



**Position Description for Co-op Placement Students  
The Companion Animal Hospital**

**Position Title:** Animal Care Assistant, Companion Animal Hospital  
**Immediate Supervisor:** Reports to Registered Veterinarian Technicians Erika Offel & Viva Chan  
**Placement Hours:** Shifts are Mornings 8:00 to 11:00 am or Afternoons 1:00 to 4:00 pm

**Key Responsibilities:**

- Assist the veterinary team prepare for day surgeries: tasks include preparing vaccines and microchips, laying out surgical packs, transporting patients to surgery and organizing animal medical records and home care information packages
- Monitor patients' recovery following surgery
- Clean and disinfect cages
- Perform housekeeping duties: laundry tasks (washing, drying and folding bedding and towels), sweeping floors, disposing of garbage and collecting of recyclables

**Required Skills, Experience and Behaviours:**

- Diligent compliance with guidelines and protocols for personal and animal safety
- Experience with cats and dogs of all sizes, breeds and temperaments
- Able to work in a very fast paced environment
- Punctual and reliable
- Basic math skills and able to use a watch to record recovery times
- Excellent time management and organizational skills
- Work independently and as part of a team

**Working Conditions:**

- Physical demands of the position include bending, kneeling, carrying and lifting of laundry, and lifting 18 kg dogs independently

**Orientation and Training:**

- Health and Safety Orientation is provided the first day of placement
- Co-op students will shadow and train with experienced volunteers