



Veterinary Assistant

Job Summary

The Veterinary Assistant is responsible for veterinary support functions and works under the medical supervision of the Lead RVT and the Practice Manager

Primary Responsibilities

- Assisting veterinarian with all aspects related to clinic appointments. Includes but not limited to: obtaining patient history; restraining patients; preparing and giving vaccines; giving fluids; medication injections; preparing medications and instructing clients on proper dosage/application.
- Accepting appointments for boosters, HWT, FeLV/ FIV tests, bloodwork, nail trims, giving fluids, and anal glands.
- Setting up and reading of in-house diagnostics (urinalysis, fecal, FNA, HWT, FeLV/FIV test, etc.).
- Assisting Lead RVT with all aspects related to outside diagnostics. Includes but not limited to: sending results to veterinarian; updating patient log; and client follow-up.
- Invoicing charges for services and explaining appointment billing with clients.
- Answering medical questions from client calls and visits.
- Discussing with veterinarian and clients what diagnostics or treatments we are able to provide.
- Educating clients on the benefits of spay/neuter, testing for heartworm or FeLV/ FIV and related preventatives.
- Assisting the Lead RVT in maintaining the controlled substances logs
- Order, and cleanliness of pharmacy and exam rooms.

Qualifications

- Minimum of 2 years recent experience in a primary care setting
- Strong written and oral communication skills
- Well organized, prompt and detail-oriented
- Able to prioritize and work independently
- Willing and able to adapt to changing needs of a growing organization
- Compassionate; values the relationship between humans and animals
- Experience with Intravet or other practice management software program
- Able to stand for extensive periods of time, walk, stoop, kneel, and lift/carry up to 30 pounds