



Veterinary Assistant

Job Summary

The Veterinary Assistant is responsible for veterinary support functions and works under the medical supervision of the Registered Veterinary Technician (RVT) and the Practice Manager in support of the veterinarians on duty.

Primary Responsibilities

- Assist the 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.
- Manage 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.).
- Assist the RVT with all aspects related to outside diagnostics. This includes, but is not limited to, sending results to veterinarian; updating patient log; and client follow-up.
- Invoicing charges for services and explaining appointment charges to clients/owners.
- Answering medical questions from clients who are visiting, those calling or those you are calling.
- Discuss with veterinarians and client's 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 RVT in maintaining the controlled substances logs or other required documentation.
- Maintain the order and cleanliness of pharmacy and exam rooms, common areas and other duties as assigned.

Qualifications

- Minimum of 2 years' recent experience in an animal care setting or related setting
- Strong written and oral communication skills as well as computer skills
- Well organized, prompt and detail-oriented
- Able to prioritize and work independently
- Likes cats and dogs and is able to perform necessary tasks /actions with ease
- 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