel whenever necessary to assure smooth, courteous handling of the public and their pets.
- Assist as needed in the maintenance and inventory of the hospital pharmacy, and the requisitioning and ordering of drugs and hospital treatment supplies.
- Follow established procedures governing safe work practices including, but not limited to, wearing protective clothing and/or equipment when necessary. Must attend all designated safety training sessions and read all safety literature handouts.
- Must be able to perform duties independently with minimal or no direct supervision.
- Perform euthanasia of animals who are sick or who do not meet ARF's medical or behavioral adoption criteria under the direction of the shelter veterinarian, based on criteria in ARF's Medical and Behavioral Matrices. Training will be provided.
- Always promote a humane and caring attitude toward all animals.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Maintain the confidentiality of all information.
- Comply with all Federal, state and local safety regulations and laws, as well as ARF policies and guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Promote teamwork, communication, and cooperation with all other departments.
- Drive ARF vehicles as assigned by supervisor.
- Follow safe driving practices, obeying all traffic laws at all times when driving for ARF business purposes.
- Perform other duties as assigned.

**Physical/Environmental Requirements:**

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Lift and move objects and animals weighing up to 40 pounds for short distances and to humanely restrain animals when necessary.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Dexterity to handle animals and small objects.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Sit for long and short periods of time using a computer.
- Tetanus and rabies inoculations are required or must be waived.
- Drive a vehicle.

**Educational Requirements**

High school diploma required. Associate's degree in Veterinary Technology or similar college education preferred.

**Experience, Abilities and Qualities Required:**

- Minimum six (6) months experience as a veterinary assistant or a receptionist in a veterinary clinic or animal shelter environment.
- Experience working in a high-volume, high-quality spay/neuter environment preferred.
- Experience in caring for and handling animals in a safe, effective and humane manner, especially larger and possibly untrained pets.
- Knowledge of contemporary shelter maintenance techniques and accepted sanitary practices.
- Knowledge of various breeds and their characteristics and familiarity with symptoms of diseases common to dogs and cats.
- Experience in preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
- Proficient in venipuncture, medication administration, and giving injections (IV, SQ, IM) as well as IV catheter placement.
- Proficient in basic drug and fluid calculations.
- Proficiency using Microsoft software programs (Word, Excel, Access) and veterinary software.
- Must be able to learn and understand commonly used medical abbreviations.
- Accommodate varied work assignments and schedules.
- Provide leadership, supervision and direction to volunteers.

- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Demonstrate maturity, good judgment and professional manner and personal appearance.
- Comfortable and skilled in working with diverse staff, volunteers and community.
- In maintaining a drug-free workplace, we may from time to time ask employees to participate in voluntary drug testing.
- Must be eligible and able to obtain the Veterinary Assistant Controlled Substance Permit (VACSP) from the California Veterinary Medical Board.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years, and must be insured. Must be able to pass a background check.

**Hours:**

Full time: Monday through Friday and may include weekend, holiday and/or on-call work. Daily reporting hours and days of the week may vary according to the needs of the department. Weekend work will be required.

**Starting Salary:** \$14 - \$17 per hour, depending on experience.

**To Apply:**

An employment application is available for download on ARF's Career Homepage. To apply for this job, please send your cover letter, resume, and employment application to [jpeabody@arflife.org](mailto:jpeabody@arflife.org), fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".