

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Intern-Veterinary Assistant	Department:	Animal Care & Control
Requisition Number:	2022245		
Hours:	Up to 28 hours, variable	Rate of Pay:	\$12.00 - \$15.00 per hour
Date Posted Up:	8/23/2022	Date Posted Down:	8/24/2022
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the director of the Shelter Veterinarian and the Veterinary Assistant, the student will gain exposure and relevant experience in shelter medicine, high-quality/high-volume spay-neuter, and veterinary forensic medicine (dependent on occurrence of cases). The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Cleans, sterilizes, and prepares surgery packs, intubation tubes, and surgical instruments;
- Ensures the patient’s recovery cage is clean and set-up for patient post-op;
- Watches and ensures patient recovers from surgery well;
- Stocks surgical suites with linens;
- Breaks down and scrubs empty cages;
- Ensures patients that are awake after surgery have food/water;
- Keeps up with general upkeep of workspace; Sweeping, wiping counters, etc.;
- After surgeries, disinfects, cleans surgical suites, and breaks down empty cages;
- Assists veterinarian assistant in medical procedures including but not limited to exams, surgery, treatments, and or other required procedures;
- Assists veterinarian assistant in anesthesia, intubation, and monitoring of patients under anesthesia according to best practices;
- Maintains and uses medical equipment such as IDEXX Lasercyte and autoclave;
- Assists veterinarian assistant with routine laboratory procedures and analyses in hematology, microbiology, urinalysis, and serology;
- Assists veterinarian assistant with both urinary and venous catheterization, analyze skin and ear cytology’s;
- Assists veterinarian assistant with the triage of all incoming animals to determine appropriate placement in the shelter, medical needs and behavior of animal to ensure safe staff interactions and overall mental wellbeing of the animal;
- Notifies supervisors of animals whose medical condition is severe enough that it is showing numerous signs that the animal might be a victim of animal abuse, cruelty or neglect;
- Uses confidential agency database efficiently to enter and redeem animals, administer medications / vaccines / treatment; processes animals as needed for health, adoption, and euthanasia; enters and reads memos to determine legal holding periods and information; Maintains confidentiality of information acquired from databases along with sensitive information on current animal cases;
- Maintains supplies used by the shelter, unloads and loads supplies as necessary.

MARGINAL FUNCTIONS

- Contacts supervisor as questions on procedures arise;
- Performs any and all other duties as assigned/required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum age of 16 years old and interested in pursuing a related degree/career upon graduation;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Maintains professional demeanor and appearance at all times;
- Communicates effectively both orally and in writing;
- Reads and follows instructions;
- Performs simple math as necessary for inventory control.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to write reports and correspondence. Incumbent has frequent contact with staff members and the public. These contacts involve handling questions and complaints requiring tact and judgment to provide service and carry out policy.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. The individual follows standard procedures and regulations when performing the duties of the position. Incumbent has the opportunity to make choices when carrying out routine assignments and some analysis and judgment is required when assisting the public. Work may be reviewed for quality and completeness at critical phases and upon completion.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if a City vehicle is used;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The duties of the position involve frequent bending, twisting, climbing and lifting up to 50 pounds on a regular basis. Lifts and carries heavy animals and feed bags which may cause prolonged strain; and other activities requiring physical strength and stamina. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job employee is regularly exposed to poor working conditions with frequent exposure to animal related hazards. High stress may occur due to attachments made in caring for shelter animals with the knowledge of the possible euthanasia of these animals in accordance with departmental policies. The noise level in the work environment is usually loud. Works under adverse conditions including extremes of temperature, humidity, precipitation and fumes.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.