

Barnes Lake Veterinary Center

Job Description: Veterinary Assistant

Reports To: Practice Manager and Veterinary Technician

Wage Range: \$12 - \$18 for this position. Other benefits as outlined in the employee manual are separate from the hourly wage.

Position Overview:

The veterinary assistant provides support and assistance to the entire staff of the Center as needed. They will likely be involved in all phases of the interaction with clients from the beginning until the end of the visit in more of a physical capacity. They may be asked to provide support on an administrative level as well more aiding the Receptionist and/or filling in at that position on occasion if needed. They have a very significant role in interacting and communicating with clients about their pets and are an important part of an efficient work-flow.

Qualifications / Education / Experience:

- High school diploma or equivalent is required
- One year of experience in a Veterinary Office is preferred
- Genuinely enjoys working with animals and people
- Has a warm, welcoming, kind and compassionate personality

Personal Requirements:

- Minimum of 18 years old
- Is able to deal with the patients even when they are stressed, ill, or in pain
- Can stay calm and efficient during a medical crisis and take direction well
- Is well-spoken and approaches job duties in a mature manner
- Understands the teamwork approach and works well with all levels of team members
- Has good client and communications skills
- Is able to lift, carry, and restrain animals under 40 lbs.
- Is able to assist other staff members lift, carry and restrain animals over 40 lbs.
- Is able to walk and/or stand for extended periods of time; frequently in a bent position
- Understands there will be exposure to unpleasant odors, noises and all animal excretions
- Understands there may be exposure to bites, scratches and contagious diseases

Performance Expectations:

- Provide compassionate care to patients and clients
- Act in a confident and professional manner even when stressed/focused on a task
- Learn to keep accurate medical records in accordance with hospital policy

- Prepare and maintain exam rooms and treatment areas in accordance with hospital policy
- Be comfortable with restrain pets even when large and/or difficult
- Be interested in learning all common vaccinations and vaccination protocols
- Be willing to learn usage, dosage, and side-effects for commonly used prescription drugs
- Be interested in understanding common diseases in Veterinary Medicine
- Be comfortable with client interaction and questions
- Learn to file lab test results ensuring they are recorded in patient digital record
- Help maintain inventory of all medical supplies and the inventory control system
- Help keep the operating rooms properly stocked and prepared for surgery
- Be comfortable assisting staff to prepare patients and equipment for procedures
- Assist in properly caring and cleaning of all surgical materials and equipment
- Understand the importance of a clean and orderly facility and that cleaning and organizing is part of your job duties including restrooms and waiting areas
- Maintain positive and cooperative relationships with other employees
- Actual duties may include more or less items than noted above as they are subject to change

By signing below, I am indicating that I can perform the job duties noted above and/or am willing to learn how.

Signature

Date: