

## **Nevada Humane Society -- Job Description Veterinary Assistant**

The Veterinary Assistant will assist the licensed Veterinary Technician and the Veterinarians as needed, both in surgery and with shelter medicine responsibilities, as well as ensuring that the clinic facility and equipment is clean and in good working order. both ensure that the facility and equipment is clean and in good working order. Additionally, they will monitor the health of animals in the clinic and shelter, provide care and treatment to sick and injured animals, and prepare animals for veterinary care and spay/neuter surgery.

### Essential Function/Major Responsibilities:

- Daily, thorough cleaning of clinic including cages, floors, dishes, bedding, etc.
- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions and immediately reporting it to the veterinarian.
- Medicating animals as directed.
- Providing treatment and care for animals including vaccination, examination, performance of medical treatments (ie bandaging, nail clipping, ear cleaning etc.), and assisting with euthanasia as needed.
- Monitoring pre and post surgery animals for any difficulty with anesthesia.
- Performing laboratory tests.
- Maintaining patient records by accurately recording treatments and test results on patient charts and other medical records.
- Admitting and releasing animals in a responsive, courteous and tactful manner and to inform the volunteers, staff, and the public of any pertinent medical information on the animal's care.
- Maintaining an inventory of medications, ordering drugs and treatment supplies.
- Doing laundry, cleaning medical equipment, dishes, washing windows, cleaning and mopping as needed.
- Providing a healthy, safe, clean and pleasant environment and facilities for the animals and the public.
- Promoting a humane and caring attitude toward all animals.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.

- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Working courteously and cooperatively with other staff members.
- Stocking supplies.
- Filling in for other areas and performing other tasks/functions as needed, including helping out in the front office with phone calls and scheduling as well as occasionally working at special events.

Specific Job Skills:

- Must have 2+ years of prior experience working in a veterinary clinic.
- Experience in caring for and handling animals in a safe, effective and humane manner, especially larger and possibly untrained animals.
- Knowledge of contemporary clinic or shelter maintenance techniques and accepted sanitary practices.
- Knowledge of various dog breeds and their characteristics and familiarity with symptoms of diseases common to dogs and cats.
- Knowledge of preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
- Knowledge of animal behavior.
- Good interpersonal, communication, customer service, and time management skills essential.
- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, good judgment and a professional personal appearance.
- Attention to detail.
- Able to work in the busy, demanding environment of a veterinary clinic.
- Ability to read, write and understand English required.
- Ability to identify problems or patient conditions (medical and behavioral) that need to be brought to the attention of the immediate supervisor or the veterinary technician.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.

- Familiarity with animals, knowledge of animal behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare agency are a plus.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Rabies inoculations are required or must be waived.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Physical ability to push up to 150 pounds and carry up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.

Educational Requirements:

Must be a Licensure Veterinary Technician in Nevada.

Previous experience in a medical or veterinary environment.

Availability: NHS is open seven days a week, as animals need daily care. Availability and a willingness to work a flexible schedule are a plus.

Department: Clinic

Exempt/Non-Exempt: Non-exempt, full-time or part time positions

Must be at least 18 years of age and have valid drivers license and if, hired, able to present clean driving printout from DMV.

Immediate Supervisor: Shelter Veterinarian and Clinic Manager

Non-Exempt Position: Minimum of eight hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. Includes weekend and holiday work.

Starting wages: \$9.00 per hour based on past work experience in the field

Supervisory Responsibility:

This position is not supervisory in nature

Job Scope

Performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures. Mistakes/errors may result in work stoppage, loss of business, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications for the organization.

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.