

## **Englewood Animal Health Center Veterinary Assistant Job Description**

**Job Title:** Veterinary Assistant  
**Department:** Kennel  
**Reports To:** Office Manager  
**FLSA Status:** Hourly, Non-exempt  
**Prepared By:** Debbie Hill, CVPM PHR  
**Prepared Date:** July 1, 2004  
**Approved By:** Hospital Administrator  
**Revised Date:** April 30, 2007

**Summary:** The veterinary assistant staff at Englewood Animal Health Center has the primary responsibility for the everyday needs of patients in our care and the boarding pets that are left with us. All members of our assistant staff must enjoy working with animals and understand their needs and personalities and offer prompt pet care.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Offer compassionate care to all animals.
- Scrub kennels and runs thoroughly each day and more often as the need arises - all 5 sides of the kennel & the door.
- Vacuum and mop all kennel area daily. Clean counter tops and fronts well.
- Provide litter boxes for all cats. Check throughout the day and clean as necessary.
- Start baths for all pets in for such services by 9:00a.m. Use cage racks for pets to dry on. If all racks are in use, put towel in cage so that pet is not sitting in puddle of dip or fleas.
- Prepare boarding & bathing reports to go home with each pet.
- All pets leaving should be sprayed and brushed unless owner requests that it not be done. All pets leaving should be clean and smell good. IV catheters removed from surgery pets.
- Feed hospitalized and boarding pets per set Prima Vista Animal Hospital standards.
- Follow special feeding & care instructions when indicated. If pet brought their own food, feed only that. This should be noted on the cage card.
- Collect urine and fecal specimens as requested.
- Record and report important information about animal's conditions or unusual behavior to tech or doctor on duty.
- Fill out cage cards completely as indicated for each pet.
- Get incoming pets settled into a kennel with food and water in a timely manner.
- Prepare animals for dismissal, taking care to have all personal belongings to go home with the pet.
- Keep watch on treatment and front areas to see if rooms need to be swept or mopped.
- Clean all exam room counter tops and fronts and base of exam tables.

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High Quality Patient Care, Integrity, Pride in AAHA Standards  
Professional Client Service, Respect for Others

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- Empty all trash cans daily. If bag is not dirty, dump trash into another bag for disposal.
- Keep laundry going all day and put away where it belongs regularly.
- Thoroughly wash out pet dishes and leave in disinfectant for at least 10 minutes, then rinse, dry and put them away.
- Assist doctors and technicians with animal restraint when needed.
- Dust shelves and products in retail area.
- Maintain Prima Vista Animal Hospital's building and grounds in a manner that shows pride.
- Scoop the lawn at least twice daily, back & front, in case of pet accidents.
- Be able to answer telephone per hospital phone script.
- Last thing before leaving, give all pets fresh water and make sure that all are clean and dry for the night and that all kennels have cages clips in place. (for both dogs and cats)
- All other duties that may be asked of you to keep the hospital team running smoothly and to provide optimal pet care.

This hospital is like a human hospital, in that, things happen here that are confidential. Do not discuss cases with anyone outside of the hospital. Should you see or hear anything that concerns you, talk to Hospital Management, not others about concerns.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Consideration will be given for reasonable accommodations to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

High school diploma or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills:**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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### Supervisory Responsibilities:

This job has no supervisory responsibilities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	

The job requires the following lifting requirements and/or exerted force be performed on the job.

#### Amount of Time Spent on Lifting Amount

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X (with assistance)		
More than 100 pounds		X (with assistance)		

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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