

## **Veterinary Assistant- Full Time**

### **Position Overview**

Lange Animal Clinic currently has a full time opening for an experienced Veterinary Assistant. The Veterinary Assistant assists the Veterinarian and Technicians with office visits, examinations/vaccinations, and surgical procedures. Additionally, cares for the everyday needs of pets in the hospital ward and helps maintain the hospital facility- preparing and cleaning exam rooms. The ideal candidate will have at least one year experience. Experience working with practice management software a plus.

### **Requirements/Skills/Physical Demands**

An employee in this position must have a great sense of caring for animals, be able to lift up to 50 pounds, walk dogs of up to 130 pounds, work on feet all day, and have basic PC skills. Must be able to work at least two Saturdays per month including a day off during the week.

Reports to: Veterinary Technician and/or Practice Manager

### **Primary Responsibilities**

- Provide compassionate care for pets
- Properly restrains pets for veterinarians and technicians
- Prepare rooms, equipment, and/or supplies for patient visits
- Assist in the taking of x-rays and preparing patients for x-rays
- Monitor and collect urine and fecal samples as needed
- Monitor, record, and report physical signs of hospitalized pets
- Clean cages, runs, boarding area and/or hospital facilities, including: exam rooms, treatment room, isolation areas, and surgical area
- Maintain reception area in a neat and sanitary condition
- Provide clean bedding, water and litter pans for pets
- Feed hospitalized pets as needed
- Exercise hospitalized dogs, as needed
- Greet clients and take incoming pets to appropriate areas
- Bathe pets and prepare pets for dismissal, as needed
- Retrieve pets that are being discharged
- Re-stock food, medications and/or supplies
- Follow up with clients by phone or email
- Perform other duties as assigned

### **Skills & Experience**

- \* At least 1-2 years of hands on working in an animal clinic preferred
- \* Associates degree preferred but not required
- \* Knowledge of Animal Behavior and Animal Husbandry
- \* Strong Documentation and Analysis Skills
- \* Fosters a Safe and Effective Environment
- \* Strong written and verbal Communication Skills
- \* Excellent customer service skills
- \* Basic computer and clerical skills