

Position Opening

Experienced Veterinary Assistant at Catskill Veterinary Services, PLLC in Rock Hill, NY

Catskill Veterinary Services, PLLC is growing and we are looking for experienced veterinary assistants who want to practice collaborative medicine and provide compassionate care while making a difference in the lives of the pets and people in our community.

We are looking to add experienced veterinary assistants to the following teams: Urgent Care, Wellness appointments, hospitalization and surgery.

Hours

Full time or Part-Time Schedule. 1st or 2nd shift weekdays, weekends and overnight shifts available, 10 hour shift.

Primary Function

Assisting the veterinarians and technicians with patient care. Given the expanse and nature of our work, you will have the opportunity to work on a wide variety of cases in a high-paced, exciting, and professional environment. The variety and volume of our patient caseload offers you the opportunity to work in a medically progressive veterinary practice.

The job includes:

- Cleaning, organizing, and maintenance of the veterinary equipment and the hospital
- Safely restraining/handling dogs and cats
- Processing laboratory samples
- Walking dogs
- Maintaining the laundry
- Communicating with clients – including answering phones and returning calls
- Filling medications and vaccinations
- Basic computer skills/data entry
- Stocking and maintaining inventory

Requirements:

- Competent and appropriate communication skills are vital
- Customer service oriented is critical
- Applicants must be dependable and professional
- Be able to lift 60 lbs
- Must be able to kneel for periods of time
- Be comfortable around companion animals (dogs/cats), horses, and livestock
- Candidate must be able to follow directions and take constructive feedback. We feel feedback is a gift and we strive to improve ourselves

- Valid NYS Driver's license
- Professional and mature personality
- Applicants will be expected to participate in lateral service – meaning you may be assigned to work in the veterinary hospital as well

Essential Job Duties:

- Assist the doctor in procedures/consultations
- Answering the phone and helping to schedule consultations and client callbacks
- Stock and maintain the exam rooms, surgery suites, and hospital wards
- Entering patient information into the database program
- Candidate must be comfortable with euthanasia and respectful of the process and remains calm during transport

Computer Skills:

Candidate must be comfortable with basic computer work which would include but not be limited to MS Word, MS Excel, and other web applications.

The candidate will be required to use our medical software system – ezyVet

Education Requirements

HS Diploma or GED Equivalent – College education is ideal

Compensations & Benefits:

Pay: \$15.00 - \$19.00 per hour, and possible commission pay

Benefits: 401(k), Dental Insurance, Flexible Schedule, Health Insurance, Paid time off, and Vision Insurance

Ability to commute/relocate: Rock Hill, NY 12775: Reliable commute or planning to relocate before starting work (required)

How to Apply:

Applicants must send a Resume and Cover Letter

Appropriate candidates may be asked to provide references and perform shadow interviews and other training days before being offered the job. To learn more, visit:

<https://catskillvetservices.com/careers/>