



DUROCHER VETERINARY CLINIC

Small Animal Medicine & Surgery

703 JACKSON ST.

THIBODAUX, LA 70301

Phone: (985) 447-8261 Email: dvc@durochervetclinic.com

Please print, fill out and hand deliver this form.

Date _____ Job Position Sought: _____

Name: _____

Address: _____
Street City State Zip

How long at this address? _____

Previous Address: _____

How long at that address? _____

Age: Are you 18 years of age or older? Yes ___ No ___ If no, state your age: _____ Student (Y/N) _____

Telephone Number: Home (____) _____ Cell: (____) _____

Email Address: _____

Do you possess a valid Louisiana Driver's License? Yes ___ No ___

Do you have transportation? Yes ___ No ___

Have you ever been convicted of a crime? Yes ___ No ___ (A conviction will not necessarily disqualify an applicant from employment.)

If yes, Please explain circumstances: _____

Are you legally eligible for employment in the United States? Yes ___ No ___

Do you have any pets? _____ Please list (dog, cat, bird, etc.) _____

Are you seeking full-time or part-time employment? _____

Expected Salary: \$ _____

It is our passion to provide our patients with current and innovative medicine and surgery instilling in our clients a sense of security - the security provided by caring knowledgeable service that will ensure the continued respect of our clients and the comfort of their pets.

Previous work experience: (List 4 places you have worked)

Employer Phone # Your Position Dates Employed (Start –End)

Previous work related references: (People whom you have worked with)

Name Phone # Their Occupation/Position Company

Personal references: (3 People who know you well)

Name Phone # Their Occupation/Position Company

Education:

High School: _____ Graduated? Yes _____ No _____

College: _____ Graduated? Yes _____ No _____

Degree (or major if currently a student) _____

Are you currently a student? Yes _____ No _____

Are you planning to enroll in school? Yes _____ No _____ If so, when? _____

Office skills (with pervious experience):

Typing? Yes _____ No _____ Words Per Minute: _____ Filing? Yes _____ No _____

Computer Experience? Yes _____ No _____ Answering Phone? Yes _____ No _____

Making change? Yes _____ No _____ Sweeping and Mopping Floors? Yes _____ No _____

Animal Handling Experience? Yes _____ No _____

If yes describe: _____

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Veterinary Assistant Job Description

The veterinary assistant's job is to support the doctors and patients. The veterinary assistant must be able to pay attention to detail, multitask, respond quickly and calmly to crisis, and maintain high standards of patient care. In addition, the veterinary assistant must be able to communicate well with clients, showing care and concern for their pets. Team work and a helpful attitude are required. This is only a general description of duties.

Functions:

- Greet clients and obtain 'Subjective' data for the medical record.
- Answer multi-line telephone system cheerfully and be able to address client's needs and concerns.
- Be proficient with computer software and be able to prepare patient charts, client invoices, and Treatment Plans.
- Admit patients for treatment. Complete necessary documentation and obtain client authorization documents as required.
- Obtain specimens and perform routine laboratory tests including: fecals, skin scrapings, ear slides, urinalysis, blood chemistry.
- Restrain patients for examination and/or treatment.
- Assist the doctor with out-patient and in-patient procedures.
- Dispense medication, pet food, and supplies as directed by the doctor.
- Provide clients with education materials regarding nutrition, parasite control, vaccination protocols, spaying & neutering, and so forth.
- Counsel clients regarding at home care, medication administration, post operative care, and other information regarding doctor's orders.
- Complete puppy and kitten checklists.
- Conclude office visits, discharge patients, and receive payment.
- Make follow-up calls and schedule medical progress appointments.
- Assist with emergency procedures including: control bleeding, wound cleaning & dressing, I.V. catheters, etc.
- Assist in surgery maintaining vitals, patient comfort, and sterile field.
- Assist with radiographs, and input radiographs in the medical record.
- Assist other staff members and be prepared to be flexible.
- Assist in ALL areas of clinic operations: clean cages, sweep & mop floors, sterilize surgical instruments, bathe dogs/ cats, work Saturdays and weekends 'walking dogs', and any other duties as assigned.
- Be available to work after hours and on weekends as the need arises.
- Be prepared to get dirty!

All Practice Team Members must be able to lift patients up to 40 pounds alone, and patients over 40 pounds with assistance. Members must also be able to lift items such as dog and cat food, bags of cat litter, patient's belongings, crates, and other items, up to 40 pounds, relating to patients and the animal hospital. Due to the nature of our business, all team members are constantly standing, stooping, walking, and lifting the majority of each working day. By signing below I agree that I am able to perform the physical requirements of the duties listed above. I also understand that any deviation from the physical requirements of this position requires physician documentation, and may affect my employment with this company should my inability to perform these duties continue for any significant period of time.

Signature

Print Name

Date