

Kennel Assistant Options Veterinary Care



OPTIONS
VETERINARY CARE



Overview:

The part-time Kennel Assistant is responsible for maintaining proper disease control protocols, including cleaning of facility, preparation of surgical packs, laundry, and general maintenance of facility. Schedule is two to three hours per day, two to five days a week on Mondays through Fridays.

Options Veterinary Care is a program of Humane Network, a Reno-based non-profit organization, which operates a clinic providing quality, affordable, and accessible spay/neuter services and veterinary care for pets and community cats to keep pets and families together and support a humane community.

Specific Responsibilities:

- Perform daily cleaning of kennels, cages and public areas, following proper disease control protocol to ensure a sterile environment
- Keep clinic staff informed of animal behavior, health or concerns
- Stock all kennel, cleaning, and general clinic supplies as needed
- Clean surgical laundry, clean and sonicate surgical instruments and prepare surgical packs as needed
- Clean, fold, and stock laundry throughout the clinic
- Other duties as assigned

Specific Qualifications:

Required

- Strong interpersonal communication skills
- Ability to work in a team environment
- High attention to detail

Desired

- Experience working in a veterinary clinic or similar environment
- Working knowledge of current veterinary practices

General Qualifications and Expectations for All Staff:

- Commitment to the mission and goals of Options Veterinary Care.
- Affection for animals and concern for their wellbeing.
- Flexible with the ability to manage changing priorities and varied tasks and schedules.
- Strong interpersonal skills—The ideal person would be outgoing, personable, professional, and able to get along well and communicate successfully with a variety of people.
- Strong written and verbal skills.
- Results-oriented—Able to set goals, plan, and carry out projects without direct supervision in an organized, efficient, and effective manner.
- Collaboration—Working effectively as part of the team to accomplish the organization's goals.
- Strong organizational skills.
- Learning-agility—Willingness and ability to learn new things quickly. Interest and commitment to keeping up with emerging best practices.

- Innovative/solution-oriented—Strong problem-solving skills, able to find ways to make things work.
- Drive—Taking initiative and working with minimal supervision and direction. Performing all duties in a manner which encourages attainment of the campaign’s goals.
- Attention to detail—Exceptional ability to follow through and meet deadlines.
- Technology savvy—Comfortable and proficient with computer technology (proficiency with Microsoft Office and possibly other programs/applications that apply to specific roles). Able to learn new programs quickly.
- Sound judgment—Maturity, good judgment, and strong decision-making and implementation skills.
- Professional personal appearance and demeanor.

Staff Requirements:

- Location: Live in greater Reno, Nevada area or willing to relocate.
- Able to work with and around animals.

Terms of Employment:

- Kennel Assistant reports to the Lead Licensed Veterinary Technician (LVT).
- Non-exempt position—Clinic is open 4 to 5 days per week so daily reporting hours and days of the week may vary according to the needs of the organization.
- Full-time employees receive three weeks paid time off (PTO) for vacation, sick, and personal time. PTO for part-time is prorated according to hours worked.
- There is no minimum period of employment that is implied or guaranteed.
- Wage: starting at \$13 per hour.

Humane Network, as the employer, does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

How to Apply:

Send a one-page cover letter and a resume to info@humanenetwork.org. More information available at <https://www.humanenetwork.org/job-postings>.