



## Job Description

**TITLE: Veterinary Technician**

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Apply for this opening by clicking here: [Job Application Link](#)

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

**REVISED:** 12/29/2015

**REPORTS TO:** Clinic Supervisor

**SUPERVISES:** None

### Position Summary:

Responsible for performance of all functions of a licensed veterinary technician according to State of Nevada veterinary law and provides compassionate and humane medical care 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. Records the use of controlled drugs daily in accordance with Nevada State law and the drug log protocols of The Animal Foundation.
- Monitors the flow of surgery and makes sure that all employees, students and volunteers are performing anesthetic monitoring, surgical prepping and recovery correctly; Assists in coordination of work assignments and daily flow of work within the medical clinic or the Low Cost Spay and Neuter Clinic (LCSNC) to maximize efficiency when required.
- Monitors stability of all patients undergoing anesthesia/ surgery.
- Intubates sedated surgical candidates, pre-medicates, induces and maintains anesthesia for all surgical patients under direction of the staff veterinarian.
- Assists the veterinarian with any emergencies that arise during surgery.
- Performs necessary medical testing, microchipping, and vaccination, and administers, prepares and dispenses any needed post-operative medications in accordance with The Animal Foundation medical protocols and under the supervision of a staff veterinarian.
- Prints out "treatments to do daily" list and supervises the medication of shelter animals in accordance with Nevada State Law and the drug log protocols of The Animal Foundation.
- Releases patients to their owners, provides detailed post-operative care / release instructions as needed.
- Sedates fractious animals for euthanasia and records all controlled substances used in accordance with state law and The Animal Foundation controlled drug log procedures.
- Applies bandaging and performs wound cleaning / care, ear flushing as needed under the supervision of a staff veterinarian.
- Performs health screening exams for shelter animals eligible to go up for adoption (Move to Adoptions Exams) and physical exams for foster animals.
- 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.

### Education and Experience Requirements:



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- Equivalent to a degree as a veterinary technician from a college accredited by the American Veterinary Medical Association or the appropriate agency in the state where the college is located.
- One (1) year of experience in a veterinary clinic, hospital or animal shelter.

#### License & Certification Requirements:

- Valid Nevada Veterinary Technician (VT) license.
- At the sole discretion of the The Animal Foundation, a valid Nevada Veterinary Technician in Training (VTIT) license may substitute for a VT license for a reasonable period of time.
- 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.
- Preventive, diagnostic and 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.
- Working with youth, schools, business, and community groups.
- 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



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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.***

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.