



## JOB DESCRIPTION

# Veterinary Technician Assistant

**REPORTS TO:** Veterinarian / Practice Owners

### POSITION OVERVIEW

The veterinary technician assistant is the veterinary technician's primary support. They assist in gently controlling pets and set up for the examination procedure. They aid the technicians in achieving greater efficiency by relieving them of some of the routine work. They have a very significant role in freeing up the technicians to assist the veterinarian with medical procedures.

### QUALIFICATIONS / REQUIREMENTS

#### EDUCATION AND LICENSURE REQUIREMENTS

- High school diploma or equivalent
- Previous on-the-job training desirable, but not required

#### EXPERIENCE REQUIREMENTS

- Previous animal care background is desirable, but not required

#### PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and is able to deal with animals even when stressed, ill or in pain.
- Can stay calm and efficient during a medical crisis.
- Is well-spoken and approaches his/her job duties in a mature nature.
- Can support and be a part of teamwork; works well with all levels of hospital team members.
- Has excellent client communication skills
- **Physical Effort:** Work requires lifting, carrying and restraining animals up to 40lbs (will be assisted by other staff members in lifting animals over 40 lbs). Walks or stands for extended periods or time; frequently works in a bent or squatting position.
- **Working conditions:** May be exposed to unpleasant odors, noises and animal feces. May be exposed to bites, scratches and contagious diseases.

### WAGE RANGE

Based on experience with range from \$11 per hour to \$13 per hour.  
Benefits are outlined in the employee manual and are separate from the hourly wage.

## PERFORMANCE EXPECTATIONS

- Can provide compassionate care to patients and clients.
- Will be trained in and able to use fear free techniques including low stress handling of pets and will treat animals according to these principles.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Maintains positive, cooperative relationships with other employees.
- Can legibly keep accurate medical records in accordance with hospital policy.
- Can prepare and maintain the exam rooms and treatment areas.
- Can perform physical assessments; record observations legibly in files or computer.
- Can effectively use gentle control techniques and handling tools for patient procedures and knows when to seek veterinarian's advice about more effective and lower stress techniques for handling if patient becomes too stressed, anxious, or fearful.
- Knows all common vaccines and vaccination protocols and can explain to clients.
- Understands the importance of a clean and orderly facility, does not hesitate to clean or organize as part of a normal job duty.
- Can prepare estimates for procedures and discuss financial commitments with clients supporting hospital financial policies.
- Can accurately handle payment transactions.
- Can explain necessary followup and homecare instructions.
- Can properly care for all surgical materials and equipment; keep the operating room properly stocked and prepared for surgery.
- Can maintain an appropriate inventory of all drugs and medical supplies as determined by the inventory control system.
- Can set up and perform in-house clinical laboratory procedures such as chemistry panels, electrolyte panels, CBCs, coag panels, run in-house SNAP tests including heartworm, FeIV/FIV, and Parvo tests etc, run and read a PCV, use a refractometer to evaluate total protein or urine specific gravity. Prepare ear and skin cytology samples for doctor. Prepare outside laboratory samples such as blood, urine, and biopsy samples for pick-up. Maintain files of lab test results and ensures that test results are recorded in patient records.
- Can effectively position for and take radiographs.
- Understands the use and care of IV pumps.
- Can admit patients following hospital policy and doctors' written orders.
- Can discharge patients based on the veterinarian's orders, ensuring that patients are well groomed and in a medically appropriate state.
- Performs other duties as assigned including assisting in other areas.