



## **Veterinary Assistant**

### **Job Description**

**REPORTS TO:** Medical Programs Manager

**HOURS:** Full-time, non-exempt

**PAY RANGE:** \$18.00 - \$20.00 hr.

**Summary:** The Veterinary Assistant supports the medical team in surgery, with client appointments and with shelter animals.

#### **Duties:**

- Greet clients and check in patients
- Prep patients for surgery and help recover patients after surgery
- Assist in animal examinations, treatments, and surgery
- Administer medications and vaccines as prescribed by the veterinarian
- Handle and restrain animals during procedures
- Maintain accurate medical records of patients
- Educate pet owners on proper animal care and treatment plans

#### **Experience:**

- Previous experience working as a Veterinary Assistant or relevant role
- Experience with animal handling
- Previous customer service experience
- Familiarity with shelter, kennel, and veterinary operations and pet care

#### **Requirements:**

- High school diploma or GED
- Ability to stand for extended periods of time
- Ability to lift up to 40 lbs, bend and kneel
- Animal care experience in vet clinic, shelter, or kennel environment
- Strong communication skills and ability to work well in a team environment
- Compassion for animals and their owners
- Ability to handle stressful situations with composure
- Attention to detail and strong organizational skills
- Desire to learn and be a member of a skilled team of vets and animal care professionals