



Pet Network Humane Society Position Description

Job/Position Title: Veterinary Assistant

Status: Nonexempt

Date: December 2022

Primary Purpose: The Veterinary Assistant is responsible for assisting the Medical Director, veterinarians and/or veterinary technicians with the medical care of all animals sheltered 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 Medical Director.

Reports to: Medical Director

Essential Duties/Responsibilities:

1. Must safely perform proper restraint and handling of all animals that are received at the shelter. 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.
2. Prepare the surgical suite for surgery. Have necessary surgical supplies out and ready for surgery, ensure proper paperwork is available and completed and animals are clean and fasted for surgery.
3. Assist the Medical Director in surgery with surgical preparation of animals, anesthesia monitoring, and post operation recovery. This also includes cleaning, packing, and autoclaving of surgical instruments and other duties related to maintaining a clean and organized surgical suite.
4. Assist with intake exams of new animals and follow standard operating procedure (SOP) for treating common conditions seen in our shelter animals.
5. Provides routine and minor health care for all animals housed at the shelter. Administer daily treatments to animals at the shelter. This will include observing the progress of the animals, bringing concerns to the attention of the Medical Director and documenting findings and treatments prescribed.
6. Assisting the Medical Director with daily animal examinations (vet checks). This will include being able to provide proper restraint, perform diagnostic laboratory testing, preparing prescribed medications and entering all necessary information into the shelter software system after the examination is completed.
7. It may be required, depending on the needs of the shelter, to become Euthanasia certified. This would allow the certified person to perform animal Euthanasia under the supervision of the Medical Director.
8. Assists adopters and the general public with routine health care information. Will be required to obtain knowledge and understanding of diseases and conditions most common in shelters. Is able to explain

when necessary, the treatment/procedures to adopters, fosters, and shelter staff members. Represents the humane society well by providing good customer service.

9. Communicates effectively with the animal care attendants regarding the daily health status of shelter animals and informs the animal caregivers when special treatments are needed.
10. 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.
11. Assists in scheduling weekly intakes, spay/neuter surgeries, foster appointments, and preparing necessary associated paperwork.
12. Be familiar with and adopt common Fear Free practices in keeping with Pet Network policies.
13. Ensure accurate personal time records are made via the payroll time management software.
14. Must possess a high level of computer competency to be utilized for data input, content creation, appointment scheduling, and telehealth purposes.
15. Maintains cleanliness in all workstations including sweeping, mopping, restocking and laundry.
16. Knows, understands and follows procedures and policies of the Pet Network Humane Society.
17. Maintain and promote a positive public image standard relevant to the Pet Network Humane Society.
18. Help promote fundraising activities and solicit support for the agency overall.
19. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended and approved.
20. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
21. Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
22. Report any safety hazards, accidents or unsafe use of shelter equipment.
23. Performs other duties as assigned/required.

Working Conditions:

Air conditioned surgical suite, dental suite, exam rooms, clinic treatment area, kennels or other areas where animals may be housed.

Equipment Use: Shelter and hospital software programs (Shelterluv and 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 muzzles, catch gloves, and specialized carriers. Computer, phone, printer, fax, copier and other office equipment.

Work Hours: Hourly position. Pet Network is open Monday to Sunday and all but 6 holidays. 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:

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.
- Previous experience and/or exposure to shelter medicine or 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 Workplace Culture Agreement
- 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.
- Positive attitude a must!