



Clinic Assistant Job Description

5/21/18

Overview: Provide support during spay/neuter clinics and care for cats temporarily housed at the LAC

Responsibilities:

- Care for any cats housed at the LAC – see Cat Care instructions
- Set up kennels for cats coming in to stay at LAC (in-take or foster)
- Assist with check-in and pick-up of cats for clinic
- Give post-op instructions to care givers at pick-up, collect donations
- Help with in-take of cats for adoption: weigh, start health chart
- Help socialize kitten in-takes
- Get carriers and traps ready for cats to go back into after surgery, clean out and change bedding if needed
- Monitor recovery of cats coming out of anesthesia, prepare hot water bottles if needed
- Administer first aid if cat starts to vomit coming out of anesthesia and alert vet and vet techs if any other issues are observed
- Help clean up kennel area and put away supplies
- Make copies of forms such as health charts and release agreements as needed
- Other tasks done as needed and comfort level with tasks:
 - Clean surgical instruments and prep spay packs for autoclave
 - Apply ointment and clean ears for cats going through surgery
 - Clip finger nails on cats going for adoption while under anesthesia
 - Draw up vaccines
 - Cut puppy pads in half to keep on hand
 - Cut spay drapes
 - Wash out used medication syringes
 - Clean carriers

Qualifications:

- Enjoy working with animals including feral and semi-feral cats
- Able to communicate with other rescue people via email
- Ability to communicate effectively and professionally with public, volunteers and veterinarians both in person, on the phone and via email.
- Ability to work independently, as well as be a team player
- Understanding of how infectious diseases are spread and willingness to adhere to protocols to prevent spread