

Nevada Humane Society Job Description

Job Title: Med Staff Assistant
Department: Clinic
Reports to: Veterinary Medical Director
FLSA Status: Non-Exempt

Position Description

The Med Staff Assistant supports and assists the veterinarians & vet techs in caring for the animal population within the shelter by administering prescribed medications and treatments.

Essential Job Functions:

- Monitors health of the animal receiving medical treatment. Informs veterinarian or vet tech of any changes in health.
- Monitors the animal's incision sites, places any needed e-collars, trims nails, etc.
- Provides routine medical testing and preventative care to animals as directed.
- Administers prescribed medication(s) to animals in accordance with the Nevada State Board of Veterinary Medical Examiners.
- Completes medicated baths and/or grooms animals as directed.
- Enters medical treatment notes into the Pet Point 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 on special diets as directed, and supplies basic maintenance and animal husbandry for any animals housed in the shelter.
- Helps prevent spread of disease by using proper cleaning protocols daily and/or up to several times throughout the day.
- Cleans the med room (dens, floors, dishes, etc.) thoroughly on a daily basis.
- Performs routine maintenance on medical equipment as needed.
- Assists with the medical discharges of animals to their adopters by providing detailed care instructions, and sending home the animal's current meds. This includes going over how to provide medications to the animal.
- May be required to train new hires or volunteers.

Knowledge, Skills, and Abilities:

- Experience in caring for and handling animals in a safe, effective and humane manner, cats, dogs, guinea pigs, rabbits.
- Proficiency with Microsoft Windows and the ability to learn new computer programs.
- 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.

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 10 hour 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:

- High school graduation or GED equivalent required.

Experience:

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

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 _____