

**REPORTS TO:** Practice Owner or Manager, Team Leads

## POSITION OVERVIEW

Here you will define the key areas of responsibility for the position.

For example –

- patient care for a technician or assistant
- diagnosis and treatment of patients for associate veterinarians,
- business and human resources oversight for a manager
- client service for the front desk.

## POSITION REQUIREMENTS

### EDUCATION AND LICENSURE REQUIREMENTS

- D.V.M. licensed in YOUR STATE.
- D.E.A licensed in YOUR STATE
- RVT, CVT or LVT License in YOUR STATE

## EXPERIENCE REQUIREMENTS

Examples:

- Experience as a D.V.M. in a practice is desirable, but not required.
- 2 Years customer service experience
- 2 Years Hands on experience as a veterinary technician
- 3 Years Management of small business with human resources responsibility

## PERSONAL REQUIREMENTS

Examples:

- A positive and engaged attitude
- ability to work as a team member
- Working knowledge of and interest in the business aspect of a veterinary practice.
- Willingness to stay after hours or work extra hours when needed.
- Interest in marketing and growth of the practice. .
- Comfortable with computers and other technology, type 30 words per minute.
- **Physical Effort:** Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over xx lbs). Walks or stands for extended periods or time
- **Working conditions:** May be exposed to unpleasant odors, loud barking noises and animal excretions including blood. May be exposed to bites, scratches and zoonotic diseases.

## SALARY RANGE

The position starts at \$xxxxx for a new graduate. The pay scale is adjusted upward based upon experience and increasing areas of responsibility per our pay grades.

## RESPONSIBILITIES

### Examples:

**These are general areas for all veterinary team members but each position has its own unique tasks and duties which should be listed here.**

- Provides low stress care to patients.
- Promotes patient health in keeping with the practice standards of care
- Works with the team to develop and grow the business.
- Is active in professional organizations and community activities.
- maintains core values and standards.
- Works to meet clients' changing needs.
- Sets an example; promotes the concept creating WOW client experiences.
- Promotes cooperative working environment among staff members; understands the value of teamwork;
- Performs other duties as necessary