



Job Description

Position Title:	Pharmacy/Veterinary Assistant
FLSA Status:	Non-Exempt
Position Reports to:	Director of Veterinary Services
Full Time/Part Time:	Full Time
Revision Date:	May 2021

Organizational Mission and History

Save the Chimps operates the largest privately funded chimpanzee sanctuary in the world. Located on nearly 150 acres on the Treasure Coast of Florida, the Sanctuary provides lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 200 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, more than 60 full-time employed staff, and a number of community volunteers.

Position Overview

Save the Chimps is looking for a Pharmacy Assistant to join our growing team. We are looking for a compassionate employee who is able to work both as a team member and independently. Applicants must be available to work full-time which will include one weekend day.

Essential Job Functions

- Assist in preparing and distributing medications for a population of more than 200 chimpanzees
- Assist in labeling prescription vials and keeping the medication boards current
- Assist in maintaining thorough records of temporary medications and remakes
- Assist in maintaining, cleaning and stocking of veterinary and mobile hospitals, lab and pharmacy
- Assist in data entry and filing of laboratory records and receipts
- Retrieve and prepare urine and fecal samples for analysis
- Answer triage calls in the event that the veterinarians and veterinary technicians are unavailable
- Assist in ensuring all medications are in-date, not expired
- Prepare biological samples for shipment to outside laboratories
- Other duties as assigned

Education and Work Experience

- Bachelor's degree required
- Previous experience working in a pharmacy or other service-related job preferred
- Knowledge of over-the-counter medicines and common prescriptions
- Strong attention to detail
- Willingness to follow directions



- Excellent organizational skills
- Excellent customer service skills
- Collaborative and communicative attitude
- Flexibility in an ever-changing environment

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is occasionally required to stand, often for long periods of time; walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, climb stairs, balance; stoop, kneel, crouch or crawl; talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Able to drive and operate golf cart or other vehicles for use on sanctuary property.
- Must be able to run and swim in the face of danger.

Environmental Requirements

- Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife. Employees must not object to unpleasant chimpanzee behaviors which include spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking of the fencing, and loud screams or hooting.
- Work outside in inclement weather, if needed.

Must be able to pass a pre-hire drug screen. Also due to the safety risk to the chimps, it is an essential function of the position to have received the COVID-19 vaccine along with several others.

Save the Chimps is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Interested applicants should send resume and cover letter to: hr@savethechimps.org