

Ohana Pet Hospital Veterinary Assistant Job Description

Veterinary Assistant (formerly Veterinary Technician): Full-time Position.

Veterinary Assistants assist Veterinarians with patient care and interact with and educate clients.

Essential duties and responsibilities:

- Assist Veterinarians in patient care and medical treatments including but not limited to: medication administration, vaccine administration, acquiring laboratory samples, processing in-house and reference lab samples, anesthesia monitoring, dental prophylaxis, surgical preparation, hospitalized patient care, critical / emergency care and triage.
- Gentle and compassionate care of patients.
- Able to work patiently with clients in varying emotional states.
- Check in clients, take medical history, obtain patient vital signs.
- Fill prescriptions.
- Discharge patients.
- Client education.
- Assist in cleaning the hospital including but not limited to: laundry, floors, taking out the trash and recycling, cleaning treatment areas, surgery, exam rooms, kennels, bathrooms and kitchen.
- Answer phones and make appointments as needed.
- Relay appropriate information to/from clients to doctors and/or management.
- Maintain proper documentation in the electronic medical record.
- Computer skills: Able to use Windows based computer systems, word processing, email, web search and other skills needed to effectively use the practice management software program.

Qualifications:

- Associates in Veterinary Technology or equivalent RVT training program preferred but not required.
- High School Diploma or G.E.D. required.
- At least 1 year experience as a Veterinary Assistant.
- Must be able to safely lift 30 pounds.
- Basic math and writing skills.

Other:

Assistants must possess good critical thinking and problem solving skills, compassion, a positive attitude, excellent communication skills and teamwork skills. Multi-tasking and accepting constructive criticism is essential. Punctuality is a must.

This job description does not necessarily cover every task or duty that might be assigned. There may be additional responsibilities assigned as necessary. If you have questions or concerns about this job description, contact the Practice Manager or Medical Director.