

HOLISTIC VETERINARY HEALING

Veterinary Assistant Position

Holistic Veterinary Healing, located in Germantown, MD, a companion animal veterinary hospital, is looking for an outgoing, easy going, competent, and compassionate Vet Assistant to join our growing practice. HVH is a team-oriented environment which provides compassionate care to our patients and clients.

The Vet Assistants in this practice are responsible for assisting the Veterinarian and/or Veterinary Technician in the care and treatment of our patients and their owners. The essential functions are as follows:

- Prepare blood, urine and fecal samples for laboratory testing and submit forms to outgoing labs
- Assist in taking x-rays and forwarding to radiologist
- Regularly sterilize instruments and equipment
- Assist with dental procedures
- Prepare Surgical suite and animals for surgery
- Assist Veterinarian in recording case history, weight, temperature, and other details
- Restrain and stabilize animals during examination and treatment
- Trim nails, give injections and subQ fluids, and perform other routine procedures
- Administer medications and treatments prescribed by the Veterinarian
- Provide basic education on animal care, nutrition, and medical conditions
- Teach clients how to administer medications at home
- Recommend products for optimal wellness, such as vitamins, supplements, dental cleaning, flea control, geriatric care, and dietary measures
- Maintain animal records and billing information
- Prepare and label medications to be sent home with the patient
- Organize, label, and restock supplies and retail products
- Make medical call-backs as needed
- Retrieve the mail and prepare and send packages
- Answer phones, make appointments, check out clients, and assist receptionist as needed
- Other duties as assigned
- Train new employees

We are looking for someone who has an associate's degree (A.A.) or equivalent from a two-year college or technical school; or two to three years of related work experience and/or training; or equivalent combination of education and experience. Also, someone who loves animals and is a detail oriented good communicator. Each member of the team is expected to wear scrubs and maintain a neat professional appearance.

This is a full-time position of 4 days or approximately 32 hours per week. The hours of work and days will vary from Monday through Saturday, between 9:30 a.m. and 6:30

p.m. Flexibility to fill in when other staff members need to take time off for illness or vacation is crucial.

Please forward the following information to Cecelia Bonfils, Hospital Manager, at HVHHospMgr@gmail.com:

- a cover letter explaining why you think you are the best candidate for this position
- a current resume
- your salary requirements
- list of references, preferably including previous supervisors for reference checks