



Job Description

Position Title: Veterinary Assistant

FLSA Status: Non-Exempt

Position Reports to: Managing Certified Veterinary Technician

Revision Date: June 2022

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 medical and behavioral 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 220 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, approximately 80 full-time employed staff, and a number of community volunteers.

Position Overview

Save the Chimps is looking for a Veterinary 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. Successful candidate will demonstrate a strong attention to detail, willingness to follow directions, excellent organizational/time management/customer service/communication skills, and a collaborative and flexible attitude.

The schedule for this position is full time, working (4) 10-hour shifts per week which includes 1 weekend day.

Essential Job Functions

- Prepare and distribute medications for a population of more than 200 chimpanzees
- Label prescription vials and keep the prescription information current and updated
- Maintaining thorough records of temporary medications and medication remakes
- Assist in maintaining, cleaning and stocking of veterinary hospital, lab, pharmacy and veterinary van
- Assist in data entry and filing of laboratory records and receipts
- Retrieve, prepare and assist in analysis of urine and fecal samples
- Answer triage calls in the event that the veterinarians and veterinary technicians are unavailable
- Assist in ensuring all medications are in-date, not expired
- Assist in preparing biological samples for shipment to outside laboratories
- Assist with chimpanzee examination procedure tasks as directed



- Drives a golf cart or other vehicle
- Serve as an adjunct member of the STAT team, under direction of the veterinarian(s)
- Other duties as assigned

Education and Work Experience

- Bachelor or associate degree or comparable education required
- Previous experience working in a service-related job preferred
- Knowledge of over-the-counter medicines and common prescriptions preferred

Licensure Requirements

- Must have a valid driver's license and a clean driving record.

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.
- 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, as needed.

Must be able to pass a pre-hire drug screen and criminal background check. 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 and have a negative Tb test.

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.



The mission of Save the Chimps is to provide sanctuary and exemplary care to chimpanzees in need.
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