

Nevada Humane Society Job Description Licensed Veterinary Technician

The Licensed Veterinary Technician will assist the veterinarians as needed both in surgery and with shelter medicine responsibilities and ensure that the clinic facility and equipment is in good working order with adequate supplies available. Additionally, they will monitor the health of animals in the shelter, provide care and treatment to sick and injured animals according to instruction, and prepare animals for veterinary care and surgery.

Essential Function/Major Responsibilities:

- Prep animals for and monitor animals during surgery.
- Monitoring pre and post surgery animals for any difficulty with anesthesia.
- Triage medical emergencies and stabilize critical patients.
- Providing treatment and care for animals including vaccination and performance of medical treatments (ie bandaging, ear cleaning etc.] as directed by a veterinarian.
- Monitoring the health of the animals on an ongoing basis and rapidly identifying any potential health problems or conditions and immediately reporting it to the veterinarian.
- Medicating animals as directed.
- Ensuring that proper protocols are followed.
- Collecting laboratory samples in a safe and humane manner and performing laboratory tests including but not limited to blood work, urinalysis, skin scrapes, cytology, etc.
- Maintaining patient records by accurately recording treatments and test results on patient charts and other medical records.
- Maintaining an inventory of medications, ordering drugs and treatment supplies, ensuring that adequate supplies are on hand while staying within the clinic budget. Stocking these supplies in an organized manner. Ensuring that supplies are easily located, organized, and do not run out.
- Ability to use medical equipment including but not limited to the x-ray table, ultrasound, incubators, microscope, centrifuge, etc.
- 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.
- Working courteously and cooperatively with other staff members.
- Other duties as required.

Specific Job Skills:

- Must be a Licensed Veterinary Technician in Nevada.
- 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 veterinarian on duty.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.

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 Licensed 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: Clinic Director, on duty veterinarian(s), and operations director

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: DOE Excellent compensation package for highly experienced individuals.

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 poses a risk to public safety or to the safety of other animals.