

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 a program of Humane Network, a Reno-based nonprofit organization.

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.

Responsibilities of All Staff:

- Promoting a humane and caring attitude toward all animals and treating all animals with respect and compassion at all times.
- Working courteously and cooperatively with colleagues, other organizations, and volunteers.
- Treating clients, co-workers, and others with respect and courtesy.
- Ensuring superior customer service by promptly addressing concerns, demonstrating respect and empathy, and resolving problems on the spot during walk-in or telephone call situations.
- Willingness to assist with tasks outside of primary realm of responsibility in a manner which demonstrates interest, care, and concern for the staff and public and animals we serve.
- Being alert to and providing information on success stories to appropriate team members.
- Participating in periodic team meetings to discuss goals and plans.
- Helping to ensure that all established procedures and policies are followed within the intended spirit of each.

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 [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), ten 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: \$13 - \$16

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. Applications must be received October 11, 2020.

About Options Veterinary Care:

Options Veterinary Care is program of Humane Network that provides a clinic that provides 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.

About the Community:

Humane Network is based in Reno, Nevada, *The Biggest Little City in the World*. A world-class tourist destination with a vibrant arts scene and year-round outdoor activities, Reno has something for everyone. Only 45 minutes away is Lake Tahoe and some of the country's best ski resorts. Reno is also home to numerous hiking, biking, and kayaking options, as well as many casino-resorts and some of the nation's top special events: Burning Man, Hot August Nights, the National Championship Air Races and more. US News and World Report ranks the University of Nevada, Reno as a national Tier 1 university. The area is rapidly becoming a manufacturing and technology hub with Apple, Switch, and Tesla all opening major facilities. Reno rests at a comfortable 4,400 feet above sea level and gets more than 300 sunny days each year. Average high temperatures are 46 degrees in January and December (the coldest months) and 92 degrees in July (the warmest). Learn more at whyreno.org/livability.