



Veterinary Clinic Assistant

Purpose: The East Bay SPCA is committed to the welfare of cats and dogs in the communities we serve. We strive to eliminate animal cruelty, neglect and overpopulation by providing programs and education that support people and companion animals. The Veterinary Clinic Assistant serves to assist the Theodore B. Travers Veterinary Clinic staff and veterinarians with the daily flow of clinic activities.

Location: Oakland Theodore B. Travers Veterinary Clinic: 8323 Baldwin St., Oakland, CA. Parking is available onsite.

Key Responsibilities:

- Clean, prepare, and wrap surgical instruments and packs according to established clinic procedures
- Restock surgical packs, towels, gowns, drapes, and other medical supplies
- Runner for supplies for doctor in surgery or tech on recovery
- Monitor animals recovering from surgery and promptly alert veterinary staff to concerns or changes
- Ensure that patient cages and runs are sanitized and clean
- Assist in daily cleaning responsibilities, such as sweeping, mopping, and dusting
- Assist with laundry, including collecting, folding, and restocking clinic and surgery linens

Time Commitment:

- Weekly shifts are available on Wednesdays, Thursdays, or Fridays from 10am-12pm, 1:00-3:00pm OR 3:00-5:00pm.
- We ask each volunteer to make a six-month minimum commitment, but we hope you stay longer!

Training:

- Attend East Bay SPCA's New Volunteer Orientation
- Complete required training with the veterinary/medical support team
- Receive training in cleaning and sanitation, instrument processing, and pack preparation
- Clinic staff and the Volunteer Services Manager are available for questions and support

Requirements & Qualifications:

- At least 18 years of age
- Commit to a regular, weekly shift
- Wear name tag, volunteer apron or t-shirt, and closed toed shoes at all times
- Have the ability to learn quickly and work efficiently
- Able to follow detailed instructions and established safety and sanitation procedures
- Able to remain calm and attentive around animals that may be anxious, frightened, or recovering from anesthesia
- Follow all organizational protocols and policies
- Ability to work independently as well as in a team
- Experience working with animals and/or in a clinic setting preferred, but not required