

**DEVINE VETERINARY CLINIC**  
**Veterinary Assistant / Technician**

**Job Description**

**The veterinary assistant/technician assists the veterinarian in performing a variety of medical tasks. Candidate should have a working knowledge of the following:**

- Standard outpatient procedures
- Surgeries
- Radiology / Laboratory diagnostic tests
- Proper veterinary medical terminology
- Animal restraint
- Animal nutrition
- Proper sanitation and sterilization techniques
- Knowledge of products marketed by the clinic (e.g., heartworm preventative, flea/tick control products, de-wormers, vaccines, etc.)

**Responsibilities and duties (including but not limited to the following)**

- Prepare patients for physical exams (e.g., take TPR - Temperature, Pulse, Respiration, collect fecal and blood samples) and gathering pertinent information from owner
- Administer vaccinations
- Perform routine laboratory diagnostic tests (Fecal, CBC, Chemistry Profiles) as ordered by the veterinarian
- Prepare patients for surgery and follow proper protocols for patient anesthesia monitoring while maintaining a sterile environment
- Assist veterinarian in performing digital x-rays
- Admit hospital patients and perform preliminary assessment
- Maintain and update patient information on treatment and boarding task boards
- Clean, pack and autoclave all surgical instruments/materials
- Assist with maintaining drug, surgical, and treatment room supplies
- Update patient data in patient software application (i.e., Cornerstone)
- Clean exam rooms, treatment areas, surgical suite, hospital and boarding rooms
- Practice safety precautions and adhere to clinic policies
- Other duties as requested

**Work Hours**

This full-time position requires working on most Saturdays. Regular work hours are 7:20 a.m. – 5:30 p.m. Monday – Friday and 7:20 a.m. – 1:00 p.m. Saturday. On a day-to-day basis you may need to arrive early or stay after closing as needed. When working Saturdays, a day off will be granted during the week; however, these days off will not be consistent days.

**Job Requirements**

**Candidates should have the following to be considered for this position:**

- HS Diploma or equivalent
- 2-3 years of experience in either a veterinary clinic or veterinary technician training setting (RVT license or CVA certification is a plus)
- Effective verbal and written communication skills
- Ability to prioritize tasks and meet deadlines
- Ability to follow both written and verbal instructions
- Ability to lift up to 50 lbs.
- Ability to withstand temperature changes
- Ability to stand for extended periods of time, as well as bend and squat

# DEVINE VETERINARY CLINIC

## Kennel Attendant

### Job Description

The veterinary kennel attendant is responsible for maintaining the clinic kennel facility, treatment rooms, surgical and diagnostic areas, as well as the exterior barn and stalls. This position also includes walking, feeding, and watering dogs as well as cleaning kennel cages.

### Responsibilities and duties (including, but not limited to the following):

- On a daily basis, clean kennel and hospital areas including walls of all runs and cages, cage bars and floors, and wash food/water bowls
- Maintain general order and neatness in the kennel and hospital area to include emptying trash, dusting, sweeping, mopping, vacuuming, and cleaning restrooms daily
- Maintain food items and hospital supplies in an orderly and accessible fashion and keep litter boxes clean and properly stored
- Clean/sweep large animal work area, barn, and stalls as needed
- Clean surgical suite and treatment rooms following surgery, dentals, and/or treatment
- Properly handle animals
- Feed and water pets as per Veterinarian/Veterinary Assistant instructions
- Bathe and dip pets
- Walk pets (patients and boarders)
- Report patient information (e.g. blood in stools, parasites, irregular breathing, etc.) to Veterinarian or Veterinary Assistant
- Practice safety precautions and adhere to clinic policies
- Other duties as requested

### Work Hours

This full-time position requires working on most Saturdays. Regular work hours are 7:20 a.m. – 5:30 p.m. Monday – Friday and 7:20 a.m. – 1:00 p.m. Saturday. On a day-to-day basis you may need to arrive early or stay after closing as needed. When working Saturdays, a day off will be granted during the week; however, these days off will not be consistent days.

### Job Requirements

Candidates should have the following to be considered for this position:

- HS Diploma or equivalent
- Effective verbal and written communication skills
- Ability to prioritize tasks and meet deadlines
- Ability to follow both written and verbal instructions
- Ability to stand for extended periods of time, as well as bend and squat
- Ability to lift up to 50 lbs.
- Ability to withstand temperature changes



## APPLICATION FOR EMPLOYMENT

Have you ever been convicted of a felony?

No  Yes

(Conviction will not necessarily disqualify an applicant for employment consideration). If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and/or disposition of case.

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Have you applied here before?

Yes  No If so, when? \_\_\_\_\_

Are you 18 years of age or older?

Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?

Yes  No

Do you have any relatives or close friends currently employed here?

Yes  No

Are you willing to work overtime as required?

Yes  No

Are you willing to work with a fluctuating schedule?

Yes  No

Our normal clinic hours are 7:20 a.m. – 5:30 p.m. Monday – Friday and 7:20 a.m. - 1:00 p.m. on Saturday. On a day-to-day basis you may need to arrive early or stay after closing as needed. You will be given time off during the week or on Saturday dependent on appointment scheduling. These days off will not be consistent days.

Are you willing to work on holidays and/or Sundays?

Yes  No

Our staff currently alternates feeding and cleaning responsibilities on weekends and holidays.

Are there any hours, shifts, or days you cannot or will not work?

Yes  No

If yes, please provide specifics. \_\_\_\_\_

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Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?

Yes  No

Are you able to perform these essential job functions with or without reasonable accommodation?

Yes  No

Please check the following skills that apply to you

Typing  Yes  No \_\_\_\_\_ WPM

10-key  Yes  No

Word Processing  Yes  No

Spreadsheets  Yes  No

Personal Computer  Yes  No

Other Skills \_\_\_\_\_

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Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT** (continued)

Please use the space immediately below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. (An application form sometimes makes it difficult for an individual to adequately summarize a complete background).

**Work Experience** Please list your work experience for the **past seven years beginning with your most recent job held.**  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

<b>Name of employer (1)</b> Address (City, State, Zip Code)	Name of last supervisor	Employment dates (MM/DD/YY)	Pay or salary
Phone number	Your last job title	From	Start
		To	Final Bonus_____
Reason for leaving (please be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

<b>Name of employer (2)</b> Address (City, State, Zip Code)	Name of last supervisor	Employment dates (MM/DD/YY)	Pay or salary
Phone number	Your Last Job Title	From	Start
		To	Final Bonus_____
Reason for leaving (please be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

**APPLICATION FOR EMPLOYMENT** (continued)

<b>Name of employer (3)</b> Address (City, State, Zip Code)	Name of last supervisor	Employment dates (MM/DD/YY)	Pay or salary
Phone number	Your last job title	From	Start
		To	Final Bonus _____
Reason for leaving (please be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

<b>Name of employer (4)</b> Address (City, State, Zip Code)	Name of last supervisor	Employment dates (MM/DD/YY)	Pay or salary
Phone number	Your last job title	From	Start
		To	Final Bonus _____
Reason for leaving (please be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did?

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APPLICATION FOR EMPLOYMENT (continued)

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PLEASE READ CAREFULLY

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APPLICATION FORM WAIVER

*In exchange for the consideration of my job application by Devine Veterinary Clinic, Inc. (hereafter called "DVC"), I agree that:*

*Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other DVC practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of DVC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of DVC. Both the undersigned and DVC may end the employment relationship at any time, without specified notice or reason. If employed, I understand the DVC may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.*

*I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations is cause for dismissal at any time without any previous notice.*

*I authorize investigation of all statements contained in this application. I hereby give DVC permission to contact schools, previous employers (unless otherwise indicated), references, and others. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.*

*I further understand that my employment with DVC shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with DVC is terminable at will for any reason by either party.*

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of applicant \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, age, color, religion, sex, sexual orientation, national origin, citizenship, disability, or other protected classification.

Thank you for completing this application form and for your interest in our business.

**Devine Veterinary Clinic, Inc.**

**1410 State Hwy 173 N**

**Devine, TX 78016**

**(830) 663-9330**

## APPLICANT QUESTIONNAIRE

1. Do you consider yourself to be a team-oriented person or do you prefer to work alone? Explain why you feel either way.
2. What is your experience working with the public? What do you like and dislike about it?
3. How do you handle interruptions while performing a task?
4. Please prioritize the following tasks (number from 1 through 4 with 1 being the most important):
  - \_\_\_\_\_ Clean empty cage
  - \_\_\_\_\_ Help restrain animal for appointment
  - \_\_\_\_\_ Give hospital patient medicine needed
  - \_\_\_\_\_ Help walk patients or boarders
5. What are your strengths? Weak points?
6. What is your experience with cleaning vomit, feces, urine, and blood? Do foul smells bother you?

