



**VETERINARY ASSISTANT  
JOB DESCRIPTION**

**JOB SUMMARY:**

A Veterinary Assistant helps the technicians, doctors, and receptionists in all duties of the hospital. The responsibilities vary with the current needs of the hospital staff and the individual abilities demonstrated by the employee. Responsibilities may include the following: feed, water, and monitor pets and other animals for signs of illness, disease, or injury; cleans and disinfects cages and work areas; sterilizes laboratory and surgical equipment; assists veterinarians with healthcare duties; provides routine post-operative care; administers medication orally or topically; prepares samples for laboratory examination under the supervision of veterinarian or licensed veterinary technician.

**ESSENTIAL JOB FUNCTIONS:**

1. Feeds, waters, and monitors animals for signs of illness, disease, or injury.
2. Cleans and disinfects cages, work areas, laundry, laboratory equipment, and surgical equipment.
3. Assists veterinarians in variety of healthcare duties, including injections, venipunctures, and wound dressing.
4. Prepares examination or treatment room, and holds or restrains animal during treatment.
5. Prepares patient, equipment, and instruments for surgical procedures, using specialized knowledge.
6. Assists veterinarian during surgical procedures, passing instruments and materials in accordance with oral instructions.
7. Professional, cheerful and helpful attitude when contacting pet owners, knowledge of preventative health care recommendations to answer questions.
8. Knowledge of patient folders and vaccine schedules.
9. Performance of simple in-house laboratory tests, completion of forms for out-house laboratory, filing of laboratory reports, and clean up of laboratory area.
10. Educates and communicates with clients
11. Full Knowledge of Kennel Assistant duties and responsibilities.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED) required