

Medical Assistant Volunteer

Reports to: MHS Medical Team, Volunteer Coordinator

Time Commitment and Location of Work:

- MHS medical areas
- Minimum 1 shift per week
- 2-hour minimum shift; weekday preferred
- Typical hours are from 9am - 12pm on Tuesdays and Thursdays

Goals:

- Maximize efficiency of the surgical process and ensure superb care for patients.
- Provide opportunity for volunteers to help prepare shelter animals for adoption

Responsibilities:

- Record information on surgical and medical documents
- Complete Post-Operative Care for animals in surgery which may include
 - Blood draws
 - Administer pain medication
 - Microchipping
 - Nail Trimming
 - Brushing/bathing as needed
 - Ear cleaning as needed
 - Administer subcutaneous fluids as needed
 - Incision care
 - Kennel cleaning/preparation
 - Extubating/monitoring patients
- Prep surgical equipment:
 - Clean dirty surgical instruments
 - Utilize ultrasonic cleaner
 - Organize instruments
 - Prepare pack
- Assist with post-surgery cleaning task list

Required Training(s):

- Completion of Medical Assistant Training/Shadowing

Qualifications:

- At least 16 years of age
- Ability to bend, crouch, stoop, and carry up to 40 lbs frequently

- Ability to stand for long periods of time
- Ability to cope with unpleasant odors, fleas, feces, blood, and urine
- High manual dexterity
- Ability to handle sharps in a safe manner
- Willingness and ability to follow specific instructions from staff
- Commitment to Midlands Humane Society practices, policies, and philosophy