



***Pet Network Humane Society  
Position Description***

**Job/Position Title:** Veterinary Assistant

**Status:** Nonexempt

**Date:** September 2024

Pet Network Community Hospital is a seemingly mythical place in Incline Village, Nevada, a town on the North shore of Lake Tahoe. While living near Lake Tahoe speaks for itself, we also offer great wages and a plethora of benefits including a starting bonus, gas allowance, paid time off, mental health days, an annual free adoption from the shelter, at-cost veterinary care for employees, four-day work week, and health, vision, dental, disability, accident, critical illness and life insurance.

In addition to our great team, we have an incredibly grateful clientele in our community that utilize the services at the community hospital for their pets and also donate generously to our shelter. We also offer payment plans and partner with local charities to assure that every pet receives the treatment he/she needs. We are a nonprofit organization, so all profits from the community hospital provide further support for our animal shelter.

**Primary Purpose:** The Veterinary Assistant is responsible for assisting the Medical Director, veterinarians and/or veterinary technicians with the medical care of all animals Community Hospital at the Pet Network Humane Society including handling and restraining for exams and treatment, helping position patients for and process radiographs, prepare patients for surgery, provide nursing and comfort care, and perform treatments or basic laboratory diagnostic tests, assisting with surgery, filling medication and providing routine care and follow up treatments.

The Veterinary Assistant performs these duties either independently with minimal supervision, operating from specific directions and instructions, or under the direct supervision of the Community Hospital Director and Hospital Medical Director.

**Reports to:** Community Hospital Operations Manager, Director of Community Medicine/Hospital Medical Director

**Workers Supervised:** None

**Essential Duties/Responsibilities:**

**1. Surgical**

- Assist the veterinarian and LVTs in surgery by surgical preparation of animals, anesthesia monitoring, and post operation recovery.
- Prepare the surgical suite for general surgery. Prepares necessary surgical supplies, ensures proper paperwork is available and completed and animals are fasted for surgery.

- Contributes to cleaning, packing, and autoclaving of surgical instruments and other duties related to maintaining a clean and organized surgical suite.

## **2. Medical**

- Performs daily treatments associated with inpatients including performing TPRs, administer daily treatments, monitoring fluids, feeding, cleaning, and collection samples (e.g. blood, urine) for analysis.
- Perform diagnostic laboratory testing, preparing prescribed medications and entering all necessary information into the Community Hospital software system after the examination is completed.
- Observe the progress of hospitalized animals, bringing concerns to the attention of the Community Hospital Director and documenting findings and treatments prescribed.
- Must safely perform proper restraint and handling of all animals that are received at the Community Hospital. This will include restraint for examinations, vaccine and medication administration, and other procedures. At times this may involve the handling of difficult animals and feral animals.
- Assists with the medication and supply inventory, ordering, and receiving and should have a general knowledge of where supplies are located and their general indications for use. Assists in keeping the treatment, dental and exam rooms and surgical areas stocked with necessary drugs and supplies.
- Review estimates with clients.

## **3. Educational**

- Educates clients about routine health care information. Will be required to obtain knowledge and understanding of diseases and conditions most common seen at Pet Network Community Hospital and Shelter. Is able to explain when necessary, the treatment/procedures to owners, adopters, fosters, and staff members. Represents the humane society well by providing good customer service.
- Be familiar with and adopt common Fear Free practices and Adopters Welcome in keeping with Pet Network policies.
- Provides input and insight into ways in which the community hospital can improve in terms of quality and efficiency.
- Attend and participate in organization-wide and departmental meetings. Attend educational venues as recommended and approved.

## **4. General**

- Ensure accurate personal time records are made via the payroll time management software.
- Must possess a high level of computer competency to be utilized for data input, content creation, appointment scheduling, and telehealth purposes.
- Maintains cleanliness in all workstations including sweeping, mopping, restocking and laundry.
- Knows, understands and follows procedures and policies of the Pet Network Humane Society.
- Maintain and promote a positive public image standard relevant to the Pet Network Humane Society.
- Occasionally help promote fundraising activities and solicit support for the agency overall.
- Participate in disaster preparedness and response activities for the Community Hospital and community as it pertains to pet related needs.

- Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Report any safety hazards, accidents or unsafe use of Community Hospital equipment.

Performs other duties as assigned/required.

**Working Conditions:** Surgical suite, dental suite, radiology, exam rooms, clinic treatment area, hospital lobby, kennels or other areas where animals may be housed.

**Equipment Use:** Community Hospital software programs (Ezyvet) and payroll time management software (Paychex). Medical and surgical equipment including anesthetic machine, anesthesia monitoring equipment, dental machine, fluid pumps, syringe pumps, suction, cautery machines, X-ray machine, autoclave, laboratory equipment, other medical equipment and supplies including prescription drugs. Animal care and restraint equipment such as leashes, muzzles, catch gloves, and specialized carriers. Computer, phone, printer, fax, copier and other office equipment.

**Work Hours:** Hourly position. Pet Network Community Hospital is open Wednesdays through Saturdays. Individual schedules vary but employee should be available and willing to fill in on an emergency basis on other days including holidays.

**Mental Demands:**

Must contain high learning agility, willingness and ability to obtain veterinary medical knowledge as it pertains to this position. Must possess strong organizational, time management and communication skills. Must work collaboratively, working effectively as part of a team to accomplish the organization's goals. Requires exceptional attention to detail, courteous and professional demeanor, and strong interpersonal skills to communicate successfully with a variety of people. Requires an innovative and solution-oriented attitude with the ability to quickly problem solve in varying situations. Requires the ability to take initiative on organization based projects while working with minimal supervision and direction. Must have the ability to healthy manage high stress situations such as animal emergencies, high work volume, and difficult medical decisions which may result in euthanasia.

**Physical Demands:**

The employee will work with live animals, including dangerous and fractious animals, with risk of injury such as animal bites and scratches, and exposure to zoonotic diseases and biohazards such as animal disease and waste. Potential exposure to allergens, fumes, dust, animal dander, sharp objects and hazardous chemicals requiring OSHA Material Safety Data Sheets including anesthetics, radiation, and medications. Potential interactions with hostile persons and exposure to environmental factors such as temperature variations, and high noise levels.

Must be able to lift at least 50 pounds and be able to hold and restrain animals of all sizes. The majority of duties will require the veterinary assistant to be on their feet. Should be able to handle animals of various sizes and temperaments and have adequate reflexes to deal with shy, fearful or potentially aggressive animals. Must be able to work at a fast and efficient pace while maintaining safety and health standards for both the workers and the animals. Must be able to respond quickly to emergencies.

**Minimum Requirements:**

- Veterinary related experience or veterinary assistant certification preferred.

- Previous experience and/or exposure to spay and neuter programs.
- Must be familiar with Nevada laws relating to tasks that can be performed by a licensed veterinary technician (LVT) versus a vet assistant and the difference among immediate, direct and indirect supervision by a supervising veterinarian.
- Sign and follow the Pet Network Employee Handbook, the Workplace Culture Agreement and Adopters Welcome Philosophy
- Familiarity with animal diseases, behavior and care.
- Familiarity with the handling of animals, particularly dogs and cats.
- Public relations and customer service skills.
- High school graduate or GED.
- Experience with MS Office, Excel and Google Office preferred.

**General Qualifications:**

- Must be willing to support the mission of the Pet Network Humane Society.
- Knows, understands and follows procedures and policies of the Pet Network Humane Society.
- Must adhere to all local laws regarding personally owned animals.
- Must treat all animals humanely, with love and concern both on and off the job.
- Must interact with all clients and adopters judgment-free, professionally and with respect.
- Positive attitude a must!

**Benefits:**

Fully Sponsored Health, Vision and Dental insurance  
 401k  
 401k Matching  
 Life Insurance  
 Accident Insurance  
 Disability Insurance  
 PTO  
 Paid Holidays  
 Referral Program  
 Sign on Bonus  
 Gas Allowance  
 Mental Health Days  
 Discounted Veterinary Care at the Community Hospital for personal pets

**Wage range:**

\$21 to \$24 per hour