



LAB COORDINATOR / HOSPITAL TECHNICIAN ASSISTANT

Park Equine Hospital is a leading boutique equine medical center nestled in Kentucky's iconic bluegrass region. We pride ourselves on providing world-class veterinary care in a close-knit, collaborative environment where people and horses come first.

Our team is guided by a mission of delivering compassionate, personalized, and comprehensive equine health services with integrity and excellence. We cultivate a culture that celebrates respect, teamwork, and ongoing learning, empowering every team member to grow professionally and personally.

At Park Equine Hospital, you'll be valued for your unique skills, supported in your development, and encouraged to make a meaningful difference for our clients, patients, and community every day.

Job Opportunity

Park Equine Hospital is seeking a proactive, detail-oriented **Lab Coordinator/Hospital Technician Assistant to oversee our in-house laboratory operations and to be trained as a hospital technician assistant during slower times**. This position plays a critical role in supporting patient diagnostics, hospital workflow, and communication between veterinarians, staff, and clients.

The ideal candidate is highly organized, dependable, eager to learn, and comfortable working in a fast-paced veterinary environment. This individual will ensure accurate and timely processing of laboratory samples while maintaining high standards for organization, billing accuracy, and equipment maintenance.

Join our team and become an essential part of delivering exceptional equine patient care.

Skills and Responsibilities

- Perform and oversee all in-house laboratory diagnostics, including bloodwork, fecals, and additional testing as needed
- Prepare, package, and coordinate shipment of samples to outside reference laboratories
- Maintain accurate records and tracking of all in-house and send-out laboratory samples
- Audit invoices and medical records to ensure laboratory services and diagnostics are billed accurately
- Troubleshoot laboratory equipment and assist with machine maintenance and calibration procedures
- Communicate effectively with veterinarians, technicians, support staff, and clients regarding laboratory results and sample status
- Assist veterinarians with diagnostic workflow and ensure timely processing of patient samples
- Maintain cleanliness, organization, and compliance standards within all laboratory areas
- Monitor laboratory supply inventory and communicate ordering needs proactively
- Serve as a check-in point for hospital appointments, ensuring required paperwork and client forms are completed and signed appropriately
- Coordinate courier services for laboratory pickups and deliveries
- Uphold safe handling and storage protocols for laboratory materials and equipment
- Communicate professionally and clearly, both verbally and in writing
- Perform essential physical requirements of the role, including periods of computer work, equipment operation, standing, and light to moderate lifting as needed

- Assist as a fill-in hospital technician/assistant as needed.

Patient Care

- Provide compassionate nursing care to hospitalized equine patients.
- Monitor and record patient vital signs, physical observations, treatments, and medical updates.
- Administer medications and treatments as directed by veterinarians.
- Assist with IV catheter placement, fluid therapy, bandage changes, wound care, and other medical procedures.
- Prepare patients for examinations, diagnostics, surgery, and treatments.
- Monitor patients throughout hospitalization and promptly communicate changes to the veterinary team.
- Assist with patient admissions, transfers, and discharges.
- Feed, walk, groom, and provide general daily care for hospitalized patients.
- Assist veterinarians during wellness examinations, lameness evaluations, emergency cases, and medical procedures.
- Collect blood, fecal, urine, and other diagnostic samples.
- Assist with radiography, ultrasound, endoscopy, MRI preparation, and other diagnostic procedures.
- Prepare treatment areas, equipment, and supplies before procedures.
- Maintain accurate medical records within the hospital management software.
- Ensure charges and treatments are entered accurately when appropriate.
- Clean, disinfect, and maintain treatment rooms, stalls, equipment, and common work areas.
- Maintain a clean, safe, and organized hospital environment.
- Restock medical supplies and communicate inventory needs to supervisors.

Qualifications

- Strong attention to detail and ability to multitask effectively in a fast-paced environment
- Excellent written and verbal communication skills with strong organizational abilities
- Previous veterinary laboratory experience preferred, but willingness to learn is highly valued
- General understanding of equine medicine and laboratory procedures preferred
- Proficient in Microsoft Word, Excel, and Outlook; comfortable learning new systems and technologies
- Strong math and analytical skills, including calculations, ratios, percentages, and unit conversions
- Ability to interpret and follow written, oral, and diagrammed instructions using sound reasoning and common sense
- Ability to troubleshoot equipment and adapt to changing priorities
- Meets vision requirements necessary for laboratory work, including close, distance, peripheral, and depth perception
- Passion for equine medicine and exceptional patient care.
- Comfortable handling horses of various ages, sizes, and temperaments.
- Ability to safely lift up to 50 pounds and perform physically demanding work, including standing, walking, bending, kneeling, and working outdoors in varying weather conditions.
- Ability to multitask and prioritize in a fast-paced medical environment.

Compensation and Perks

- Competitive pay (based on experience and skills)
- Generous vacation time and paid sick leave
- Paid holidays and family leave
- Comprehensive health and ancillary insurance options

- Employer-paid life insurance policy
- Retirement plan with employer match
- Employee discount
- Free access to mental health and wellbeing services

Location: Lexington, KY

Hours: Monday – Friday, 8 a.m. to 4 p.m.

Apply

Please send your resume and cover letter to:

Yolanda Aguiar
yaguiar@parkequinehospital.com