

## Job Description

Chino Hills Animal Hospital and Pet Resort is a 9-DVM practice, open 7 days a week. We are a fast-paced hospital looking for an enthusiastic Exam Room Nurse to join our team. Exam Room Nurses work alongside our doctors, assisting them with patient history, vitals, estimates, handling and restraint and necessary treatments. This is a great opportunity for someone who is looking for a long-term career and to grow with a practice. Applicants must have a minimum of 1-year experience as a Veterinary Assistant or Room Nurse, available to work weekends, and work full-time (40 hours a week).

As an Exam Room Nurse, you are the primary support to the Veterinarian you are assigned to, our clients and patients alike. You must be very detail-oriented, have an understanding of veterinary medical terminology, respond quickly and calmly at all times, and maintain the highest quality of patient care, client service and the ability to be a team player.

### Duties\*:

- Check on and be aware of all pets your assigned doctor is in charge of.
- Obtain patient history and vitals for each appointment.
- Round your doctor on their upcoming appointments.
- Updating clients on lab results.
- Invoicing.
- Call backs on patients.
- Schedule follow up appointments.
- Verify and update client information, pet information and vaccine schedules.
- Generate an estimate/treatment plan for each pet.
- Generate discharge instructions for all patients.
- Knowledge of medications and injectables.
- Ability to cover shifts if needed.
- Complete daily checklists.
- Maintain a professional attitude at all times.

\*Job description may not cover all aspects of your duties.

### Requirements:

- 1-year Veterinary Assistant or Room Nurse experience (required)
- A high school diploma is required
- A desire to be part of a team
- Able to lift 40 pounds
- Stand/be on your feet up to 10 hours
- Work weekends
- Work under pressure

**\*\*All employees are required to pass a drug screening prior to starting\*\***

**Benefits and Perks:**

- Vacation and sick pay
- Generous pet discounts
- 401K
- Health, Vision, and Dental Insurance

**Please submit a resume and cover letter.**