

Veterinary Assistant - Tufts at Tech Tufts University

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Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Job Title	Veterinary Assistant - Tufts at Tech
Department	Tufts At Tech Community Veterinary Clinic
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/20822?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts At Tech Community Veterinary Clinic is a veterinary teaching clinic operated by Cummings School of Veterinary Medicine, Tufts University, which provides high quality primary and preventive veterinary care to underserved pets in greater Worcester. Located inside Worcester Technical High School, the clinic also provides experiential learning and work experience for Tufts' 4th year veterinary students and the veterinary technician assisting students of Worcester Technical High School.

What You'll Do

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The cross-trained veterinary assistant / receptionist is responsible for providing high quality nursing care in a team approach and supporting the veterinary assistant students in technical and animal handling practices. This position will also be responsible for assisting operations at the front desk.

Essential Functions as the Veterinary Assistant and receptionist will be:

Patient Care and Technical Support

- In a teach-while-doing model, perform veterinary technical support, monitoring, and treatment of medicine and surgical primary care cases. Specifically, complete patient restraint, venipuncture, anesthesia monitoring, dental cleaning, radiology, bench top diagnostics, and related medical records entries.

Front Desk Operations and Direction of Students

- Using a teach-by-doing model, perform client support functions such as reception, phone triage, client check-in/out, billing, and cash handling.

Cleaning, Stocking, and Ordering

- In a teach-by-doing model, ensure that the clinic is fully stocked, and is clean and orderly.
- Complete inventory management and ordering.
- Maintain clinic equipment (surgery, anesthesia, radiology, dental, blood machines, etc.).

Other

- Other duties as assigned.

The schedule for this position will be Monday - Friday

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through two years of related experience preferred
- AVA or licensure eligible
- Solid office computer skills, and strong technical background
- Ability to lift up to 50 pounds with or without accommodation
- CORI background check

Additional Preferred Experience, Education, etc.

- Ability to work with a diverse student and client population, and be eager to contribute to a learning environment
- Good technical ability, strong organizational skills, and the ability to support students and the clinical veterinarian
- Clear, professional communication skills and ability to deliver constructive feedback

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- Flexibility strongly preferred as days are unpredictable and the job duties are variable
- Ability to work independently (and also to follow directions as needed)
- Knowledge of or willingness to learn clinical laboratory techniques
- Bilingual (Spanish) is preferred, or knowledge of another second language
- Passion for primary care veterinary medicine education, and supporting the community

Pay Range

Minimum \$19.20, Midpoint \$22.20, Maximum \$25.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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