

## **Job Description**

**Title:** Veterinary Assistant – Part Time - Saratoga

**Department:** Medical Operations, reporting to the Director of Medical Operations

**Primary Function:** Provide assistance to medical staff as required; surgical set-up and preparation; animal restraint and monitoring; computer data and electronic record entry, clinic and office clean up. This position works closely with veterinary and support staff and Clinic Coordinator and reports to Director of Medical Operations.

## **Essential Duties and Responsibilities**

- Clean and pack surgical instruments; autoclave operation.
- Assist veterinary staff in examination of animals for wellness clinic, when directed
- Assist veterinary staff in restraint of animals for anesthesia, when directed
- Assist veterinary staff in preparation of animals for surgery by clipping hair, scrubbing and positioning, when directed
- Feed and/or medicate animals post-surgery as directed
- Clean and sanitize all surgical and office areas including, but not limited to, floors and bathrooms on an on-going basis.
- Clean and sanitize equipment, kennels/cages used for day's surgery
- Assist in preparing kennels and clinic for next day's surgery
- Restock supplies in exam area
- Wash, dry, fold and put away laundry
- Enter animal examination and treatment data into computer record
- Assist with transferring cats in carriers from recovery areas to reception for client pick up
- Maintain a clean and safe work environment.
- Other duties as assigned.

## **Job Conditions**

- Environment is conducive to injury from needles, scalpels, bites and slippery surfaces.
- Moderate noise environment, lots of lifting and bending.
- Exposure to irritating and toxic chemicals.
- Standing on feet for 6-8 hours per day with walking.
- May have unsupervised duties.

## Qualifications

- High School Diploma or GED
- One (1) year experience in a veterinary or animal care setting
- Ability to learn and use clinic and animal management software systems; familiarity with Microsoft Office Suite
- Must be able to work some evenings, weekends, and holidays
- Ability to work independently be self-motivated and detail-oriented
- Valid, insurable, New York State driver's license

## 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is regularly required to use hands and fingers, talk, and hear. The incumbent is frequently required to stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch. The position holder must be able to regularly lift and/or move up to 40 pounds.
- Specific vision abilities required for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- While performing the duties of this job this position may be exposed to animal odors or airborne particles.
- The noise level in the work environment is usually moderate.

## Knowledge, Skills, and Abilities:

- A highly motivated, out-going, polite individual with a professional manner with co-workers and the public.
- A team player, able to work in a fast-pace environment and handle several tasks at once.
- No medical restrictions to animal contact.

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Employee's Signature

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Supervisor's Signature

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Employee's Name

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Supervisor's Name

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Date

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Date