

## **Certified Veterinary Assistant – Platt Park Veterinary Hospital**

**Location:** 1900 S. Broadway, Denver, CO 80210

**Job Type:** Full-Time or Part-Time

### **Welcome to Platt Park Veterinary Hospital!**

Congratulations on your new position at **Platt Park Veterinary Hospital!** We are excited to welcome you to our team. As a **Certified Veterinary Assistant**, you will play a key role in supporting our veterinarians and technicians, providing compassionate care to our patients, and helping maintain a well-organized and efficient environment. Your commitment to assisting with patient care and client education is essential in supporting our mission to provide high-quality veterinary services to our community.

### **Mission Statement – Platt Park Veterinary Hospital**

**“Where Big-City Vet Care Meets Small-Town Soul”.**

At Platt Park Veterinary Hospital, **our mission is to provide compassionate, high-quality care through innovative veterinary practices, treating every pet and owner as part of our extended family.** We are committed to creating a **supportive environment** where pets receive individualized medical attention and pet owners feel informed and valued. **Rooted in community values**, we strive to promote **wellness, education, and the human-animal bond** in every interaction.

As a member of our team, **upholding this mission is the most important part of your role.** Every task, interaction, and effort should reflect these values to ensure we build lasting relationships with pets and their families while fostering trust within the community we serve.

**Reports to:** Lead Technician / Team Supervisor, Practice Manager, DVM's.

**Key Responsibilities:** Include but are not limited to:

#### **Patient Care and Assistance:**

- Assist veterinarians and technicians during medical procedures, exams, and diagnostic tests.
- Prepare pets and equipment for surgery, ensuring everything is clean and properly set up.
- Handle and restrain pets safely to ensure the safety of patients and staff.
- Administer medications, vaccines, and treatments under supervision.
- Provide basic nursing care, including monitoring hospitalized pets as instructed by the veterinarian or technician.

#### **Client Education and Support:**

- Greet and assist owners, helping them feel comfortable and informed.
- Educate clients on general pet care, preventive care, and post-treatment instructions.
- Answer client questions or direct them to the appropriate staff member for more detailed information.

#### **Hospital Maintenance and Cleanliness:**

- Maintain a clean and organized hospital environment by sanitizing exam rooms, kennels, and surgical areas regularly.
- Ensure all areas meet OSHA and hospital safety standards.
- Clean and sterilize instruments and equipment according to hospital protocols.

#### **Inventory and Supply Management:**

- Assist with inventory tasks, including restocking supplies in exam rooms and treatment areas.
- Notify technicians or supervisors when supplies need to be reordered.

#### **Team Collaboration:**

- Work collaboratively with veterinarians, technicians, veterinary assistants, and support staff to ensure smooth operations.

- Participate in all staff meetings. **Staff meetings are mandatory unless the staff meeting is scheduled on a requested day off.** You may join virtually if the staff meeting is scheduled on your day off.
- Participate in continuing education to stay updated on industry practices.

#### Qualifications:

- **Certified Veterinary Assistant (CVA)** certification required.
- Experience in a veterinary clinic or pet hospital.
- Ability to handle and restrain pets compassionately and safely.
- Strong organizational and multitasking skills.
- Excellent communication skills and a strong team-oriented attitude.
- Willingness to learn and perform various tasks in support of the hospital's mission.
- Ability to lift and carry up to 40 lbs. as part of routine tasks.

#### Work Environment:

- Full-time schedule = 32+?? (update as I discuss w/ Mary) hours.
- Our hospital is open Monday through Friday.
- As a full-time staff member, you may work 3 or 4 10-hour shifts per week.
- As a part-time staff member, you may work 1 or 2 part-time shifts per week.
- Some flexibility in hours may be required based on hospital needs.
- Some remote administrative duties may be required during the onboarding phase.

#### Compensation and Benefits:

- Competitive salary based on experience.
- Opportunities for growth and advancement within the hospital.
- Comprehensive benefits, including health insurance, vacation, and sick leave. (discuss with Mary)

#### Acknowledgment and Agreement:

By signing this job description, I acknowledge that I understand the responsibilities and expectations associated with the role of **Certified Veterinary Assistant** at Platt Park Veterinary Hospital. I agree to fulfill these duties to the best of my abilities and comply with hospital policies and procedures.

**Staff Member's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_