



Georgian Triangle Humane Society

Job Description

Position: Veterinary Surgical Assistant

Reports To: Director of Medicine

Date Reviewed: November 14, 2023

Position Summary: The Veterinarian Surgical Assistant assists the Director of Medicine, and Technicians (RVT) with patient care services in relation to surgery intake, discharge appointments, post-operative rechecks and wellness exams. This position assists in the preparation of patients for surgery, assists in patient restraint for exams, recovers patients after surgery, and assists in patient discharges.

Position Schedule: Permanent, 30 Hours weekly 8am-2:30pm, on-site at the GTHS Animal Centre, and some occasional in-person events in the community. Occasional off-site, evenings, weekends, and after-hours work will be required.

The Georgian Triangle Humane Society (GTHS) envisions a community that is compassionate and caring towards pets and each other.

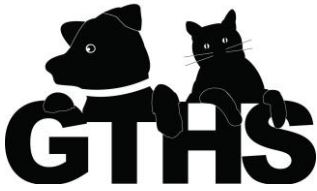
At the GTHS, we are passionate about solving the impossible until it becomes possible. We support lifelong learning in our team's continued pursuit of information to empower them in their current role.

Our values direct our organization in all that we do, from the programs and services we create, to our policies and procedures, our team, and to how we ultimately care for our pets and community. Our values include:

- Compassion for Pets and People
- Well-Being
- Perseverance
- Inclusivity
- Lifelong Learning

ROLES AND RESPONSIBILITIES

- Understand basic veterinary medical concepts, including, but not limited to vaccine protocols and anesthetic risks. Be able to communicate such information to clients.
- Knowledge and ability to intake and release patients, including delivering pre- and post-operative instructions in a competent and friendly manner.
- Responsible for helping RVT prep patients for surgery and observing all clinic procedures to enforce sterility and safety of patients.
- Organize and maintain pre-operative area and operating room for patient anesthesia.
- General duties in the operating room during surgery, assisting with movement of patients, recovery of patients, and general flow.
- Able to monitor anesthesia with a clear idea of abnormal conditions.
- Able to respond appropriately during an emergency, able to take directions from a veterinarian and/or veterinary technician, and maintain competency in CPR procedures.



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- Ensure anesthetic machines, pulse oximeters, scales, and other equipment are functional. When equipment is not working properly, report to the RVT or DVM.
- Assists veterinarians and technicians with medical exams as needed; involves but is not limited to fear-free restraint, vaccinations, other injections, intubation, and prepping patients.
- Assist volunteers in recovery of patients and mediate between recovery and hospital any communication between volunteers and hospital staff.
- Clean and sonicate surgical instruments and prepare surgical packs as needed.
- Assist with cleaning and replenishing supplies in all areas of the hospital as needed.

REQUIREMENTS

- Required 1-year minimum experience in veterinary medical or animal husbandry in a veterinary hospital, shelter, or spay/neuter clinic. Part of the 1-year minimum experience includes 6 month minimum experience monitoring anesthesia and working in surgery.
- Veterinarian Assistant Certificate is an asset, but not required.
- Strong background in customer service.
- Flexibility with work hours and able to work additional hours when necessary.
- Must be able to work efficiently in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Strong organizational and time management skills, as well as a strong sense of personal accountability.
- Excellent verbal and written communication skills. Able to effectively explain concepts and outcomes to others.
- Ability to work well independently demonstrating initiative and also work effectively as a member of a team.
- Strong computer proficiency including database and/or MS Excell entry with attention to accuracy.
- MS Office suite including familiarity with MS Excel and MS Outlook.

Value Alignment:

- Genuine interest in the welfare of animals and congruent values with the organization including a commitment to lifelong learning, well-being, perseverance, compassion for pets & people, and inclusivity.

Position Perks:

- Opportunities for team connections and mentorship from our esteemed Director of Medicine
- Professional development/training opportunities
- Regular interactions with adorable animals and a meaningful impact in daily work

If this position sounds like the right fit for you, please submit your resume and cover letter to humanresources@gths.ca. This position will remain open until filled; interviews will be scheduled as



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candidates are selected. A full job description is available on our website for those interested in further details.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. The GTHS will endeavor to make accommodations based on individual accommodation needs.