

Volunteer Position Description

Medical Team Volunteer

Fridays: 8-10a & 4-6p
Saturdays: 8-10a & 3-5p



JOB DESCRIPTION

Title: Animal Caregiver – Medical Team Volunteer
Reports to: Volunteer Manager and Staff Medical Team
Commitment: 2 hours/week, 9 month commitment

PURPOSE OF THE JOB

To serve as a team member who provides high quality care for the animals under the protection of Elmbrook Humane Society (EBHS). To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission, vision, and core values of EBHS.

JOB RESPONSIBILITIES

- Perform, administer, and record medical treatments.
- Perform intake and wellness exams.
- Groom and bathe animals.
- Administer vaccinations.
- Maintain medical records in the shelter database.
- Assist staff and the veterinarian with setting up procedures, weekly medical checks, adhering to standards that keep animals safe, and keeping medical and intake areas clean and organized.
- Pre-medicate and induce surgical patients, intubate animals, and clean and prepare surgical instruments.
- Maintain and follow all departmental procedures, protocols, and safety guidelines.
- Respond to emergency medical situations.
- Prepare lab samples and evaluate in-house lab work.
- Perform daily wellness rounds.
- Notify behavior team of animal behavioral needs/concerns.
- Notify staff of animal medical needs/concerns.
- Utilize low stress handling techniques.
- Represent the organization in a professional and courteous manner.
- Attend and participate in meetings, training programs, and continuing education.
- Take inventory and prepare medical supply order on a weekly basis.
- Follow safe handling procedures as they pertain to animals and cleaning agents.
- Know the location of Safety Data Sheets (SDS) and fire extinguishers.
- Assist with providing trainings to volunteers as requested.
- Work respectfully with and alongside staff and volunteers.
- All other duties assigned.

QUALIFICATIONS

- Must be 18 years or older.
- Animal welfare work experience preferred.
- Be interested in or have a formal Veterinary Assistant/Technician education, Applied Science degree, or equivalent work experience preferred.
- Willingness and aptitude to learn about domestic, exotic, and wild animals.
- Able to adapt quickly and work in a fast paced environment.



- Professional public image.
- Able to work with minimal supervision and/or with a team.
- Experienced animal handling skills.
- Proven customer service skills.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Passion for issues relating to animal welfare.

WORK ENVIRONMENT

- Physical demands include:
 - Lifting and moving animals, kennels, and other equipment.
 - Frequent movement, including but not limited to; standing, walking, stooping, carrying heavy loads, movement of kennels, restraining active animals, and operation of motor vehicles.
- Working conditions include:
 - Possible exposure to dangerous, diseased, frightened, and injured animals.
 - Possible exposure to zoonotic diseases.
 - Possible exposure to potentially harmful chemicals and drugs.
 - Working with strong cleaning agents on wet surfaces.
 - Indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - Euthanasia.
 - Animal abuse.
 - Animal neglect.