



**NEVADA HUMANE SOCIETY
Job Description**

The Nevada Humane Society's mission is to care for pets, find them homes, and save lives; Our vision is that all pets deserve a healthy, happy life.

Job/Position Title: Licensed Veterinary Technician
FSLA Status: Non-Exempt **Date** 3.26.24
Reports to: Clinic Manager
Staff Supervised: N/A.

Primary Purpose: Veterinary technicians are educated professionals who help veterinarians care for pets by providing nursing support, acting as patient advocates, performing diagnostic procedures, and assisting in anesthesia and surgery. At Nevada Humane Society Clinic you will be part of a collaborative and upbeat team that works well with all departments within the shelter to ensure excellent care of the animals.

Essential Duties/Functions:

1. Performing physical exams
2. Caring for hospitalized pets
3. Collecting diagnostic samples (i.e., urine, blood, feces, ear swabs, and skin scrapings)
4. Performing laboratory procedures, including x-rays
5. Preparing pets, instruments, and equipment for surgery
6. Placing intravenous (IV) catheters
7. Assisting with surgical procedures
8. Performing professional dental cleanings
9. Monitoring anesthetized animals
10. Cleaning and sterilizing surgical equipment and instruments

General Duties/Functions:

1. Fill in for other areas and perform other tasks/functions, as needed.
2. May be required to train new hires or volunteers.
3. Helps promote fundraising activities and solicit support of the agency overall

4. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs
5. Maintain and promote a positive public image standard relevant to Nevada Humane Society
6. Professionally represent Nevada Humane Society with customers, donors, and business partners
7. Wears company uniform and otherwise dress appropriately and professionally to project a positive image to the public.
8. Interacts with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
9. Attend and participate in departmental and shelter meetings. Attend educational conferences/seminars as recommended/approved.
10. Address and/or report any safety hazards or unsafe use of NHS equipment.
11. Perform other duties as requested by direct management, and/or the CEO.

Working Conditions: Air-conditioned building with computer and internet access. May require travel within a workday. Work is also performed outdoors and/or offsite for shelter events. Use of personal vehicles may be required for fieldwork; mileage allowance will be provided.

Equipment Use: Idexx laboratory machines, digital radiology, surgical, and more. Telephone, cell phone, computer, printer, scanner, copier, and other office-related equipment. May require use of personal and company vehicles.

Work Hours: This is an hourly position that requires flexibility. Required to be on call two nights a month after 90 days. While a typical workweek will be 40 hours, days off, or scheduling may change based on the needs of the organization. Attendance at events and other functions may require longer hours or holiday, weekend, and evening work.

Mental Demands: Must have the ability to multitask, prioritize, and handle various levels of stress. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Must have adequate judgment and self-confidence to handle decision making duties. Must be able to meet deadlines and delegate appropriately. Must be a team player able to give and receive instructions, and work effectively with all staff. Requires exceptional attention to detail, courteous and professional demeanor, extensive interaction with staff and public. Ability to work with staff and volunteers in a fair and ethical manner. Requires the ability to think clearly, act quickly, and utilize sound judgment in a variety of situations. Requires the ability to be self-disciplined and self-motivated. Must be able to endure long hours and remain alert, energized, and positive.

Physical Demands: This position may involve desk and computer work and being on your feet for long periods of time. Position may include (vehicle) travel back and forth to outside venues as well as some lifting. Must be able to work at a fast and efficient pace. Requires lifting heavy objects more than 50 pounds. Ability to safely handle and control animals of all kinds.

Desired Experience: Experience in same or related position in a nonprofit setting-preferably animal welfare. Record of continually increasing responsibilities with measurable results. A sincere interest in Organization's mission and vision and increasing visibility within the community.

Qualification Requirements:

- Must be a Licensed Veterinary Technician in the State of Nevada or can obtain a Nevada License within 30 days. Alternatively, a Licensed Veterinary Technician in Training would be considered for the position.
- Knowledge of Animal anatomy and physiology
- Veterinary pharmacology
- Medical terminology
- Animal handling and nursing
- Radiology
- Laboratory skills
- Surgical nursing
- Anesthesiology
- Ability to function independently, manage multiple projects and meet deadlines.
- Strong interpersonal communication and written skills.
- Ability to stay abreast of new developments in the community, especially as it relates to animal welfare.
- Strong attention to detail with a high degree of accuracy.
- Excellent verbal, written and observational skills.
- Must be goal-oriented, self-starter with a willingness and maturity to go beyond prescribed work and time schedules and meet assigned deadlines.
- Possession of a valid California or Nevada Driver's license with valid registration and insurance of personal vehicles.

General Qualifications:

- Be fear free certified or ability to become certified in 30 days
- Must have a passion for animals and support the mission of the Nevada Humane Society.
- Must treat animals humanely, with love and concern both on and off the job and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals.
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- College degree.
- Experience in a nonprofit agency.
- Animal welfare experience.