



Job Description

Job Title: Veterinary Assistant

FLSA Status: Full-Time, Non-exempt

Date last reviewed: September 1, 2022

Position Summary

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

Ideal Candidate

Our ideal Veterinary Assistant will be comfortable handling dogs and cats and assisting the veterinarian to perform physical exams and diagnostic testing. Our new Vet Assistant will be motivated, able to work independently in addition to being effective in a fast-paced team environment, respectful to other clinic team members, and sincerely compassionate with both clients and patients. This is a great opportunity to join a shelter associated practice with a hardworking, yet fun-loving atmosphere.

Essential Duties and Responsibilities

- Assist Veterinarian with office appointments.
- Meet with Care Visit clients and perform vaccinations, heartworm testing, nail trims, anal gland expression, and microchipping services.
- Educate Care Visit clients about vaccine protocols, heartworm disease, proper diet, proper dental care.
- Enter patient notes into *eVet* 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.
- Potential to advance in assisting with surgery under supervision and at the direction of Veterinarian as skill set progresses.
- 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.
- General clinic cleaning and laundry duties.
- Assist the Veterinarian with euthanasia.
- Assist veterinary team members with other duties as assigned.

Job Qualifications

Education and Experience:

- One year of work experience; previous work experience in veterinary care preferred.
- Additional duties may be 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.