

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

Friday - Saturday - Sunday 7:30am - 6:30pm

The Admissions Veterinary Assistant will be responsible for providing a careful and thorough admissions process for the animals arriving at the shelter. They will provide the initial physical exam and care, document the animal in the computerized database and move animals to housing within the shelter on a timely basis.

Essential Function/Major Responsibilities:

- Ensuring that animals arriving at the shelter receive a thorough admissions exam and the care and vaccination protocols are followed consistently.
- Daily, thorough cleaning of admissions room and ongoing cleaning of cages and equipment through out the day.
- Monitoring the health of the animals upon arrival and rapidly identifying any health problems or conditions and immediately reporting it to the animal care manager or veterinarian.
- Assisting with medicating animals in the shelter as directed.
- Assisting with euthanasia as needed.
- Creating and maintaining detailed records for each animal as they arrive at the shelter.
- 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.
- 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 or animal shelter.

- Experience in caring for and handling animals in a safe, effective and humane manner, cats as well as large and possibly untrained dogs.
- 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.
- Proficiency with Microsoft Windows and the ability to learn new computer programs.
- Knowledge of preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
- Strong animal handling skills and knowledge of animal behavior.
- Good interpersonal, communication, 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 shelter or 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:

Previous experience in a shelter 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: Animal Care Manager

Non-Exempt Position: Minimum of eight hours per day, 30 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: 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.