



Humane Society of St. Thomas

HSSTT believes that every company's most valuable asset is a skilled and motivated work force. Performance evaluations are conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss approaches for meeting goals. HSSTT is an Equal Opportunity Employer.

Job Title:

Vet Assistant

Department

Shelter Med

Reports To:

Shelter Veterinarian

**Last
Modified**

10/11/25

The Veterinary Assistant supports the medical team by performing hands-on animal care, assisting with surgical and medical procedures, maintaining treatment areas, and ensuring accurate recordkeeping. This role is crucial for maintaining high standards of animal health, welfare, and cleanliness in a shelter environment.

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Key Responsibilities:

- Assist with intake and medical evaluation of new animals (weighing, basic physical exam, record entry)
- Prepare animals for surgery or other procedures: restraining, shaving, cleaning surgical areas, placing IVs / preparing fluids
- Assist during surgery and monitor anesthesia, post-op recovery, and cleaning surgical suites
- Administer medications, vaccines, and treatments (oral, injectable, topical) under supervision
- Monitor animals for signs of illness or complications, escalating to veterinary staff as needed
- Clean, disinfect, and maintain clinic & treatment rooms, surgical instruments, and medical equipment
- Maintain and restock medical supplies and inventory, order supplies as instructed
- Assist with lab work: collecting samples (blood, urine, feces), running in-house tests, preparing specimens for outside labs
- Assist with euthanasia procedures when necessary (under supervision)
- Train, supervise, or assist volunteers and interns in medical support tasks

Recordkeeping & Documentation:

- Maintain accurate medical records and data entry
- Maintain accurate and up-to-date animal records.
- Enter data in shelter software, generate reports, track medical supplies and inventory

Other Responsibilities:

- Respond to medical emergencies and provide first-aid triage
- Ensure clinic cleanliness
- Advise potential adopters or fosters on medical conditions and required care
- Participate in spay/neuter, vaccine clinics, and outreach as needed
- Other tasks or special projects as assigned

Qualifications:

- High school diploma or equivalent (post-secondary coursework in animal science or veterinary/biological fields preferred)
- Previous experience in a veterinary clinic, shelter, or medical setting is strongly preferred
- Ability to safely handle and restrain cats, dogs, and other animals (including stressed, injured, or fractious individuals)
- Strong attention to detail, excellent recordkeeping skills, comfort with computers
- Good communication skills (written and verbal) and ability to work collaboratively

- Ability to follow protocols strictly—especially for biosecurity, safety, and sterilization
- Knowledge of animal behavior, basic health, and humane handling.
- Requires the emotional capacity to handle euthanasia related issues including communication about these issues to the public.
- Must have a passion for animals and support the mission of the HSSTT.
- Strong interpersonal and communication skills.
- Ability to work in a fast-paced, emotionally challenging environment.
- Proficient in shelter software and Microsoft Office Suite a plus
- Bilingual skills (Spanish, etc.) a plus.

Physical Requirements:

- Ability to lift up to 50 pounds.
- Ability to stand, walk, bend, and stoop for extended periods.
- Comfortable working with animals of all species, sizes, and temperaments.

Schedule:

- Full-time or part-time (may include weekends and holidays)
- Flexibility in hours to accommodate adoptions, intakes, or emergencies

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed

I acknowledge that I have received a copy of my job description and that my supervisor and I have discussed it.

Employee Comments:

Employee Signature _____ Title _____

Date _____

Manager initials_____