

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR06211466

DATE POSTED: 02/16/16

POSITION NO: 242996

CLOSING DATE: 02/29/16

POSITION TITLE: Veterinary Aide

DEPARTMENT NAME / WORKSITE: Agriculture/Veterinary & Livestock Program / Tse Bonito, NM

WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: AB55A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: 40 hrs \$ 18,616.00 PER ANNUM

SEASONAL:  DURATION : \$ 8.95 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Assists veterinary mobile staff by providing basic treatment and procedures, including injections, wound dressing; supports surgical team during surgical procedures; assists in preparing animal, equipment and instruments for surgical procedures; restrains animals for examination and anesthesia induction; monitors patients before, during and after surgery to ensure appropriate recovery; follows cleaning protocol for prevention of infectious disease; organizes, cleans and sterilizes surgical instruments and packs; cleans and rewraps all surgical packs for surgical team; places newly wrapped packs in the autoclave for sterilization;

Sets up tables, cages and canopy at each mobile site; prepares examination or treatment room; performs intake and discharge of surgical patients; keeps mobile unit stocked with supplies; maintains a clean environment; removes trash, debris, feces at site set up; cleans, disinfects cages, work areas and surgical equipment.

Drives veterinary mobile unit; maintains mobile unit and generator; checks tires, fluids and gasoline level for mobile unit and generator; performs generator maintenance checks and operation; checks and maintains electrical power adapter AC connections; maintains mileage log, mobile unit and generator maintenance log; may assist in educating clients on responsible animal care pre- and post-surgery, and the importance of following discharge instructions.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma or GED; and six (6) months of work experience handling animals in a veterinary clinic or closely related field environment.

**Preferred Qualifications:**

One (1) year of work experience providing technical, medical and/or other assistance in a veterinary clinic or closely related field environment.

**Special Requirements:**

Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Basic knowledge of animal health, nutrition and treatment. Knowledge of basic care and treatment techniques utilized by veterinarians and other animal health care providers. Skill in maintaining effective working relationships with others, team oriented and able to work in a high volume mobile clinic setting.

<<A favorable background investigation is required>>

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**