

**JOB DESCRIPTION**  
**VETERINARY TECHNICIAN ASSISTANT**

**REPORTS TO:** Practice Owner or Manager

### **POSITION OVERVIEW**

The veterinary technician assistant is the veterinary technician's primary support. They assist in restraining pets and test set up for examination and surgical procedures. They aide 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. Veterinary technician assistants must build positive, professional relationships with clients and staff members.

### **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 them 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 (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**

The range for the position is \$17 per hour to \$21 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.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can legibly keep accurate medical records in accordance hospital policy.
- Can use proper medical terminology when speaking and writing.
- Can prepare and maintain the exam rooms and treatment areas.
- Can perform physical assessments; record observations legibly in files or computer.
- Can effectively restrain pets even when large or difficult.
- Can assist with euthanasia procedures.
- 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.
- Maintains positive, cooperative relationships with other employees.
- Can prepare estimates/treatment plans for procedures and discuss financial commitments with clients supporting hospital financial policies.
- Can explain necessary follow-up and homecare instructions.
- Can properly care for all surgical materials and equipment; keep the operating room properly stocked and prepared for surgery.
- Can set up clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, ear cytology and fungal cultures; 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.
- Follow OSHA standards. Be able to find Material Safety Data Sheets quickly.
- Understands and carries out oral and written directions.
- Maintains positive, cooperative relationships with other employees.
- Assist other employees as needed. Avoid waiting for coworkers to ask for assistance.
- Participate in your performance appraisal, and, as requested, in those of others.
- Participate in all staff and training meetings.
- Maintain constant vigilance regarding open doorways that could allow pets to escape from the facility.
- Performs other duties as assigned including assisting in other areas.