



Veterinary Assistant Job Description

Job Summary

Veterinary Assistants help the technicians, doctors, and receptionists in all duties of the hospital. Veterinary Assistants provide for the constant cleanliness of the hospital, as well as all patient wards, cages, and runs. The Veterinary assistants are responsible for the daily care of our patients, including walking, feeding, and recording of animal weight, appetite, and other information as directed. Veterinary Assistants are required to assist the doctors and technicians with restraint and other responsibilities according to individual abilities and training.

Specific Duties

1. Care for boarding and hospitalized animals, including cage cleaning, exercising, feeding, observation for signs of illness, laundry, bathing procedures, and keeping animals clean, as described in the assistant manual.
2. Feeds each animal as prescribed by attending doctor, recording appetite +/- and signs of illness.
3. Release animals to their owners as directed by the doctor or technician. Ensure that every animal released is clean, properly groomed, and looking better than on arrival.
4. Receive animals to be admitted for hospital care as directed by the doctor or technician. Ensure that each animal has proper identification, including name tags, cage cards, and medical record in the appropriate place.
5. General cleaning of public and employee areas of hospital, general cleaning of walking areas and memorial park to maintain clean, odor-free, and attractive environment. Housekeeping and laundry duties for all areas.
6. Restrain patients for procedures performed by technicians or doctors.
7. Maintaining a professional, cheerful, and helpful attitude when interacting with pet owners.
8. Stocking of hospital supplies, filling out requisition forms as supplies are needed, as described in the assistant manual.
9. Assist the customer services representatives when necessary, carrying food for clients and retrieving food or other supplies for CSRs and clients.

Minimum Qualifications

Ability to: Learn cleaning and disinfecting methods and the use and care of cleaning materials and equipment;
Appropriately handle and restrain animals;
Learn basic animal care;
Learn basic veterinary terminology and recognize abnormal conditions;
Understand and carry out oral and written directions.

Physical Requirements

The Veterinary Assistant will be required to stand for long periods, and perform moderately heavy physical labor. The Veterinary Assistant must be able to handle and restrain animals. The Veterinary Assistant must be able to lift up to 40lbs unassisted.

Controls Over Work

The Veterinary Assistant works under the supervision of the Technician Lead however, they will also receive direction from veterinarians, technicians, and nurses on a daily basis.