

Nevada Humane Society Job Description

Job Title: Veterinary Technician
Department: Clinic
Reports to: Veterinary Medical Director
FLSA Status: Non-Exempt

Position Description

The Veterinary Technician supports and assists the veterinarians in the Clinic ensuring the safety and overall health of the animals at the shelter.

Essential Job Functions:

- Assists the surgeon(s) with preoperative examinations.
- Assists with surgical duties in a high volume, fast paced environment pursuant to Nevada State law, and under the supervision of a licensed veterinary technician and the veterinarian present.
 - Preps animals for surgical procedures. Shaves hair from surgical sites, uses proper surgical scrub techniques, monitors anesthesia.
 - Monitors anesthesia while animals are having surgery/in surgery suite. Assists surgeons with supply needs and opens surgical packs using aseptic technique, etc.
 - Performs surgical recovery. Monitors temperature of animals, cleans incision sites, places any needed e-collars, trims nails, etc.
- Microchips shelter animals after proper training.
- Provides routine medical testing and preventative care to animals as directed. This includes phlebotomy, infectious disease testing, and use of standard laboratory equipment (CBC/chem machines, microscope, refractometer, sediview, centrifuge).
- Utilizes the following technical skills routinely:
 - IV catheter placement and setting up IV fluids
 - Performs digital radiographs
 - Phlebotomy
 - Cystocentesis
 - Laboratory work (CBC, urinalysis, cytology, etc.)
 - Intubation of dogs and cats
 - Surgical prep (spay, neuter, amputation, enucleation, mass removal, etc.)
 - Dental prophylaxis
 - Dental radiographs
 - Vaccinating
 - Microchipping
- Administers prescribed medication(s) to animals in accordance with the Nevada State Board of Veterinary Medical Examiners.
- Vaccinates shelter and foster animals.

- Completes medicated baths and/or grooms animals.
- Assists the veterinarians and veterinary technicians by providing safe and adequate restraint during physical exams and medical procedures.
- Enters exam and treatment notes into the PetPoint software program.
- Ensures that all supplies are available and in adequate supply in all designated areas. This includes informing manager/supervisors of supplies needed.
- Receives supplies/inventory and distributes them to their designated areas. This includes organizing all inventory and informing manager/supervisors of any expired items.
- Feeds and waters animals as directed, and supplies basic maintenance and animal husbandry for any animals housed in the clinic.
- Helps prevent spread of disease by using proper cleaning protocols daily and/or up to several times throughout the day.
- Washes and dries kennel and surgical recovery laundry.
- Cleans the clinic (cages, floors, dishes, etc) thoroughly daily.
- Performs routine maintenance on medical equipment as needed.
- Completes medical and surgical discharges of patients to their owners by providing detailed post-operative care instructions. This includes going over any waivers and/or medical history provided, microchip information, medications prescribed for patient, etc.
- Answers clinic phone and/or checks voicemail messages throughout day and makes follow-up calls when required.
- May be required to train new hires or volunteers.
- Wears company uniform and otherwise dresses appropriately and professionally to project a positive image to the public.

Knowledge, Skills, and Abilities:

- Experience in caring for and handling animals in a safe, effective and humane manner, cats, dogs, guinea pigs, rabbits.
- 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 veterinarian.
- 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.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

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 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.

Minimum Qualifications:

Education:

- Must be a Licensed Veterinary Technician in Nevada or have the ability to obtain a Nevada License within 30 days. Alternatively, a Licensed Veterinary Technician in Training would be considered for the position.

Experience:

- 1 year of prior experience working in a veterinary clinic or animal shelter preferred

Licenses:

- State of Nevada Veterinary Technician License

- Valid CA or NV Driver's license and ability to pass Nevada Humane Society Motor Vehicle Report criteria. Current auto insurance.

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.

**We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, we occasionally 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.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____