



Veterinary Assistant Job Description

Date Completed: 1-8-09

Work Location: VMCLI

Title: Veterinary Assistant

Department: Clerical

Exempt Status: Non-exempt

Position Status: FT /PT

Reports to: LVT, Clinicians, All senior Staff

Works closely with: LVT's, Client Care Coordinators, Hospital Administrator, Clinicians, and Owners

VMCLI's Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

Veterinary assistants provide supportive services under the direction of the veterinarian and Veterinary Technicians. This includes but is not limited to administering oral or topical medications, as allowed by NY state law; setting up equipment for both treatment rooms and surgery, restraining animals, lab work, general facility cleaning, Cleaning of all wards and isolation rooms, interacting with the public and answering phones occasionally.

Responsibilities/Duties/Functions/Tasks

The following is a list of essential job requirements. This list may be revised at any time and additional duties not listed here may be assigned as

needed. Job Functions and Job Responsibilities include, but are not limited to:

- Restraining animals for the veterinarian and Technicians.
- Feeding animals as appropriate with Dr's instructions.
- Cleaning and making sure that animals are clean and all areas are free of odors
- Medications (as allowed by law)
- Grooming, as needed
- Record keeping concerning routine care, vitals, and observations of the patients
- Animal's exercise and bathroom trips
- General well being of every animal under your care
- Laundry
- Other duties include restocking, cleaning, assisting other staff members, some computer work, paper work, answering phones. There will be necessary interactions with the public, client education & interaction.

Qualifications

- Ability to interact with the public
- Organized
- Flexible
- Works quickly
- Works well with others and understand the team approach
- Is kind and compassionate
- Needs to be able to keep a clean uncluttered environment
- Able to follow directions
- Patient

Special Position Requirements/Physical Requirements

- This position requires the ability to walk, bend, stand, lift, reach, stoop, carry, push and pull for at least 8 hours a day.
- Lifting of packages and large bags of food 25-40 lbs
- Lifting and holding animals of all sizes, including large ones
- Ability to speak and hear sufficiently to understand the job
- Ability to write neatly and communicate with others
- Visual acuity sufficient to maintain accurate records
- Ability to restrain animals
- Ability to attend staff meetings and training class's
- Ability to understand the needs of the animals
- Own transportation

Preferences

- Individuals with a true love for animals and a caring personality to help clients. People skills are a must.
- Individuals with willingness to learn, ability to pick up new tasks quickly, and great work ethics.
- Knowledge of Improved computer software a plus.

Work Requirements

This is a very physical position and it involves a lot lifting and holding of animals of all sizes.

Employee

Acknowledgement/Date_____