THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06215609 | DATE POSTED: 06/07/18

POSITION NO: 242996 | CLOSING DATE: 06/22/18

POSITION TITLE: Veterinary Aide

DEPARTMENT NAME / WORKSITE: Agriculture/Veterinary Management - Tse Bonito, NM

WORK DAYS: M-F | REGULAR FULL TIME: ☑ | GRADE/STEP: AI55A

WORK HOURS: 8am - 5pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 19,073.60 PER ANNUM

SENSITIVE ☐ | SEASONAL: ☐ DURATION : | $ 9.17 PER HOUR

NON-SENSITIVE ☑ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Assists Veterinarian and staff with general office duties as well as performing duties relating to the treatment and care of small and large animals; treatment includes providing support to surgical team during procedures, preparing animal(s) for surgeries, administering vaccinations when needed, ensuring surgical equipment / tools are sterilized after use, wrapping / re-wrapping wounds, and providing customer(s) with information relating to their pet for care and possible follow-up. Work with fellow colleagues to ensure the clinic is kept clean and sterile on a daily basis to avoid contracted disease that other patients may have had. Need to work well with colleagues as well as with customers and clients

Provide services throughout the Navajo Nation by utilizing the mobile unit to provide low cost vaccination services and assist with surgical procedures and performance while in the field. Assist in making schedules for mobile unit sites, maintain appointment(s), and ensure services are conducted on set schedules.

Need to assist in maintaining a clean and operable mobile unit, check the generator, tires, fluids and gasoline. Need to plan and schedule drop off when mobile unit is needing repair and maintenance. Ensure mileage log is maintained and all connections to equipment are in working condition; provide education to clients when caring for pet(s); responsible for animal care pre- and post-surgery. Follow instructions and provide detailed 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.

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:

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. Must be able to work with small and large animals. Able to lift 50 lbs.

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