

# **Kennel Assistant – Specialty Practice**

## **Job Summary**

Are you looking for a new and exciting work environment that appreciates the knowledge and experience you have to offer? Do you have a passion for specialized veterinary care and enjoy working in a fast paced environment? If you answered yes to these questions, a career with Bush Veterinary Neurology Service (BVNS) might be right for you!

BVNS is now hiring for a full time Kennel Assistant for its Rockville, MD practice! A Kennel Assistant with BVNS is a member of our team who supports and assists the doctors, veterinary technicians, and veterinary assistants each day to ensure the best possible care for our patients and clients.

## **Responsibilities and Duties**

- Keep the hospital's reception area, hallways, exam rooms, treatment area and patient areas clean and tidy; free of debris, dirt, pet waste, dirty laundry and trash
- Clean cages when they are soiled, and scoop or change litter boxes as needed
- Clean surgery suite, surgical instruments, pack and autoclave instruments and operate and maintain the autoclave
- Maintain clean and tidy MRI trailer
- Alert Team Lead to malfunctioning equipment, instruments or tools as well as depleted inventory
- Safely restrain patients and apply restraint devices
- Receive, stock, and monitor inventory
- Assist veterinary assistants, veterinary technicians, and veterinarians with patient care duties including restraint, radiography, laboratory procedures
- Be able to navigate, access and enter information into the practice management software in accordance with company policy
- Be able to understand and properly use special record notations and abbreviations in PMS and patient identification
- Send correspondence, including referral letters, thank you notes, condolence cards and welcome cards
- Maintain strict confidentiality regarding clients and patients for whom the practice provides veterinary services
- Assist clients to their cars when necessary

## **Qualifications and Skills**

- A high school diploma or GED
- Previous work in veterinary care is required
- Previous handling of small animals is preferred
- A flexible schedule that allows the ability to stay late on occasion to help with emergencies
- The ability to handle stressful or emergent situations in a calm and supportive manner

- Excellent communication and customer service skills

### **Benefits**

Bush Veterinary Neurology Service offers competitive wages, and a benefit package that includes:

- Health, Dental, Vision, Life Insurance, Short/Long Term Disability
- 401(k) with Company Match
- Paid Time Off and Paid Holidays
- Uniforms Yearly
- Pet Discount

### **About Us**

To learn more about BVNS, visit our website at [www.bvns.net](http://www.bvns.net). Our hiring manager is not on-site in the practice – please do not call or stop by regarding this opportunity.