



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: Veterinary Assistant
FSLA Status: Non-Exempt **Date:** 3/29/2024
Reports to: Assistant Clinic Manager
Staff Supervised: N/A

Primary Purpose: Veterinary assistants are responsible for assisting the veterinarian, vet technicians, and other clinic staff with the daily operations of the veterinary practice. They are an important part of a veterinary healthcare team and make sure the office runs smoothly and that patients receive the care and attention they need while in the clinic's care. This includes intake team, Treatment team, Medicine team, and Surgical team. 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.

General Duties/Functions:

1. Work closely with the Veterinarians and Licensed Veterinary Technicians to provide excellent medical care (including preventative care, diagnostic testing, routine treatments, and surgery)
2. Delivering exceptional care to our patients through surgical procedures, from preparation to anesthetic monitoring and recovery
3. Perform basic physical exams and recognize normal and abnormal parameters in a variety of canine and feline patients and enter exam and treatment notes into the appropriate software program.
4. Administer vaccines and other necessary preventative care to all animals transferred or surrendered to our shelter.
5. Ensures all animals are properly identified by taking photos of each animal upon arrival to the shelter
6. Monitors health of the shelter population and inform veterinary staff of any clinical concerns.

7. Coordinates with animal care department on movement of animals from intake to their appropriate housing location.
8. Accurate documentation of medical records
9. Responsible for printing and filling prescription medications as directed by the Veterinarians, under the supervision of a Licensed Veterinary Technician.
10. Administer prescribed medication(s) to animals in accordance with the Nevada State Board of Veterinary Medical Examiners
11. Caring for hospitalized pets by proper husbandry, medication, collecting samples, and reporting to the DVM concerns
12. Performing laboratory procedures, including x-rays
13. Collecting diagnostic samples (i.e., urine, blood, feces, ear swabs, and skin scrapings)
14. Perform basic husbandry tasks to all animals housed in clinic (cleaning in-patient kennels, providing food and water, etc.)
15. Demonstrate an understanding of infectious disease in patients and infectious disease control
16. Collaborating with the team to maintain well-stocked clinic and surgical suites for efficient operations and receive supply/inventory deliveries and distributes them to their designated areas.
17. Ensuring the cleanliness and sterilization of instruments, equipment, and facilities, maintaining a hygienic and organized environment
18. Engaging with foster parents, owners, and new adopters, providing crucial information and support
19. Assist with public service events (vaccine clinics, spay/neuter, etc.), both on and off-site, and working with the events staff and others within the organization.
20. Fill in for other areas and perform other tasks/functions, as needed.
21. May be required to train new hires or volunteers.
22. Helps promote fundraising activities and solicit support of the agency overall
23. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs
24. Maintain and promote a positive public image standard relevant to Nevada Humane Society
25. Professionally represent Nevada Humane Society with customers, donors, and business partners
26. Wears company uniform and otherwise dress appropriately and professionally to project a positive image to the public.
27. Interacts with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
28. Attend and participate in departmental and shelter meetings. Attend educational conferences/seminars as recommended/approved.
29. Address and/or report any safety hazards or unsafe use of NHS equipment.
30. Perform other duties as requested by direct management, and/or the CEO.

Working Conditions: Air-conditioned office or air-conditioned building with computer and internet access. May require travel within a workday on a regular basis. 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: IDEX laboratory, radiology, two table 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 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:

- High School graduate (or equivalent).
- 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:

- 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:

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