

## Position Title Goes Here

**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

- DVM licensed in YOUR STATE.
- DEA licensed in YOUR STATE
- RVT, CVT or LVT License in YOUR STATE

### EXPERIENCE REQUIREMENTS:

**Examples:**

- Experience as a DVM in a practice is desirable, but not required.
- 2 years customer service experience
- 2 years of 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, can 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 of 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 of creating WOW client experiences.
- Promotes cooperative working environment among staff members; understands the value of teamwork.
- Performs other duties as necessary.