

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 **Veterinary Assistant**, you will play a vital role in supporting our veterinarians and technicians, providing compassionate care to our patients, and helping maintain a well-organized and efficient environment. Whether you're bringing years of experience or just beginning your journey in the veterinary field, your dedication to assisting with patient care and client education is essential in upholding our mission of providing high-quality veterinary services to the 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: *Responsibilities will vary based on experience level and comfort with each task. Training and guidance will be provided as needed.*

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 pet 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:

- We are open to a range of experience levels for this role. Ideal candidates will have some or all of the following:
 - Certified Veterinary Assistant (CVA) certification or relevant veterinary assistant experience preferred but not required.
 - Experience in a veterinary clinic or pet hospital is an advantage but not necessary for new candidates eager to learn.
 - 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 **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: _____