



IOWA EQUINE

COMPREHENSIVE VETERINARY CARE

Job Title:	Veterinary Technician/Assistant		
Department:	Support Staff	Location:	Huxley, IA
Hours and Status:	Part-time	Reports to:	Practice Manager
Salary Band:	Hourly	Revision Date:	8/01/24

Job Description

This individual works as an integral part of a team and assists veterinarians, clients, and patients with clinic admission, patient examinations, invoicing, and technical support. Veterinary Technicians will prepare patients for a variety of medical procedures and administer prescribed treatments and medications under veterinary supervision.

THIS PERSON WILL BE RESPONSIBLE FOR:

- Safely and effectively handling a variety of horses in all circumstances.
- Serving all customers with a positive, professional, respectful, and courteous attitude with honesty and integrity.
- Preparing for appointments by setting up necessary equipment needed (Dental Supplies, Ultrasounds, X-Rays, Scopes, etc)
- Assisting as needed with the care of in-clinic patients including: feeding, watering, applying treatments/medications
- Perform general office duties such as answering phone calls, emails, completing paperwork, scheduling appointments, invoicing, and processing payments.
- Accurately maintaining and restocking inventory within the clinic as well as the mobile vet units.

SKILLS AND QUALIFICATIONS:

- Completion of an accredited training program or equivalent combination of equine experience and training
- Driven, organized, action-oriented, analytical, and ability to multitask.
- Excellent communication skills, both written and verbal.
- Computer skills necessary to use veterinary software, internet based programs, and clinic social media

REQUIREMENTS:

- Valid Driver's License
- High School Diploma/ GED
- Individual must be able to work in adverse weather conditions.
- Exerting 50 to 100 pounds of force occasionally; 25-50 lbs. of force frequently; 10 to 20 pounds of force constantly. Standing and sitting frequently; walking, carrying, lifting/lowering, pushing/pulling, bending, twisting, reaching/handling/grasping, and kneeling/crouching occasionally.
- Schedule will fluctuate based on business needs

To apply, please submit your resume and cover letter to careers@iowaequine.net. Get to know us and learn more about what we do at Iowa Equine by visiting our [website](#) and [facebook page](#)!