



## **Nevada Humane Society Job Description Licensed Veterinary Technician**

The Veterinary Technician will assist 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. Additionally, they will monitor the health of animals in the shelter and provide care and treatment to sick and injured animals.

### Essential Function/Major Responsibilities:

- 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 euthanasia as needed.
- Monitoring animals during anesthesia, surgery, and recovery.
- 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. Informing the volunteers, staff, and the public of any pertinent medical information on the animal's care.
- Doing laundry, cleaning medical equipment, dishes, washing windows, cleaning and mopping as needed. Restocking supplies.
- 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.
- 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:

- 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 preventive, diagnostic and therapeutic veterinary treatment of animals.
- Knowledge of animal behavior.
- Good interpersonal, communication, customer service, and time management skills.
- Affection to animals, concern for their welfare, and a willingness to accommodate animals in the work place.

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**Carson City: 549 Airport Road ♦ Carson City, NV 89701 ♦ 775-887-2171**  
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- 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.

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 or have the ability to obtain a license within 30 days. Alternatively a Licensed Veterinary Technician in Training would be considered for the position.

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: Lead Veterinary Technician

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: Based on past work experience in the field.

Supervisory Responsibility: This position is not supervisory in nature.