



## **Veterinary Assistants \* Catskill Veterinary Services, Rock Hill NY**

**Overview:** Catskill Veterinary Services is seeking Veterinary Assistants in Rock Hill, NY.

The Veterinary Assistants Assisting the veterinarians and technicians with patient care - in the clinic and potentially on house calls/farm calls

**The job includes:**

Communicating with clients

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 orientated 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

Candidates must be able to follow directions and take constructive feedback. We feel feedback is a gift and we strive to improve ourselves

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/consultation

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

The candidate must be comfortable with euthanasia and respectful of the process and remains calm during transport

**Requirements:**

Valid NYS Driver's License

Computer Skills

Candidate must be comfortable with basic computer work.

The candidate will be required to use our medical software system.

**Educational Requirements**

HS Diploma or GED equivalent College education is ideal

Appropriate candidates may be asked to provide references and perform shadow interviews and other training days before being offered the job.

**Shift, Salary, and Benefits:** These are full-time Monday-Friday and every other Saturday. 10 or 12 hours shifts, \$17.00-\$19.00 per hour depending on experience. Benefits include employee discount, parental leave, health insurance, dental insurance, paid vacation, paid sick leave, Holidays, 401k/Retirement, and uniform stipends.

**To apply:** Email Lisa Schmidt at [lschmidt@catskillvetservices.com](mailto:lschmidt@catskillvetservices.com) or call 845-796-5919.