



POSITION DESCRIPTION

Job title	<i>Veterinary Assistant</i>	Reports to	<i>Clinic Director</i>
Opens	<i>August 12th, 2026</i>	Closes	<i>September 12th, 2026</i> <i>*Note: may change depending on applicants</i>
Term	<i>Full-time</i> <i>Non-Exempt</i>	Rate	• <i>Entry Level: \$8.00–\$9.00/hour</i> • <i>Experienced: \$10.00–\$12.00/hour</i>

Position Summary

The Veterinary Assistant provides compassionate, high-quality care to animals while supporting clinical staff and visiting veterinary teams in the daily operation of the clinic. This position is responsible for assisting with patient care, surgery preparation and recovery, cleaning and sanitation, animal handling, pharmacy support, and maintaining an organized, efficient clinical environment.

About the Organization

Saipan Humane Society is a non-profit animal health clinic serving the Commonwealth of the Northern Mariana Islands (CNMI). Our mission is to improve animal welfare through access to animal healthcare. SHS operates an access-to-care clinic providing preventive care, sick pet services, and surgery to community pets. Since opening in 2023, SHS has provided care to thousands of animals and has become a critical safety net for pets and pet owners throughout the CNMI.

Mission: Improving animal welfare through access to animal healthcare in the CNMI.

Duties and responsibilities

Patient Care

- Safely handle and restrain dogs and cats during examinations and procedures.
- Obtain patient weights and basic patient information.
- Assist veterinarians and veterinary technicians during examinations and treatments.
- Administer medications and vaccines as directed.
- Assist with wound care, bandage changes, and other nursing treatments.
- Assist with humane euthanasia procedures as required.



Surgery & Clinical Support

- Prepare surgery packs and maintain sterile technique.
- Set up surgery room and equipment.
- Prepare patients for surgery and assist with anesthesia monitoring and recovery under veterinary supervision.
- Clean, disinfect, and restock treatment and surgery areas.
- Operate and maintain clinical equipment following training.

Client Support

- Assist clients with patient intake and discharge instructions.
- Educate clients on medication administration and basic post-operative care.
- Maintain compassionate and professional communication with clients.
- Assist the front desk as needed.

General Responsibilities

- Maintain cleanliness throughout the clinic according to sanitation protocols.
- Follow all clinic safety, sanitation, and biosecurity protocols.
- Assist with community outreach events, vaccine clinics, and spay/neuter campaigns as needed.
- Perform other duties assigned to support clinic operations.

Note: Other duties may be assigned as necessary

Qualifications

Education

- High school diploma required
- Associate degree preferred

Experience

- Customer service or administrative experience preferred

Skills

- Strong communication and organization skills
- Proficiency with Microsoft Office, Google Workspace, and basic data entry systems
- Ability to work independently and manage multiple priorities

Personal Attributes

- Compassion for animals
- Adaptability to changing circumstances
- Collaborative team player



Physical Requirements

- Occasional lifting or moving of heavy material and supplies

Equal Opportunity

Saipan Humane Society is an equal opportunity employer. This position description is designed to outline general duties and responsibilities. It is not intended to be an exhaustive list of all tasks or expectations.

Applicants must submit:

- Cover Letter
- Resume or CV
- Three letters of recommendation, including one from a direct supervisor at most recent place of employment.
 - Please include recommenders email and phone number

Send these in one email to Lauren@saipanhumanesociety.org

Thank you!