

## -JOB DESCRIPTION-

# ANIMAL CARE ATTENDANT/VETERINARY ASSISTANT

### *Job Summary:*

Provide for the constant cleanliness of cages, runs and ward areas and the proper feeding, walking, and care of all boarded or hospitalized animals.

### *Specific Duties:*

- Clean and sanitize all cages, runs, wards and related areas.
- Give baths (ordinary & medicated), dips (where indicated), and perform whatever grooming as may be necessary to the treatment and constant cleanliness of each animal.
- Recognize and record any unusual condition or abnormal behavior of any boarded or hospitalized animal. Observe animals recovering from anesthesia.
- Feed and water all animals in the hospital, where indicated, and with the appropriate diet. Maintain daily kennel/ward logs of pet activities (i.e. appetite, BM's, urinations, etc.). Wash bowls and keep food-prep area clean & neat.
- Outdoor exercise/walking of boarded pets in fenced exercise areas.
- Monitor pets in the clinic to be sure they are comfortable and clean. Clean cages & runs as needed.
- Receive & weigh animals to be admitted for hospital care and insure their properly **labeled** (cage card) & that their current weight has been **recorded**.
- Release animals to their owners as directed by the attending doctor and/or office staff and insure that every animal released is clean and properly groomed.
- Assist doctors, veterinary technicians, and other staff with the administration of medications.
- Assist in restraining animals for examination and treatment by doctors and staff.
- Perform routine laboratory tests (fecals, HWT, etc.) as needed, and **record** results where required.
- Print client literature as requested by doctors and staff.
- Assist in taking x-rays as needed.
- Assist with cleaning of surgical instruments & preparation of packs/drapes.
- Assist with storage & restocking of pet foods.
- Monitor inventory of in-house pet foods & restock as needed. Inform those responsible for ordering, as food is needed.
- Other duties assigned as required.

### *Minimum Qualifications:*

#### **Knowledge Of:**

- Cleaning and disinfecting methods and the use and care of cleaning materials and equipment.
- Learn proper methods of animal restraint.

#### **Ability To:**

- Use cleaning materials and equipment with skill and efficiency.
- Sympathetically and patiently treat sick and injured animals
- Learn to administer medications and recognize abnormal conditions.
- Understand and carry out oral and written directions.
- Maintain cooperative relationships with those contacted in the course of work.