



Job Description

Job Title: Veterinary Assistant

FLSA Status: Full-Time, Non-exempt

Date last reviewed: May 8, 2017

Position Summary

The Veterinary Assistant supports the medical team at the Well Pet Clinic. This position reports to the Well Pet Clinic Medical Director.

Essential Duties and Responsibilities

- Meet with Drop-In clients and perform vaccinations, heartworm testing, nail trims, anal gland expression, and microchipping services.
- Educate Drop-In clients about vaccine protocols, heartworm disease, proper diet, proper dental care, and recommend doctor's appointments as needed.
- Enter client charges into Avimark along with complete patient notes.
- Assist veterinary team members with other duties as assigned.
- Preparation of laboratory samples.
- Together with Technician, prepare and operate digital radiology equipment, following radiology safety procedures.
- Assist in the Reception area with check in and check out of clients.
- Maintain appropriate records, documents, and data entry for patients.
- Assist with inventory and ordering supplies.
- Assist Veterinarian with office appointments.
- Clean and prepare surgical instruments and ensure supplies are ready for use.
- Educate clients on pre and post- surgical care of their animals.
- General clinic cleaning and laundry duties.

Job Qualifications

Education and Experience:

- At least 1 year of work experience; previous work experience in the animal welfare field preferred.

Knowledge, Skills and Abilities:

- Effective communication, organization, and strong customer service skills.
- Strong verbal and written communication skills; Spanish language speaking ability a plus.
- Shows initiative and is a conscientious worker.
- Ability to handle multiple tasks at once in a fast-paced environment.
- Detail oriented and exercises good judgment when dealing with the public and animal-related concerns.
- Ability to lift and carry 50 pounds.

Working Conditions:

- Veterinary office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer.