



WASHINGTON HEIGHTS
VETERINARY CLINIC

JOB DESCRIPTION: KENNEL ASSISTANT

INTRODUCTION

The Kennel Assistant provides care and the basic needs of animals that are being groomed or boarded at Washington Heights Veterinary Clinic including cleaning of cages, runs and ward areas, laundry, walking, and proper feeding. The kennel assistant operates under the supervision of the Kennel Manager and Practice Manager.

POSITION SUMMARY

- Observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Handle animals as required and restrain animals.
- Walk hospitalized and boarded dogs several times a day to provide exercise and time for elimination of bowels and bladder.
- Bathe, groom and provide Tender Loving Care to boarding pets.
- Provide care for animals housed/visiting the Hospital. Report signs of illness, disease, injury or unusual activity to animal health technicians/veterinarians.
- Apply knowledge of normal food and liquid requirements of animals. As required, provide special food and liquids.
- Discharge and admit animals at the request of receptionists, practitioners and animal health technicians. Assure animals being discharged have been checked by animal health technician and/or practitioner. Ensure that animals are clean and fresh smelling prior to discharge.
- Obtain stool and urine samples as assigned.
- Ensure that cages and animals are properly numbered and identified and that personal property (toys, treats, blankets, leashes) are stored in the proper area and identified.
- Clean, disinfect and maintain kennels, cages, runs and stalls as often as is necessary to ensure no cages or kennels are soiled and odors are not apparent. Perform general cleaning in other areas of the hospital to control the spread of disease. Wash and sterilize water and food bowls.
- Launder and dry towels and blankets.
- Patrol hospital grounds daily, picking up any trash and stool material. Empty trash.
- Groom animals utilizing techniques that vary depending on type of hair, coat, breed and owner instructions. Bathe and dry animals. As required, perform pedicures.
- Record information such as feeding schedules, appearance, behavior of animals that are boarded, groomed or hospitalized.
- Maintain boarding areas thru proper stocking and cleaning.
- Responsible for maintaining boarding inventory. Including but not limited to kennel food, bowls, bedding, leashes, grooming supplies, and cleaning supplies.
- Work well with all employees and ensure that your actions support the hospital, the doctors and the practice philosophy.
- Perform other duties as assigned.

CONTROLS OVER WORK

The Kennel Assistant works under the direct supervision of the Veterinary Practice Manager and the Kennel Manager who will indicate general assignments, limitations and priorities. Practitioners/animal health technicians provide specific instructions in giving medications, feeding specific diets or following special sanitary procedures. Recurring assignments are performed independently. Deviations or unfamiliar situations are referred to the supervisor.

SKILLS AND KNOWLEDGE

- Apply knowledge and skills in controlling/handling individual animal temperament.
- Ability to gain animal confidence when restraining them for transport, grooming and/or treatment.
- Knowledge of proper methods of animal restraint
- Knowledge of grooming practices for wide range of small animals.
- Ability to use cleaning materials and equipment with skill and efficiency.
- Ability to perform moderately heavy physical labor.
- Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments. Understand and carry out oral and written direction.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk or hear			X	
Taste or smell			X	

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amounts

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds				X (with assistance)
More than 100 pounds				X (with assistance)

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Work is normally performed inside; some outside work is required.

Follow federal and state animal health laws and regulations including OSHA and DEA.

ESSENTIAL FUNCTIONS:

- Ability to handle and restrain animals using appropriate procedures.
- Ability to walk animals.
- Ability to clean and maintain kennels, cages, runs and stalls. Perform general cleaning in treatment, reception and boarding areas to control the spread of disease. Wash and sterilize water and food bowls.
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Regular attendance and timeliness are an essential function in order to fulfill the requirements of this position.
- Strong communication and client service skills. Considerable tact and diplomacy is required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Work well with all employees and ensure that your actions support the hospital, the doctors, and the medicine that we practice.
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
- Frequently lift, carry dogs weighing 50 lbs. Walk and handle dogs weighing up to 150 lbs.