



## Job Description for JVA

**TITLE: Veterinary Assistant, part time**

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**FLSA:** Non-Exempt (hourly)

**REVISED:** 12/29/2015

**REPORTS TO:** Clinic Supervisor

**SUPERVISES:** None

### **Position Summary:**

Responsible for providing support for veterinary nursing care operations of The Animal Foundation medical Clinic and provides compassionate and humane nursing services to the animals in our care in accordance with protocols created by veterinarians at The Animal Foundation.

### **Essential Duties and Responsibilities:**

- Administers prescribed medication to all animals in accordance with the Nevada State Board of Veterinary Medical Examiners.
- Prepares animals for surgical procedures, monitors anesthesia, and performs recovery, pursuant to Nevada State law, and under the supervision of the technician and the veterinarian present.
- Provides routine medical testing and preventative care to animals as prescribed, including vaccines and other preventative medications.
- Performs health screening exams for shelter animals eligible to go up for adoption and physical exams for foster animals.
- Cleans, disinfects and maintains all areas of the clinic in accordance with The Animal Foundation Clinic cleaning protocols. Does surgical laundry, wraps surgical packs and provides other maintenance for surgery and animal care as needed.
- Feeds and waters animals as directed, and supplies basic maintenance for any animals housed in the medical clinic.
- Assists veterinarian in the Low Cost Vaccination Clinic.
- Releases patients to their owners, provides detailed post-operative care and release instructions as needed.
- Checks voicemail messages for the Clinic throughout day and makes follow-up calls when required.
- 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:**

- Equivalent to graduation from a veterinary assistant training program.
- Qualifying experience may be substituted for formal veterinary assistant training on a year for year basis.

**License & Certification Requirements:** None



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### Required Knowledge and Skills:

Knowledge of:

- Principles and practices of veterinary clinical care and associated sanitary practices.
- 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.
- 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 activities.
- Preparing clear and concise reports, correspondence, instructions and other written 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 materials weighing up to 25 pounds frequently, 50 pounds occasionally. 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.***



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Regular work schedule may include Saturdays, Sundays, and holidays.

This is a four day, 8-hours/per day work week schedule.

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](http://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.