



Position: Nursing Assistant Team Member

Employee Status: Non Exempt

Education and Experience:

High school diploma or equivalent. This position requires 6+ months of experience in the veterinary profession.

Certificates, Licenses and Registrations:

Others that pertain to the profession/position are welcome.

Skills:

Must be proficient in working in a veterinary hospital, have animal handling skills, possess some computer/office equipment knowledge, and understand basic medical terminology. Employee must also be able to perform essential duties as described above.

Essential Duties and Responsibilities:

General:

- Assist with patient restraint for imaging procedures
- Advise shift coordinator of pertinent patient information when appropriate
- Assist with laboratory tasks

Patients:

- Make sure that all patients are kept clean and that patients to be released are ready to go at a moments notice
- Treat all animals with compassion and respect - alive or deceased
- Never physically discipline an animal

Supplies:

- Refill all medical and non-medical supplies as needed
- Note deficiencies on the 'supply want list'
- Help keep exam rooms stocked and clean at all times
- Keep all bottles filled
- Keep paper towels stocked and ready to go
- Keep laundry folded neatly in designated areas of the hospital

Clients:

- Help keep the client reception area spotless and odor free

- Do regular 'walk-throughs' to ensure cleanliness, temperature control, good lighting inside and out, and client comforts are readily available (magazines, TV, music, coffee/tea bar, etc.)
- Assist clients to and from cars with patients and/or items
- Release cleaned up patients to their owners whenever asked - don't forget the cute bandana on those dogs
- Try to exceed expectations - of our clients, RDVMs, and of your co-workers too!
- Smile and be courteous!

Cleaning:

- Thoroughly clean runs, cages, and incubators whenever patients are moved or released
- Keep patient food/litter/bowl area clean and organized
- Keep washer and dryer area clean - clean lint from vents/filters regularly
- Help keep air vents dust free
- Keep waste cans empty and clean
- Keep wards, run area, exam rooms, and client areas clean - client ready!
- Wash mop heads regularly and help keep mop waters changed and clean
- Do general cleaning in the treatment and surgery rooms
- Keep the imaging rooms clean, stocked, and well organized
- Keep the hospital in a 'well-scrubbed' appearance at all times
- Keep the front and back of hospital free from trash and feces
- Keep area around the dumpster clean and picked up
- Keep the area around the recycling clean and picked up
- Clean up after yourself...especially at the end of your shift - do not expect others to do so
- Remember to smile!

Interested? Please contact us:

- E-mail your resume to us at jobs@pescm.com (Text or Word Format)
- Fax your resume with cover letter to: 415-457-6318, attention Hiring Manager
- Mail your resume with cover letter to:

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Thank you for your interest!