



## **Volunteer Job Description - Clinic Assistant**

**Focus of the Job:** The primary responsibility of the Clinic Assistant is to help clinic staff with duties as needed depending on their experience level.

**Reports to:** Clinic Manager, Shelter and Clinic Operations Manager, and Volunteer Supervisor.

### **Training Requirements:**

- Orientation
- Shelter Training
- Customer Service Experience
- Additional training may be required to do additional tasks in the clinic

### **Tasks:**

- Assist staff with patients
- Administrative assistance duties as needed
- Prepping materials for the clinic

### **Physical Requirements:**

- Must be able to carry at least 10 pounds
- Must not be allergic to dogs or cats
- Must not be squeamish

### **Work Environment:**

- Fast paced environment with potential for animal bites and scratches
- Experience with animals a plus (but all training will be provided)
- Frequent exposure to blood, needles, and other medical situations

### **Shift Rules:**

- Read all signs on clinic doors before entering and follow all instructions
- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff
- Volunteers may not schedule another shift in any other department on the same day that they are scheduled to be a clinic assistant
- Volunteers are not allowed to engage in conversation that can be perceived as giving advice or practicing medicine

**Dress Code:** This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. It is recommended to wear a long-sleeved shirt under volunteer shirt to protect your arms whenever interacting with animals.