



Title: Clinic Assistant

Department: Clinic

Reports to: Director of Community Engagement & Volunteer Manager

Updated on: 2/27/17

Status: Unpaid volunteer

Brief Description:

Assists clinic staff with various activities in the clinic department. Responsible for cleaning and sanitization of animal kennels as well as medical supplies. Assists with handling animals while receiving vaccinations and treatments, as well as post-surgery treatments. May assist with various paperwork and data entry. Supports clinic staff and engages with shelter animals to ensure pets are healthy and adoption-ready.

Commitment: Commitment: Volunteers are asked to commit to a minimum of 4 hours per month for a period of at least 6 months. Volunteers are encouraged to select a regular shift and/or sign up for open shifts through online scheduling.

Responsibilities:

- Meet Mission & Vision of Tulsa SPCA
- Comply with all Tulsa SPCA policies and procedures, including a high standard of dependability for promptness and attendance.
- Assist in cleaning and sanitation of kennels, medical tools, clinic equipment, general clinic space.
- Assist with animal control and handling during treatments and procedures.
- Moving adoption-ready pets to adoption department of shelter.
- Feeding and socializing clinic animals.
- Ensure all pets are properly contained.

- Keep open lines of communication with staff to quickly address any issues or concerns.

Qualifications:

- Minimum of a High School diploma or State Equivalency certification required.
- Must exhibit strong interpersonal skills as well as excellent verbal and written communication skills.
- Must exhibit strong skills of organization, decision making, attention to detail, and task orientation.
- Availability to work varied shifts and extended hours as required.
- Flexible and adaptable to fast paced environments, and stressful situations.
- Multi-task and self-starter, ability to learn quickly.
- Must remain professional, calm, polite, friendly and empathetic at all times; even during stressful situations.

Working environment:

- Volunteer will work in both inside and outside setting.
- Exposure to odors, wet, humid, and dusty conditions, and airborne particles, fur, hair, animal waste, and various cleaning chemicals and supplies.
- May be exposed to sick, injured, and vicious animals.
- Ability to bend, walk, reach, push, pull, and sit for extended periods of time. Ability to hear, talk, and use hand dexterity, specific vision abilities required to include close vision and ability to adjust focus.
- May use various cleaning supplies.
- May be exposed to various medical supplies and substances.

Required training:

- Basic orientation
- Dog 101
- Cat 101
- Clinic training