



Job Description for JVA

JOB TITLE: Euthanasia Technician

FLSA: Non-Exempt (hourly)

REVISED: 10/11/2016

REPORTS TO: Quality of Life Manager

SUPERVISES: None (except as noted below)

Position Summary:

Responsible for providing general care and comfort for all facility animals during the euthanasia process. This encompasses providing necessary humane handling, dignified treatment of remains, and responsibility for providing all animals with a humane and comfortable experience.

Essential Duties and Responsibilities:

- Meets standards of best practices for humane euthanasia according to the protocols of the Humane Society of the the United States (HSUS).
- Demonstrate knowledge in areas of animal behavior and ability to recognize animal body language.
- Exercise supervisory control over anyone assisting with a euthanasia procedure, pursuant to applicable sections of the Nevada Administrative Code.
- Train new staff members as assigned. Recognize staff failure to follow applicable standard operating procedures, and take appropriate action to prevent violations that could result in serious errors or consequences.
- Work independently and in a team setting with minimal supervision.
- Identify problems and review related information to develop and evaluate options and implement solutions.
- Exhibit the use of logic and reasoning to identify the strength and weakness of alternative solutions, conclusions or approaches to productivity problems.
- Be familiar with all industry standard equipment (i.e. ketch-pole, muzzles and cat nets).
- Conduct medical and equipment supply inventory relevant to department duties.
- Participate in movement of animals within the shelter.
- Maintain accurate records of schedule Class II controlled drugs according to NAC of the Nevada State Board of Veterinary Medical Examiners and NRS of the Nevada State Board of Pharmacy.
- Participate in growth development assignments, department cross training, rotation schedule and training in professionalism.
- Demonstrate the ability to prioritize and effectively manage one's own time in order to complete daily tasks.
- Communicate effectively with staff, supervisors, managers, and veterinarians to expedite decisions that impact animal priority and shelter flow.
- Immediately update the animal inventory management system animal record with accurate information and outcome of animals that are euthanized.
- Ensure proper disposal methods of animal remains according to The Animal Foundation standards.
- Clean and sterilize instruments, walls, doors, counters, cabinets, drawers, floors, sink, exam table, department area and maintains equipment.
- Review all pertinent animal information before beginning the euthanasia process according to department procedures.
- Maintains appropriate storage of kennel records and drugs logs.
- Prepares cadavers for rabies verification as directed for animal control jurisdictions.



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- Maintains a professional appearance at all times.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Other duties as assigned.

Education and Experience Requirements:

- Graduation from a veterinary assistant or veterinary technician training program accredited by the American Veterinary Medical Association or the appropriate agency in the state where the program is located, or equivalent.
- Two years of experience in animal care at a hospital, clinic or shelter.
- Equivalent combination of formal education and appropriate related experience may be considered.

License & Certification Requirements:

- Obtain euthanasia technician credentials from the Nevada State Board of Veterinary Medical Examiners, and the Nevada State Board of Pharmacy within a reasonable time after being hired; employment is contingent upon maintenance of licensure; at its sole discretion, the Animal Foundation may defer license and certification requirements pending the employee's completion of training and testing.

Required Knowledge and Skills:

Knowledge of:

- Principles and practices of veterinary clinical care and associated sanitary practices.
- Therapeutic veterinary treatment of domestic animals.
- Animal breeds and characteristics.
- Animal health, nutrition, and humane care.
- Standard clinic practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Performing veterinary clinical procedures.
- Working with animals and demonstrating concern for their welfare.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- Identification of problems and/or patient conditions (medical and behavioral) that need to be brought to the attention of the immediate supervisor.
- Treating people and animals with respect.
- Mathematics in order to calculate proper drug dosage.
- Fostering public relations beneficial to the shelter and its programs.
- Use of business software and associated computer hardware.
- Communicating effectively in oral and written forms.
- Working with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and



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activities.

- Locating, reading, reviewing and understanding written reports, correspondence, instructions and other published materials.

Working Conditions and Physical Effort:

Physical ability and mobility to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl. Strength to lift and/or move objects frequently weighing up to 50 pounds, and occasionally up to 75 pounds. Vision to read printed materials. Stamina to sit and work with computer for an extended period of time. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and occasional work outdoors for extended periods of time while exposed to cold and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

If you meet the minimum qualifications for education and/or experience described above, you are encouraged to fill out an online application. For unpaid or volunteer opportunities, please visit our website.

This job is open until filled. After it's filled, we may continue to accept applications, to establish a list for future vacancies.

Pay and Benefits:

Fair pay and good benefits, including employer contribution to health insurance, and paid time off for full time employees. All jobs are regular full time, unless noted otherwise. Our Summary of Benefits may be found [here](#). Additional benefits are available for certain positions.

About Us:

The Animal Foundation is a private, non-profit agency dedicated to making a difference in the lives of animals in the Las Vegas Valley. To promote the humane treatment of animals, The Animal Foundation operates Nevada's largest open-admission shelter (Lied Animal Shelter), taking in approximately 30,000 lost, unwanted and abandoned pets every year. Additionally, the Foundation offers adoption services, lost and found services, volunteer and foster opportunities, and low-cost spay and neuter and vaccination clinics. To learn more about The Animal Foundation, the jobs available, and an online application form, visit animalfoundation.com/employment.

We envision a humane and compassionate community for all animals. Our mission is save the lives of all healthy and treatable animals in the Las Vegas Valley.