

Veterinary Assistant Options Veterinary Care



OPTIONS
VETERINARY CARE



Overview:

The Veterinary Assistant assists veterinarians and veterinary technicians in providing compassionate medical care and treatment for animals, and exceptional customer service to clients.

Options Veterinary Care is program of Humane Network, a Reno-based non-profit organization, that 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:

- Assist in the performance of medical and surgical procedures.
- Assist with exam room appointments.
- Assist with animal handling and restraint.
- Assist with educating clients on discharge and after-care instructions.
- Fill client prescriptions and maintain drug logs as required.
- Clean, disinfect, and maintain surgical and medical areas.
- Maintain medical equipment and supplies.
- Perform data entry to update and maintain animal records.
- Contribute to and lead initiatives to improve processes and procedures.

Specific Qualifications:

Required

- High school diploma or equivalent
- Strong interpersonal communication skills
- Proficiency in Microsoft Office programs
- 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
- Veterinary assistant certification
- Bilingual Spanish is a plus

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:

- Education/experience: High school diploma or equivalent.
- Location: Live in greater Reno, Nevada area or willing to relocate.
- Able to work with and around animals.

Terms of Employment:

- Veterinary Assistant reports to the Clinic Manager and works closely with the veterinarians and veterinary technicians.
- 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.
- Benefits include three weeks paid time off (for vacation, sick, and personal time), eight paid holidays, and a substantial employer contribution toward individual medical insurance.
- There is no minimum period of employment that is implied or guaranteed.
- Wage range: \$14 - \$17 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>.