



---

---

BLUE MOUNTAIN HUMANE SOCIETY

---

---

7 East George Street, Walla Walla WA 99362

---

## POSITION DESCRIPTION

**TITLE:** Clinic Assistant Volunteer

**EFFECTIVE DATE:** January 2019

**REPORTS TO:** Surgery Coordinator

**TRAINER(S):** Surgery Staff

**TIME COMMITMENT:** Scheduled Shift, Three Hours Weekly

**LOCATION:** Blue Mountain Humane Society

**PURPOSE OF VOLUNTEER ROLE:** The main purpose of a clinic assistant volunteer is to assist the surgery team by providing pre-op and post-op support for animals undergoing surgery at Blue Mountain Humane Society.

---

### Duties Include:

- **Treat all animals both on and off the job humanely. You are a representative of the BMHS even when you are not volunteering.**
- Maintain appearance and demeanor consistent with the image of the BMHS as a professional animal facility. Follow the dress code required of all volunteers as outlined in orientation.
- Provide a safe environment for the animals, volunteers, and customers by following safety procedures and protocols.
- Assist Surgery Staff in preparing animals for surgery as directed.
- Assist Surgery Staff by monitoring animals while they recover from surgery including checking breathing and reflex.
- Adjust animal's position while they are recovering from surgery so they are not laying on one side for an extended period of time.
- Ensure animals stay warm while they are recovering from surgery by using blankets and/or heating pads.
- Maintain the endotracheal tube until the animal demonstrates the first sign of gag or rejection reflex (swallowing or coughing).
- Assist Surgery Staff by ensuring necessary supplies are maintained including blankets, heating discs, e-collars, paper plates, etc.
- Creating and organizing paper plate e-collars for cats and kittens.
- Fit dogs with appropriate sized e-collar while they are recovering from surgery to prevent irritation of the surgery site.
- Comforting animals as they wake up from sedation medication after surgery.
- Grooming shelter animals after surgeries including brushing and nail trimming.
- General clean up as requested by Surgery Staff.

4/16/2019

- Assisting veterinary staff as requested.

### **OTHER DUTIES / FUNCTIONS:**

- Assist with additional animal care opportunities.
- Available to assist other volunteers as needed.
- Available to assist other staff members as requested.
- Other duties as assigned.

### **POSITION SPECIFICATIONS:**

- **Required**
  - Must be detail oriented, accurate, and dependable.
  - Must be 18-years-old.
  - Able to juggle demands, prioritize, and follow through to timely completion.
  - Good communication skills, (verbal/written).
  - Able to follow verbal instructions.
  - Comfortable working with sedated animals before and after surgical procedures.
  - Comfortable being exposed to surgical procedures including spay and neuter surgeries.
  - Willing to be exposed to feral cats and/or dogs with maladaptive behavioral issues.
  - Willing to work in close proximity to Surgery Staff and animals in the surgery suite.
  - Must be able to maintain focus for duration of service to ensure animal safety throughout recovery.
  - Must maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
- **Desired**
  - Desire for learning and mastery of required job skills in order to expand the impact that the Blue Mountain Humane Society has on the community.
- **Education / Training**
  - Must have attended orientation.
  - Must have attended 1-on-1 with Volunteer Coordinator.
  - Must have fulfilled hands on training with Surgery Staff.

### **GOALS:**

- The goals of a medical track volunteer is to provide support for shelter animals and community pets before and after surgery procedures at Blue Mountain Humane Society.

### **WORKING CONDITIONS:**

- Indoors in air conditioned/heated office, outdoors at shelter.
- Regular exposure to a variety of companion animals, pocket pets, and some exotic animals.
- Regular exposure to sedation and surgical procedures.
- No perfume is permitted in the surgery suite.