



Veterinary Nurse

FLSA Status: Non-Exempt

SUMMARY: As the region's largest open admission shelter, ACCT Philly's medical program depends on skilled, caring, communicative individuals in order to provide the highest level of care for its animals. The Medical Nurse is one of the primary positions responsible for monitoring, examining and administering medical treatments to the shelter's many animals. This position works alongside a team of other Medical Nurses, managers and veterinarians to ensure timely and humane care for thousands of animals every year of various species, stages of health, and dispositions in both the clinic and the shelter setting.

Core Responsibilities.

- Provide all aspects of care for sick shelter animals including cage cleaning, exercising, feeding, monitoring for illness, performing diagnostic tests, following strict disease prevention protocols and administering all necessary medical care
- Provide assistance with foster, recently adopted and shelter animals including helping during exams, animal restraint, grooming, administering vaccines and treatments, client education, prescription filling and medical record entry
- Complete and record thorough medical examinations
- Read and interpret medical records to determine vaccination status and medical needs
- Perform intake examinations, administer vaccinations and medical treatments for shelter animals (which includes fractious or fearful animals)
- Assist with training new Medical Nurses and Nurse Assistants when needed
- Working cooperatively with other staff members, perform general cleaning of all areas to maintain a clean, odor-free clinic and shelter. Maintain clinic and surgical equipment such as microscopes and surgery packs; assist in maintaining healthy, safe, sanitary, pleasant and clean facilities for the animals under the care of the Animal Care and Control Team of Philadelphia at all times.
- Perform common laboratory tests, complete forms for out-of-house laboratory, file and scan lab test results, clean laboratory areas, perform related data entry
- Obtain certification in euthanasia and perform and assist with euthanasia
- Obtain certification in specimen preparation for rabies testing through the Health Department and perform and assist with specimen preparation
- Admit and release animals in a responsive, courteous and tactful manner and through managed recordkeeping, inform volunteers, staff and the public of any pertinent medical information regarding an animal's care; assist staff and volunteers whenever necessary to assure smooth, courteous handling of the public and their pets.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the Animal Care and Control Team of Philadelphia are followed; follow established procedures governing safe work practices including but not limited to wearing protective clothing/equipment when necessary; perform duties in a manner which

encourages attainment of goals, contributions and business set for the Animal Care and Control Team of Philadelphia and its programs

- Treat people and animals with respect; contribute to effective teamwork; foster public relations beneficial to the Animal Care and Control Team of Philadelphia and its programs; promote a humane and caring attitude towards all animals and treat all animals humanely, properly and with compassion at all times, regardless of circumstances and including those animals that are sick, wild, feral or aggressive
- Perform all other duties of the Medical Nurse position as required

The intent of this job description is to provide a representation and level of the types and duties of responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Qualifications

The ideal candidate is organized and detail oriented; is personable, outgoing, patient, professional and able to get along well with a variety of people; has strong written and verbal communication skills; possesses maturity and good judgment; has the ability to remain pleasant and calm even in stressful situations; the ability to ask appropriate questions to gather information along with the ability to feel and show empathy for others; the ability to turn people down, firmly when necessary, without becoming unpleasant or aggressive; is comfortable and able to work with animals of unknown disposition and those who may exhibit medical and other problems as well as aggressive tendencies; willingness and ability to learn and maintain knowledge of small animal behavior and health, common issues and ways to address them; ability to problem solve and work with minimal supervision; ability to accommodate varied assignments and schedules; ability to lift and move objects and animals weighing up to 50 lbs for short distances and to humanely restrain an animal. Must have a sincere interest in the work, program and mission of ACCT Philly.

Education and Work Experience

- High School diploma or equivalent
- Minimum of one year of full time experience as a veterinary nurse, technician or assistant.
- Some college, trade, vocational school, college or further education in veterinary assistance or technology preferred.

IMMEDIATE SUPERVISOR: Medical Manager

HOURS FLSA STATUS: NON-EXEMPT POSITION Full-time position requires eight (8) hours per day, forty (40) hours per week. Part-time position hours are dictated by the needs of the organization. Daily hours and days of the week (for both full and part-time positions) may vary according to the needs of the department schedule. Includes weekends, night, and holiday work

INTRODUCTORY ASSESSMENT PERIOD The introductory assessment period runs from the date of hire for three months thereafter. For employment in any position with the Animal Care and Control Team of Philadelphia, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or the Animal

Care and Control Team of Philadelphia may end the employment relationship without notice or prejudice.

EMPLOYMENT There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the Animal Care and Control Team of Philadelphia that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Animal Care and Control Team of Philadelphia or the employee may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.