



Job Description

Job Title: Veterinary Assistant

FLSA Status: Full-Time or Part Time, Non-exempt

Date last reviewed: February 8, 2019

Position Summary

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

Essential Duties and Responsibilities

- Meet with Walk-In clients and perform vaccinations, heartworm testing, nail trims, anal gland expression, and microchipping services.
- Educate Walk-In clients about vaccine protocols, heartworm disease, proper diet, proper dental care.
- Assist Veterinarian with office appointments.
- Enter patient notes into Avimark or PetPoint.
- Maintain appropriate records, documents, and data entry.
- Preparation of laboratory samples.
- Administers and records medications and treatments as assigned.
- Together with Technician, prepare and operate digital radiology equipment.
- Assists with surgery under supervision (at the direction) of Veterinarian.
- Clean and prepare surgical instruments.
- Educate public clients on pre and post- surgical care of their animals.
- Assist in the WPC Reception area with check in and check out of clients, as needed.
- Assist with inventory and ordering supplies as assigned.
- General clinic cleaning and laundry duties.
- Assist Veterinarian with euthanasia.
- Assist veterinary team members with other duties as assigned.

Job Qualifications

Education and Experience:

- At least 3 years of work experience; previous work experience in veterinary care preferred.
- Additional duties maybe assigned if Assistant is currently enrolled in an accredited CVT program.

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.