



[Crescenta Cañada Pet Hospital](#) is the only privately owned veterinary practice certified as a Great Place to Work! Join our team and provide exceptional pet care and work with our incredible team.

Primary Responsibilities:

- Ensures that appropriate take home instructions are complete and report cards complete to fully educate clients on their pet's healthcare needs.
- Prepare exam rooms and patients for outpatient visits. Keep exam rooms stocked with appropriate supplies and instruments.
- Knowledgeable and able to discuss basic puppy and kitten training and feeding.
- Ensure that the doctors are moving through appointments by assisting and routing clients and patients.
- Perform all Outpatient Assistant exam room functions per SOP, including, risk assessment questions with the client, medical record keeping and updating items on the patient visit list.
- Assists in restraining animals for procedures performed by the doctor or technicians.
- General cleaning of public areas including exam rooms, pharmacy, laboratory, radiology, treatment, and surgery to maintain a clean, odorless and attractive environment.
- Perform in-hospital laboratory tests, completion of requests for reference laboratory
- Ensure that clients are contacted and given test results in a timely manner. Make test results readily available to doctors.
- Process pharmacy prescriptions. Maintain order in pharmacy inventory and keep up to date on new medications and products that are routinely prescribed.
- Restrain animals for procedures either for doctors or other staff.
- Assist in medical or surgical procedures.
- Performs medical procedures as directed by the doctor.
- Maintain hospitalization/ treatment records on each patient. Maintain treatment white board to ensure daily orders are up.
- Ensure that charges are entered and correct for medical/hospitalized and surgical cases.
- Maintains patient medical records, including all communication with clients in liaison with doctor.
- Admit and discharge patients per doctor's orders. Ensure that clients are educated on their pet's health care needs, discuss medication and dosing, follow up care and at home care to be given.
- Communicates status of pets while hospitalized.
- Prepare patients for surgery, monitor patients during surgery and recovery. Assist as needed during surgical procedures. Administer fluids and perform supportive therapy to patients during surgery and post-op.
- Properly clean, prepare and sterilize surgical areas and surgical instruments. Keep surgical areas stocked and prepared.
- Take and process all radiographs.
- Assists doctors in ensuring clients have appropriate home care instructions.
- Make copies to send with clients or for referral.
- Participate in staff training and staff meetings.

Personal Conduct

- Can maintain a solution-oriented attitude with clients.
- Can maintain a positive, cooperative relationship with clients and other team members.
- Can display tact and respect to pets, clients, and another team member even when busy or hectic.
- Feels and expresses a genuine liking for patients and their owners and for working in the veterinary field.

Knowledge and Skill Requirements

- High school degree or equivalent
- Advanced training in veterinary care, medicine, and procedures.
- Work almost constantly in the presence of other staff and clients.
- Perform basic computer skills.
- Be able to lift and carry animals up to 40 lbs.
- Be able to stand and walk around for extended periods of time.
- Can answer client inquiries about basic health care and routine procedures as outlined in CCPH standard operating procedures and standards of care.
- Can guide clients in making appropriate decisions regarding optimal per care.
- Full time employees will participate in 10 hours of documented continuing education on an annual basis either through industry programs or internal training.

Job Type: Full-time

Pay: \$21.00 - \$25.00 per hour

Benefits include

- health insurance,
- dental and vision insurance,
- life insurance,
- PTO,
- Paid Holidays,
- 401k with match,
- license renewal,
- association dues,
- CE allowance
- and paid time to attend conferences.

Please send resume to jessicaspeas@ccpet.com

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.