



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 care 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 resume to Allison Schombs at aschombs@catskillvetservices.com or call 845-796-5919