



West Veterinary Assistant

About Wilson Veterinary Hospital:

Wilson Veterinary Hospital is a privately owned, two times AAHA accredited small animal hospital. We provide general practice services, ER/ Urgent Care services, critical care/ hospitalization, soft tissue, orthopedic, arthroscopic and laparoscopic surgeries, Vimago CT scanner, ultrasonography, endoscopy and small rigid scoping abilities, certified rehab technicians with underwater treadmill. We also have chiropractic care, acupuncture and radioactive medicine (Synovetin OA). Once a month a boarded cardiologist visits. The original owner (Dr. John Wilson, DVM, DACVP) believed in affordable, complete veterinary care for everyone. We have strived to continue this service. The current owners are moving the practice in a positive direction by continuing the long-standing tradition of quality care at affordable prices, while promoting a positive work environment that is dedicated to our employees' work-life balance.

Reports to: Veterinary Assistant Supervisor/ West Floor Manager

Hours: Full Time/Part-time

Essential Functions:

Boarders:

- Walk, feed and medicate animals that are boarding or medical boarding with us
- Clean out all cages, food prep area, and treatment areas as needed
- Write up flow sheets for all boarding animals and be sure all treatments are done in a timely manner

Packs:

- Wash, sterilize and wrap surgical instruments
- Run and fold surgery laundry and blue sterile drapes
- Identify and categorize surgical instruments

Clin-Tech:

- Assigning and placing appointments into rooms to be seen by the doctor
- Room maintenance and stocking of exam rooms
- Taking care of releases and visits for patients currently in the hospital

Urgent Care Clin-Tech:

- Placing clients in rooms and obtaining temperatures to be seen by the doctor
- Triageing emergencies as they come in
- Cleaning maintenance and stocking of exam rooms

Treatment:

- Responsible for taking care of all the pets currently hospitalized such as walking, feeding and medicating



- Checking and maintaining fluids
- Obtaining vitals and checking IV catheters

Doctors Teams:

- Assisting the doctor and/or the technician in diagnostics and restraint
- Obtaining and running in house bloodwork alongside taking radiographs
- Addressing emergencies and obtaining histories and diagnostic wishes from clients

Position Qualifications

- Attention to detail - Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks; is watchful over a period of time.
- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high - quality output - Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems or notifies others of quality issues as appropriate.

Interpersonal Relations:

Exhibits acceptable standards of professional conduct. Listens carefully. Develops and maintains positive working relationships with all team members.

- Diplomacy - Extends consideration to co-workers and clients at all levels.
- Maintains confidences - Handles confidential information without breaking trust or confidences. Is seen as a trusted and discrete team member.
- Respect and professionalism - Demonstrates clear, professional, and respectful communications in all interactions, consistent with an inclusive work environment. Treats others with dignity and respect.
- Conflict management - Resolves conflict effectively and respectfully.
- Time Management - Effectively manages one's time and resources to ensure that work is completed efficiently.
- Prioritizes - Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Makes preparations - Ensures that required equipment and/or materials are in appropriate locations so that own and others' work can be done effectively.
- Schedules - Effectively allocates own time to complete work
- Leverages resources - Takes advantage of available resources (individuals, processes, departments, and tools) to complete work efficiently.



- Stays focused - Uses time effectively

Skills & Abilities:

- Education: A high school diploma or equivalent
- Experience: None needed but prior veterinary experience welcome
- Computer Skills: Impromed, Microsoft Office, and Microsoft Outlook.
- Ability to perform lifting (up to 50 pounds) and repetitious physical activity.
- Ability to stand for long periods of time.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.